

Alumni Referral Policy

HR.14

Corporate center policy

Highlights

This directive provides information about the reward that KPMG offers to all registered alumni in case of an employee referral.

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A. Basic principles

If alumni of KPMG Switzerland succeed in recruiting new employees, they shall receive a referral bonus as acknowledgement.

B. Rewards for referrals

For a hired referral candidate, the alumni's effort is rewarded as follows:

Job Grade E1-E3 (Consultant / Assistant or equivalent)	Job Grade D1-D2 (Senior Consultant / Senior Assistant)	Job Grade D3-A (Assistant Manager – Director)
CHF 1500 gross	CHF 3000 gross	CHF 6000 gross

The amounts are effective for all business lines and functions.

C. Prerequisites for payment and the submission process

Amount paid depends on employment rate.	<ul style="list-style-type: none">The listed amounts relate to referral rewards due on successful completion of the probation period and award of full-time employment. Referral rewards relating to part-time employment shall be reduced accordingly pro rata.
Referrer's name must be mentioned when submitting.	<ul style="list-style-type: none">Another prerequisite for the payment of a bonus reward is that the candidate either mentions the name of the person who referred them for the position at the time when submitting the application online or that the referrer sends the application directly by email to the recruiting team.The referral is not valid if the candidate mentions the name of the referrer for the first time during the interview or after the recruiting process is already terminated.
Reward will be paid after a successful probation period.	<ul style="list-style-type: none">The reward shall be deposited onto the private account of the registered alumni following the expiration of the probation period of the person recruited.

D. Exceptions for referral candidates

Please note, that a candidate cannot be included in the employee referral program if:	<ul style="list-style-type: none">The candidate is already a KPMG (Switzerland or International) employee with a permanent contract or a contractor working for the company at the time of the referral.The candidate is hired on a temporary basis and the employment is not seamlessly transitioned into a permanent contract afterwards.The candidate was working for KPMG Switzerland within the past 12 months.The candidate has been in contact through other channels (e.g. Campus Marketing Events) or another referrer in the past 12 months.The candidate has not applied via the online recruiting tool mentioning the name of the referrer ahead of the interview or has not been submitted to the recruiter by the referrer themselves.The candidate has applied independently prior to the recommendation within the past 12 months.The candidate was not referred for a specific open position.
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E. Eligibility

Who is eligible?	<ul style="list-style-type: none">This policy applies to all registered alumni of KPMG Switzerland.The determination of which alumni is eligible to participate in this program is made on a case-by-case base by KPMG Switzerland's Ethics & Independence Partner.
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Final provisions

Effective as of	12 January 2021
Review date	This policy is set for review until 2026
Policy version	1.4
Type	Mandatory
Owner	Human Resources
Approved by	Executive Committee

Questions?
You're invited to contact
the [KPMG Alumni team](#).

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