
Relationship with our Recruitment Partners

For specific vacancies, we ask external Recruitment Partners for support. **We have already selected our Recruitment Partners and do not take into consideration new partner requests.** Therefore, we only accept applications from Recruitment Partners that have already a login for the application tool and fulfil the following basic requirements:

- You must have a valid licence for recruitment activities in Switzerland; particularly for placements from abroad into Switzerland.
- You are a partner who specialises in areas where Pilatus has difficulties to hire qualified staff.
- You have agreed to the terms and conditions of Pilatus. Please follow the defined recruiting processes.

Please be aware, that Pilatus assigns rarely any mandates and temporary employments. Inquiries for Freelancers and Consultants can be addressed directly to the respective departments.

Submission of candidates

- Approved Recruitment Partners will receive a **login name** and are advised to submit candidates **only** through our **electronic application tracking system (Umantis)**. Applications from our Recruitment Partners cannot be submitted through the normal login button at the end of an advertisement. In addition, a direct submission/contact to the line manager is not allowed.
- All recruitment partners in possession of a login are allowed to submit their candidates **only to published advertisements** which can be found in the tool. If the position is only published on our Pilatus website and is not visible via your login, we will be able to fill it without the help of recruitment agencies.
- We **do not accept any unsolicited applications** from Recruitment Partners. We need your support by the placement of our current open vacancies.
- The **first point of contact** is always **our Human Resources department**, which allows you on occasion a direct contact to our line manager. We would be happy to provide you with more details for each vacancy (salary range, special desires, restrictions).
- Please submit only **completed candidate profiles**; including a motivation letter of the candidate, CV and when available any reference letters or diplomas/certificates. Moreover, we would be pleased to receive a front page with an overview of each candidate's notice period, salary expectations and notice reasons of the last three positions held.
- For applications from abroad, we expect that the **willingness to move** to the region has already been clarified with the applicant.

We are looking forward to a successful working relationship.

If you have any questions please feel free to contact us by phone +41 41 619 61 06.