



Association of  
Career **Firms**

Information on local ACF chapter

# Switzerland

**Number of members:** 8

**Frequency of meetings:** 2 face-to-face meetings / telephone conference every 2-3 months

**Focus:** Making outplacement and the ACF as representative association well known as an important and valuable support in change situations to potential clients and Swiss business partners

**Initiatives:**

- New members
- Tax regulations
- Change of domiciliation
- Statistics

**Topics discussed:**

- ACF Statistics
- Market developments
- Competitors
- Press articles
- Use of PR material with clients
- Budget
- PR projects

**Application procedure:** There are 10 criteria to fulfill for membership in ACF Switzerland (market relevance, company size, experience, focus on outplacement, methodology, transparency, quality assurance, tools, infrastructure, commitment)

# On-boarding procedure new members

On-boarding procedure new members		
Identification within Association		Interest contacts ACF
all		interest
↓		↓
Contact the target company		Discussion about interest
1 member		all
↓		↓
Provide feedback to association		Provide feedback to interest
1 member		1 member
↓		↓
Send info package to interest (including applic. form, fees etc.)		
1 member		
↓		
Return application		
interest		
↓		
Distribute and present application to association, discussion and preliminary		
1 member/all		
↓		
Review visit and recommendation to association		
2 members		
↓		
Personal presentation of interest		
all/interest		
↓		
Decision		
all		