

Annual Report

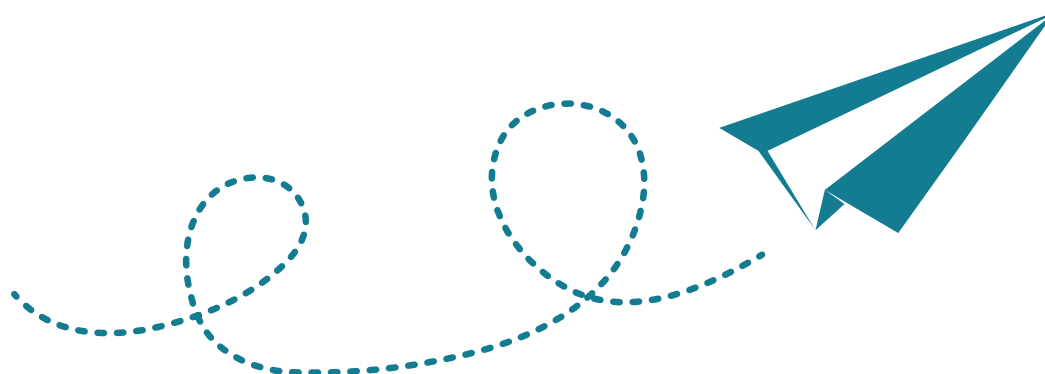
2018



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O. Message from Presidents

Telejob, the provider of *ETH get hired*: the largest job platform at ETH, advertised more than 4,200 jobs in 2018. With a success launch of a new business project last year, Telejob is currently working on a major upgrade of *ETH get hired*. In fact, Telejob once again achieved a lot in 2018 with our strong and enthusiastic team of volunteers.

Financial year 2018: goals accomplished!

Compared to last year, the revenue of *ETH get hired* increased about 30'000 CHF due to the increase in job advertisements with our online job platform. The effective administration of team events has also helped reduce Telejob's expenses this year. As a result, Telejob delivered an outstanding revenue performance in the financial year 2018, which again confirmed our strength at the digital recruitment segment in Switzerland.

All-time high in product development

Led by the innovation campaign "Moonshot" and backed by the strategic plan T-19 with the target of expanding our product portfolio, Telejob has redefined its role. It has transformed from a digital job platform provider to a service provider for digital recruitment solutions using emerging technologies.

Starting as a pilot project last year (and the first ETH-wide hackathon), PolyHACK was successfully delivered in 2018 for a second time and is gradually becoming one of the signature events at ETH.

Meanwhile, the "Moonshot" campaign itself, has evolved from a vague concept to a product under development. It also has a brand new name: Poly-e-fair, the first virtual university job fair in Europe, delivered by an unprecedented alliance: Telejob, Forum & Contact (VSETH) and ETH Alumni.

Moving forward with an agile product development, leading tech innovation events at ETH, virtualizing classical job fairs: Telejob is in full gear to the future!

A continuous growing team

With so many Telejob activities going on, sometimes it is hard to believe that all these are run by a group of two dozens of volunteering ETH students in their spare time. Exciting projects, continuing education and a respectful and supportive team culture lay the utmost foundation of Telejob: the ability to attract and develop motivated and entrepreneurial-minded members.

Concurrently, a clearer and updated set of rules and guidelines was necessary in view of our growing team. To this end, numerous team meetings and consultations were held, and in December 2018, Telejob's Rules of Procedure (see Appendix) were introduced for the first time in the history of Telejob.

Non-profit at its core

Profits from Telejob's projects and business products have always been fuelling activities benefiting students of the ETH community. In 2018, Telejob continued to served thousands of ETH students with numerous sponsorship projects and seminars, making us one of the prominent non-profit university associations in Switzerland.

Upcoming challenges

Telejob needs to redefine and sustain itself after its recent rapid growth. In addition to our long-standing business product *ETH get hired*, we now run two more business products: PolyHACK and Poly-e-fair. This poses new challenges in terms of consistent marketing and quality assurance of our products. Moreover, the need for additional manpower to sustain this larger "ecosystem" introduces challenges related to the effective recruiting of highly talented members and smooth transitioning between the different generations of Telejob members, aka the "Telejobbers".

It has been our privilege to steer Telejob in 2018. We are confident that our team's efforts have delivered outstanding results, which contribute to the 30-year legacy of our organisation.



Dehua Zhu & Christos Lataniotis
Telejob Co-Presidents

Highlights of 2018

CHF 222k
Total revenue

CHF 76k
Operating profit
(*ETH get hired*)

3'937
(21 % industrial)
Total job posts
(*ETH get hired*)

1.1 Million
Total page views
(*ETH get hired*)

24/7
Team members
(active/new)

21
Events

1. ETH get hired

Despite Telejob's continuously growing product portfolio, advertising jobs to ETH students and graduates remains Telejob's core business. This business, now known as *ETH get hired* (www.eth-gethired.ch), is the backbone of all Telejob's activities. It is an online job platform operated jointly by Telejob and the ETH Career Center. Interested parties can advertise their jobs (with conditions) on *ETH get hired*, reaching over 2000 potential candidates from ETH Zurich each year.

In 2018, the advertisement pricing strategy of *ETH get hired* remained the same as in 2017. Academic jobs from Swiss universities, university hospitals and members of SNF can be posted for free, whereas other jobs can be posted with a premium, resulting in the main revenue source for *ETH get hired*. Figure 1 summarizes the performance of www.eth-gethired.ch in 2018.

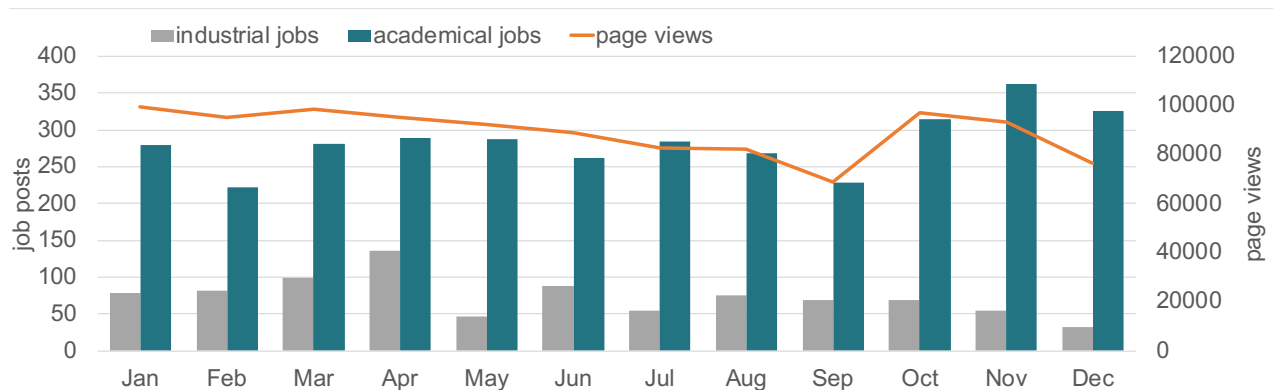


Figure 1- Overall performance of www.eth-gethired.ch in 2018: the number of job posts as well as the total web traffic/page views.

Compared to the previous year, number of job posts in industry has increased from 861 to 883. This is mainly due to a successful sales event carried out by *ETH get hired* during Polymesse in April 2018. Details of our participation in Polymesse can be found in the chapter of Customer Relations. Like previous years, relatively low number of academic job posts can be observed in February and September, indicating the vacation season at ETH.

The web traffic of *ETH get hired* is roughly the same as last year, slightly below 1.1 million page views. In Figure 2, we can observe an increase of users originating from Zurich by almost 10%, which may be related to the strategic plan T-19's marketing campaign focusing on campus advertisement. Again as in the previous years, the web traffic peaked in October and November, reflecting the busy season of semester start.

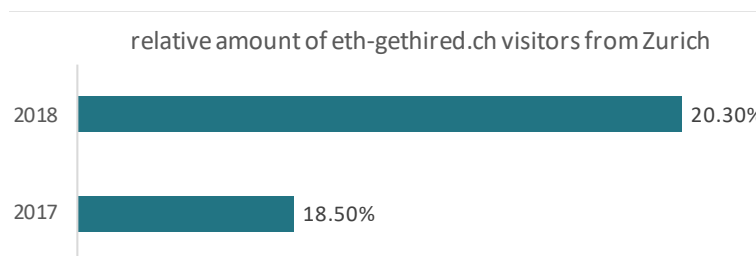
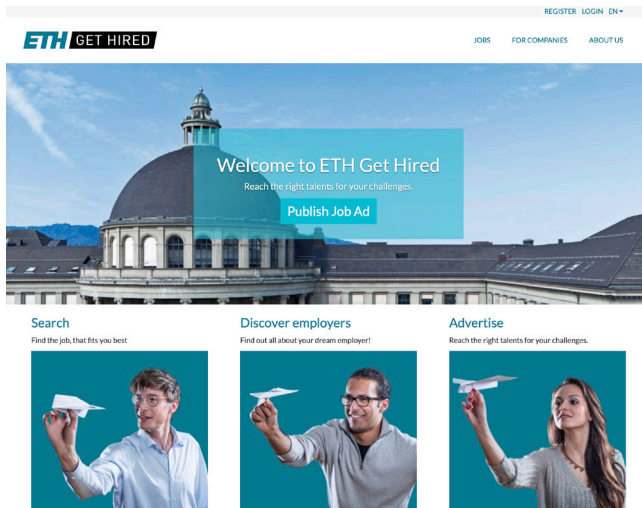
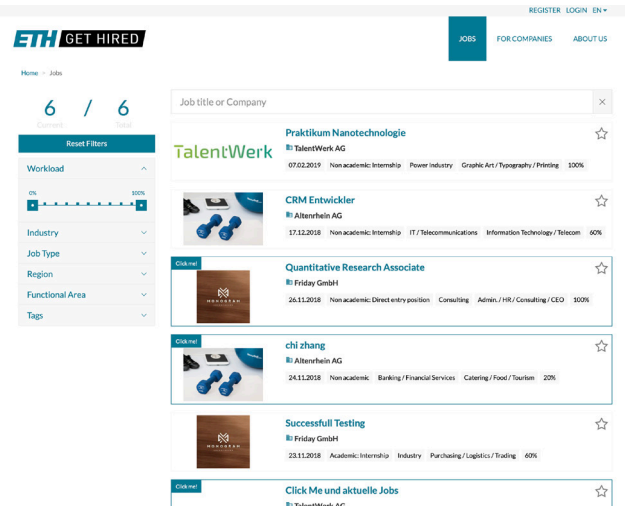


Figure 2. Growth of www.eth-gethired.ch users in Zurich region.

On top of operating *ETH get hired*, we are constantly upgrading the online platform. The development of *ETH get hired* version 3.0 has already been started. It is the second upgrade since its launch in year 2012-13. The last upgrade completed in 2017 with the result of *ETH get hired* version 2.0.



Sneak peek of the upcoming V3.0 of ETH get hired.



The collaboration between Telejob, ETH Career Center and the company TalentWerk throughout 2018 resulted in a major breakthrough for *ETH get hired*: the version 3.0 of *ETH get hired*, which is currently in progress.

ETH get hired version 2.0, the predecessor of *ETH get hired* version 3.0, was deployed in summer 2017. It focused on quality and security improvements along with major updates in the back-end. On the contrary, the upcoming version 3.0 introduces a newly built online platform - a platform completely re-implemented from scratch. The last time such a radical re-implementation of *ETH get hired* happened was back in 2012. This significant update brings the following new features to *ETH get hired* version 3.0:

- Deep integration of the online job platform with the infrastructure of the ETH Career Center, which lays the ground for more advanced and personalized services to ETH members via *ETH get hired*;
- Additional tagging capabilities in job posts which allow for more elaborate job searches;
- Extended user profiles: users can have a more complete personal profile (including a CV) which enables additional functionalities such as:
 - Distance from home (see the distance between the workplace and home, filter job search using this distance as a criterion);
 - Automated user login;
 - Favorite posts (one-click saving of posts which users can conveniently re-visit anytime).

The technical service provider for *ETH get hired* version 3.0 is TalentWerk. The whole development project is in collaboration with the ETH Career Center.

2. Strategy

Telejob accomplished its goals according to its strategic plan T-19 between 2017 and 2019. These two years have been Telejob's period of innovation, with big achievements in implementing our self-branded events PolyHACK and Poly-e-fair.

The arrival of year 2019 marks the end of T-19 and the beginning of Telejob's next strategic plan, namely, T-20. This new strategic plan will aim at strengthening Telejob's goal as an excellence-oriented organization by utilizing our current business model.

Milestones of T-20 - Telejob's new strategic plan

The milestones of T20 will be:

1. Refine Telejob's purposes, missions and visions.
2. Continue to attract new, competent members to join Telejob, and at the same time keep the current members motivated for missions and projects.
3. Utilize Telejob's current business model including our self-brand events PolyHACK and Poly-e-Fair.

Telejob's core mission and vision

Telejob's core mission and vision stay firm, as defined in our former strategic plan T-19:

"We help finding dream jobs!

Through our passion for technical excellence, we provide the digital recruiting service at ETH."

In addition, Telejob Rules of Procedures was officially introduced in December 2018 to add more details to the objectives of Telejob. In Article 3 of the Telejob Rules of Procedures, it states that:

1. The Organization serves the purpose of supporting ETH's academic community members in their search for employment. This includes all current and former students and scientific staff from the ETH domain.
2. The Organization fosters the culture of entrepreneurship and voluntary business activity within ETH's academic community.
3. The Organization seeks to attract and develop members interested in voluntary business activities by providing a corporate platform focusing on utilizing novel technologies and member education.

The complete Telejob Rules of Procedures can be found in the appendix of this report.

ETH get hired - on-line solutions for job platforms

Since its launch in 2013, ETH Get Hired has been a main source of income for Telejob. Operated jointly with the ETH Career Center, ETH Get Hired is an online job platform that advertises jobs in industry and academic jobs mainly for ETH students and graduates.

In a previous review, it was noticed that ETH Get Hired has been having a gradual decline in website traffic after an initial peak in June 2013. While T-19 managed to stop the decline to certain extend, it did not succeed in turning it into a growth. As a part of preliminary investigation done in the scope of T-19, several aspects of recruitment services were identified to be helpful in tackling the mentioned problem. These are:

- Big data applications - as a part of ETH Get Hired's upgrade, Telejob's IT team will make an effort to the development of data science-oriented methods which will benefit ETH Get Hired clients by enhancing the effectiveness of their advertisements on our website.
- Mobile solutions - although digital recruitment is the trend that people nowadays tend to use mobile devices for job search and application, almost 75% of total ETH Get Hired sessions were desktop entries. To fulfill the need of mobile ETH-domain recruitment service, a possibility to create a dedicating Android/iOS application for ETH Get Hired will be investigated.

In addition to these T-19 objectives, additional effort will be spent on increasing the visibility and the selection of internships offered by ETH-domain institutes (ETH Zürich, EPF Lausanne, PSI, Empa, EAWAG, WSL) on ETH Get Hired. Preliminary investigation indicates that, despite the high demand for such service among various ETH Zürich departments, internships are not well visible on the portal on a big scale. From the strategic point of view, such a service would encourage students to use ETH Get Hired more times: once they find a successful and interesting internship, they are more likely to return afterwards, searching for a direct entry position.

Fulfilling above strategies shall result in an increment in both number of users browsing job ads as well as number of clients posting job ads, which will have a positive impact on ETH Get Hired web traffic.

PolyHACK - ETH Zurich hackathon

The first big project envisioned as a part of T-19 was the official ETH-wide hackathon: PolyHACK. Two PolyHACKs have been completed successfully during the time of T-19. Both events offered in-person opportunities for ETH students and diverse kinds of companies to interact. Moreover, PolyHACK is a great event for Telejob members to advance their organizational, interpersonal and entrepreneurial skills. In 2019, Telejob will run PolyHACK for the third time with the theme of aerospace (more details in the latter part of this annual report). As a part of T-20, the PolyHACK-related goals are as follows:

1. Raise the awareness of PolyHACK;
2. Attract as many big names in industries as possible to sponsor PolyHACK and other projects in order to create opportunities for ETH students to get in touch with them.
3. Promote PolyHACK to the biggest Swiss university-based hackathon, laying a strong foundation for the future Telejob generations to build on.
4. Leverage PolyHACK to boost other Telejob projects through various marketing channels.

Poly-e-fair - first virtual university job fair in Europe

Formerly known as "Moonshot", Poly-e-fair is a virtual job fair - a new business product of Telejob delivered in cooperation with Forum & Contact (VSETH) and ETH Alumni. Poly-e-fair aims at digitalizing the world of job fairs, bringing job search and recruitment to the next new level. Along with a unique opportunity to interact with recruiters from renowned companies in a virtual way, participants will be able to attend virtual talks on job search and recruitment. Poly-e-fair continues to be a major part of T-20 and its goals are as follows:

1. Consolidate Telejob's role as the leading organizer of virtual job fairs.
2. Invite major and renowned companies as exhibitors, along with inspiring speakers, such as human resources specialists, coaches and politicians, to deliver high-quality talks on various career-related topics.
3. Leverage Poly-e-fair to boost other Telejob projects through various marketing channels.

Uniting the Telejob team for greater success

People are what makes Telejob strong. T-20 will make additional effort on that, fulfilling points two and three stated in Article 3 of the Telejob Rules of Procedure (see Appendix). In the following two years, we will continue to explore opportunities for members' self-development and offer support to current members for further trainings in various areas of expertise. We will also utilize the extensive Telejob alumni network to strengthen the sense of unity and belonging within Telejob. For instance, we will invite alumni to join Telejob's 30th anniversary celebration in March 2019. This will be an excellent opportunity for Telejob members, old and new, to mingle and exchange experiences and ideas for more exciting and rewarding Telejob projects in future.

The upcoming years will be challenging yet exciting for Telejob. Only with the trust and support of our motivated volunteering members, will Telejob be possible to overcome challenges and achieve its missions and visions. With new plans and ideas envisioned and the strong foundation built, Telejob will consolidate its position as an outstanding non-profit organization in the world of job search and recruitment through its dedication to technical excellence and personal development.

3. Organizational Structure

Since 18 December 2017, Telejob has implemented a new organizational structure to strengthen operation efficiency.

Under the refined structure, Telejob's operation is managed by the Executive Board (EB) (Figure 3) formed by the following members:

- EB Representatives: President/Co-presidents and Treasurer;
- Vice Presidents supervising key competences of Telejob;
- Project Leaders overseeing the success of projects and business units.

Positions in the EB can be re-elected at each AVETH General Assembly.

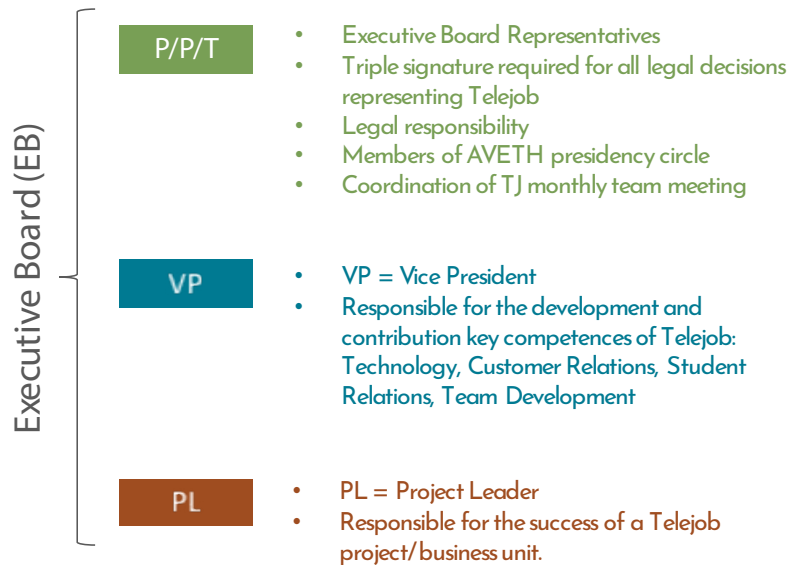


Figure 3. An Overview of Telejob's Executive Board.

The EB representatives are either a combination of President, Deputy President and a Treasurer, or a combination of two Co-Presidents and a Treasurer. With triple signatures for all legal decisions, the EB representatives take legal responsibility for Telejob's actions as well as maintaining oversight.

The President or the Co-Presidents are responsible to speak on behalf of Telejob and execute the Telejob strategy. They lead the EB and supervise Telejob's paid employee(s). In addition, they keep close contact with key stakeholders such as AVETH and ETH Career Center while coordinating Telejob's activities. Generally, the President or the Co-Presidents moderate the monthly executive meetings (MEM) and the retreat workshops while ensuring an efficient communication within Telejob.

The Treasurer is responsible for the legal and financial supervision of Telejob. The Treasurer maintains the budget, financial report, performs corporate controlling and ensures a smooth accounting workflow for Telejob.

Telejob has a group of Vice Presidents (VPs), who are responsible for Customer Relations, Strategy, Student Relations, Team Development and Technology respectively. The VPs represent the foundation of Telejob. Their activities will be described in the respective chapters.

In order to enhance process-orientation, Telejob has introduced four Project Leaders (PLs) into the EB, respectively responsible for Telejob's general matters, *ETH get hired*, PolyHACK and Poly-e-fair (formerly called Moonshot/PolyClub).

It is foreseen that PLs and VPs work closely together in order to ensure excellence in Telejob's core competencies as well as smooth coordination and project management.

The Administration (A) represents a key-role within the organization since almost 10 years. It ensures professional-level accounting and administration of our business units.

Last but not least, the backbone of Telejob is composed of non-executive team members with more flexibilities in terms of project involvement.

Telejob's organizational structure is depicted in Figure 4.

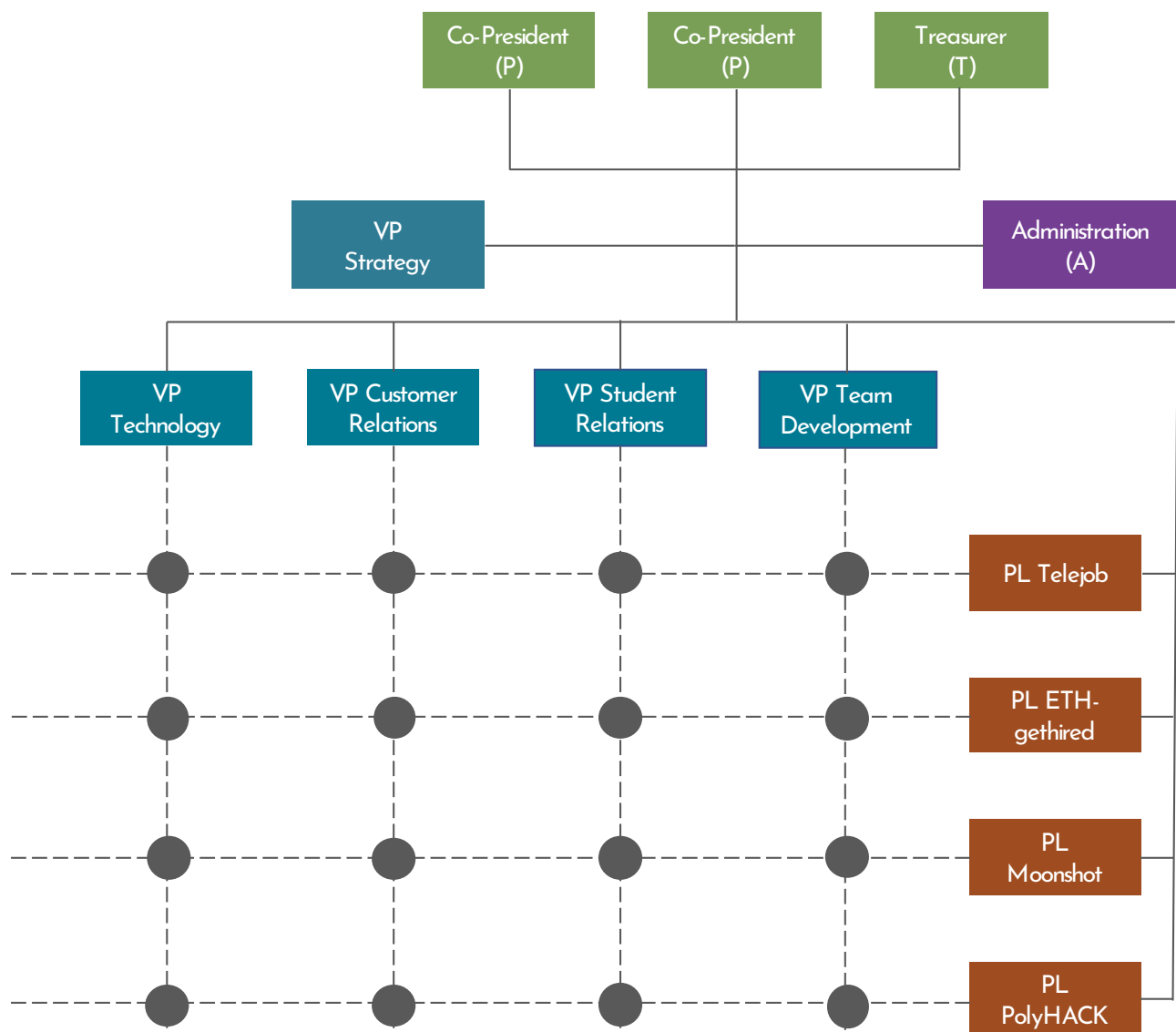


Figure 4. Organizational Structure of Telejob.

4. Student Relations

With the role of delivering professional products and services to target job-seekers, Student Relations (SR) team directly contributes to Telejob's vision: we help finding dream jobs.

SR team activities are based on two objectives:

1. Marketing and B2C of *ETH get hired*: this includes all efforts contributing to the website traffic of *ETH get hired* and thus the increase in its awareness and visibility.
2. Student benefit projects: as a non-profit organization, Telejob invests its excess profits from business revenues to projects and activities contribute to ETH students' benefits.

In 2018, SR team coordinated the following events and projects to achieve its objectives.

Seminars

One objective of Telejob is to provide students with information and guidance for their personal and career development. Therefore, SR team works together with Stiftung Benefit to organize seminars which inform students about the basics of financial planning and picking the right health insurance plan. In 2018, 12 financial planning seminars and 7 health insurance seminars were organized to over 180 participants in total. The seminars were advertised at the AVETH newsletter as well as the ETH Career Center. According to the seminar evaluation forms received, over 80% of participants rated the seminars as very good. Some participants also shared with us in person their high satisfaction with our seminars. In 2019, eight financial planning seminars and six health insurance seminars are planned.

Zurich Life Science Day 2018

Held annually, Zurich Life Science Day is a career event bridging academia and industry. It is organized by Life Science Zurich Young Scientist Network.

In 2018, Zurich Life Science Day took place on 1 February, and Telejob was one of the sponsors for the event. In return, we were given a booth to present Telejob's products and services including *ETH get hired*. Our participation in Zurich Life Science Day 2018 has gained Telejob an exposure of more than 800 participants, mainly PhD students and postdocs. Not only did SR team actively communicate to the student participants about Telejob activities and *ETH get hired*, the team also had informal chats with a number of companies at the event.



Telejob and ETH get hired at Zurich Life Science Day 2018

Career Day 2018

Telejob Career Day

Perspectives ?
Job Interview
Self Marketing
Salary Negotiation
Work Permit
Start Up

Register here:
www.telejob.ch/careerday

07 June 2018
ETH Center HG F3
1.00 pm-5.30 pm

followed by an
Apéro

*** Participate and win a free CV pic shooting ***



Promotion poster of
Telejob Career Day 2018.

Like former years, SR team was responsible for the organization of the annual Telejob Career Day. This year the event was held on 7 June 2018 with more than 150 registered participants including ETH students, PhDs and postdocs. Six talks were held during the event, covering different career-related topics. Participants' feedback was above expectation. The event was followed by a networking apéro, which lasted for more than 3 hours due to the great interest in discussions with speakers and colleagues. Such positive responses have proved Telejob Career Day 2018 a success, and the event will be held again in 2019.

Long Night of Careers 2018

On 22 November, *ETH get hired* sponsored 40 CV photo shooting sessions at the Long Night of Careers (LNoC) organized by the ETH Career Center. Each student successfully booked a photo shooting session would receive a professional CV photo by photographers from the company CV Pics. In the end, all 40 sessions were fully booked within minutes. During LNoC, Telejob has successfully drawn students' attention to Telejob's projects and activities. *ETH get hired* was further promoted to those attending the CV photo shooting sessions as well as other participants and companies joining the LNoC.



Participants showed interest in Telejob at Long Night of Careers 2018.

Life Sciences PostDoc Day 2018 & Life Sciences Innovation Day

ETH get hired sponsored the Life Sciences PostDoc Day 2018 and Life Sciences Innovation Day in September. As a result, the official logo of *ETH get hired* is featured in the official website of the events: <https://across-science.b2match.io/>, which increased the visibility of *ETH get hired*.

AMB's Autumn Workshop 2018

In October 2018, Telejob sponsored the Autumn Workshop 2018 organized by Akademischer Mittelbau am Department Biologie (AMB, the official association of non-faculty academic staff at the Department of Biology of ETH Zurich). 30 PhD students from the department participated in the workshop and received *ETH get hired* goodies including booklet, pen and chocolate. As an expression of gratitude, AMB promotes us by having *ETH get hired* and Telejob logos on their website.

Marketing in 2018

In 2018, Telejob and *ETH get hired* were actively involved in different marketing and sponsoring activities.

Telejob and *ETH get hired* had both several weeks of promotion with electronic posters displayed on various screens at ETH in different time of the year, including the period before and after Polymesse, at the beginning of the autumn semester and in November.

On the other hand, Telejob and *ETH get hired* were presented in the VSETH Ersti-Bag - goody bags which were distributed to ETH freshmen during the first week of the autumn semester. A screen cleaner with *ETH get hired* logo was included in the ErstiBag and Telejob had one full-page of advertisement in the "How-to-ETH" booklet included in the ErstiBag.

In addition, *ETH get hired* was further advertised in two other occasions. In November, *ETH get hired* was presented in a creative way: a recipe of dream jobs on napkins distributed at SV Mensa. *ETH get hired* was also presented in the ETH Zürich Application Guide for ETH students and doctoral students released by the ETH Career Center.

Telejob's full-page advertisement in the "How-to-ETH" booklet.

Social media campaign

To further gain more exposure of Telejob and its projects, SR team started a social media campaign on Telejob's official Facebook page in June 2018. The campaign involved sharing Telejob updates as well as interesting and inspirational articles on job search and career on our Facebook page once to twice per week. In addition, Telejob has launched two page promotions via Facebook. Each promotion lasted for one week and took place one week before the autumn semester and one week after the start of autumn semester. This campaign has proved to be a success as Telejob has gained double number of likes for its Facebook page at the end of September 2018. We also fully utilized our Facebook page for the promotion of PolyHACK 2018, which earned us even more likes and followers for our page, sharing the great success in PolyHACK 2018.

In 2019, SR team would continue to use Facebook as one of the major platforms to promote Telejob and connect with ETH students and alumni. SR team will also work with other teams in Telejob to come up with new social media campaigns to be proceeded on Facebook as well as LinkedIn.

Your recipe of **dream job** with



- Passion
- Commitment
- Opportunities
- Your Secret

Ingredient(s):

Visit ETH-gethired.ch to flavor your search of dream job.

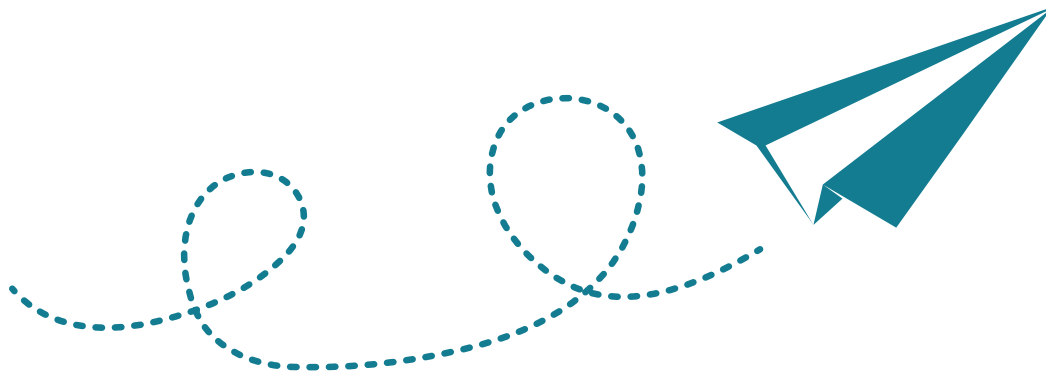


En Guete!

ETH get hired's napkin promotion

Polymesse 2018 & New Year gift for ETH get hired customers

Every year SR team coordinated with Customer Relations team in the participation of Polymesse 2018 as well as the organization of new year gifts for *ETH get hired* customers. Details of these activities are summarized in the following chapter of Customer Relations.



5. Customer Relations

Customer Relations (CR) team is responsible for developing, maintaining and strengthening the relations among Telejob, *ETH get hired* and their customers. These customers are mainly companies and institutions which advertise on *ETH get hired*, or partners and sponsors at PolyHACK and other Telejob events such as the upcoming virtual career fair in April 2019. The goal of CR team is to build a strong customer base to ensure a sustainable growth in Telejob's revenue. In order to reach this goal, CR team has coordinated and participated in the following events throughout 2018.

Personal Swiss



ETH get hired's booth right next to the stage of Personal Swiss 2018.

Personal Swiss is the largest human resources fair in Switzerland. In 2018, Telejob joined Personal Swiss under the name of *ETH get hired*, and we had a booth located directly next to the stage of the fair. The favorable location of the booth has helped Telejob and *ETH get hired* gain a great visibility among the 280 exhibitors and 4200 attendees at Personal Swiss 2018.

In addition, Telejob's co-presidents gave a plenary talk during the fair, sharing insights of the first PolyHACK.

At the fair, Telejob did some networking and benchmarking with the sales teams of other major Swiss job platforms and *ETH get hired* potential customers. After the fair, we followed up with the many new contacts with a personal approach.

Telejob has already started its planning and preparation for Personal Swiss 2019. We will have a booth at the fair and give a keynote presentation on the topic "Rekrutieren am ETH Campus: Dienstleistungen der Studentenvereine" (Recruiting at the ETH campus: services of the student associations), in which we will introduce *ETH get hired*, PolyHACK, and Poly-e-fair:



Telejob's co-presidents gave a plenary talk at Personal Swiss 2018.

the virtual career fair as possibilities for companies to get in touch with and recruit ETH students and graduates. The talk will be presented in German.

Polymesse 2018

In late April 2018, Telejob again participated in the annual ETH job fair: Polymesse. This time, Telejob displayed a job wall at Polymesse. As a promotion, we offered, for free, all companies participating in Polymesse 2018 to post an entry job position as well as an internship position on the job wall and on *ETH get hired* website. The job wall has caught extensive attention from companies as well as students participating in Polymesse. In addition, CR team has talked to all start-up companies present on "startup Thursday".

Telejob's presence at Polymesse has resulted in 35 internships and 42 entry positions posted on *ETH get hired* by companies at Polymesse, with 54 companies took advantage of our Polymesse promotion. Some companies, for example, Trumpf, have later paid for additional ads on *ETH get hired* after Polymesse.



ETH get hired at Polymesse 2018 and part of the job wall.

Sales and marketing workshops for Telejob members

To equip members with better knowledge and skills to promote Telejob and *ETH get hired*, CR team has organized two negotiation and sales workshops in 2018.

Negotiation and sales workshop

In Spring 2018, a negotiation and sales workshop was organized with the support of the ETH Career Center. At the workshop, participants learned from Evelyne Kappel (Head, ETH Career Center) and Christine Kaiser (Senior Career Advisor, ETH Career Center) the concepts and strategies of a successful sales pitch. It was also explained in the workshop how to look for and evaluate potential clients for the organization and projects. As practice, Telejob members participated in the workshop came up with a Telejob sales plan as well as a value proposition. *ETH get hired*'s customer lists were also re-defined according to the above strategies.

Follow-up negotiation and sales workshop for Telejob members

In Autumn 2018, a follow-up workshop was organized by CR team to reinforce the knowledge and skills learned from the previous negotiation and sales workshop at the ETH Career Center. The Telejob sales plan and value proposition were re-evaluated. Participants also had several rounds of role play, where they practiced negotiation and sales skills with different career-related and business scenarios.

New Year gifts for ETH get hired customers

Telejob values its customers for every support they offer, especially those to *ETH get hired*. As a token of our appreciation, we prepare small gifts through ETH store for our customers every year. This year *ETH get hired* customers received business card boxes from Telejob as new year gifts. Together with the boxes, we have also sent a self-designed new year card for each customer to express our gratitude.



New Year card specially designed for *ETH get hired*



6. Technology

Being an information technology (IT) company at its core, Telejob heavily relies on its IT infrastructure, which is safeguarded by our technology team. The mission of technology team can be summarized as follows:

1. Maintain Telejob servers
2. Management and supervision of the collaborations with external IT partners
3. Maintenance and improvement of internal and external Telejob IT services
4. Initiation of new IT projects, consulting and supporting other Telejob teams on IT matters

Update and maintenance of the Telejob website

Telejob's official website (telejob.ch) is an important window for our organization. To facilitate the fast-growing business, timely update and maintenance of our official website are carried out.

Maintenance and enhancement of *ETH get hired* website

In order to improve the connectivity and user experience of ETH get hired version 2.0 website, 20 short-term projects were completed in collaboration with PricewaterhouseCoopers (PwC). The context of those can be summarized as follows:

- Bug fixes and polishing (50%)
- Updates in the accounting system (25%)
- Search engine optimization (25%)

From November 2015 to October 2017, the development and maintenance of ETH get hired Version 2.0 website were covered by a development agreement. In 2018, a new contract was needed to protect the rights of Telejob and avoid dispute between involved parties. After evaluation of the contract proposed by PwC, Telejob decided to continue its appointment of PwC for the ETH get hired website maintenance in hourly basis.

Update of the team communication channels

The team has completed a full migration of the productivity and collaboration tools. Through the transition to G-Suite (by Google), the Technology team can now provide consistent services to all members in terms of cloud storage, e-mail accounts, instant messaging and events organization applications. In addition, new services were introduced such as video conferencing and a collaborative office suite.

In order to keep up with the increasing numbers of manpower and ongoing projects, Telejob has decided to fully adopt the agile methodology of project management. To that end, the Technology team has further expanded the productivity tools of the organization with "Trello" after evaluating various solutions. Teams are now managing their ongoing projects and sprint through Kanban boards and monthly Scrum sessions.

ETH Get Hired V3.0

Significant resources of the Technology team have been dedicated to the ongoing development of the new version of our job platform: eth-gethired.ch. On the one hand, the team is responsible for the product backlog while representing the collaborators of ETH get hired and the customers during conversations with the technical service provider. On the other hand, the team orchestrates the platform migration during the deployment phase (expected completion in early 2019).

Data Analysis

The major research and development effort of technology team could be placed on data analysis. After decades of running Telejob and ETH get hired, a large amount of data was gathered. An internal data analysis project group has been formed and several targets have been achieved such as google analytic data acquisition and statistical analysis of visiting data. The project group will continue to work on the data analysis and report its findings to the whole Telejob team occasionally.

7. Team Development

As a non-profit organization, Telejob is mainly operated by student volunteers. In order to create an enjoyable and efficient working atmosphere within the organization, Telejob organizes various social activities for its members, and sponsors its members for further trainings.

Moreover, two retreats are organized each year, where members can discuss future strategies and prominent issues within Telejob, and at the same time know each other better through social activities during retreats.

Here are the highlights of team development activities in 2018.

Spring Retreat 2018

111 Telejob members joined the spring retreat in Grindelwald, which took place on a weekend in April 2018. The retreat kicked off with a workshop to discuss the current and future projects of Telejob, including an update on the status of PolyHACK 2018. After a refreshing coffee break, we had a fruitful discussion about Poly-e-fair.



Telejob at Grindelwald.

First day of the spring retreat concluded with a wonderful dinner gathering at the hotel restaurant, where traditional Swiss cheese fondue was served.

Some other members also had an all-you-can-eat grill buffet. Members continued to socialize with each other after dinner. Some enjoyed a quiet walk through the city watching the stars in the sky whereas some enjoyed drinks and small chats at the hotel apartment.



Hard-working team at Spring Retreat 2018.

Second day of the spring retreat started with a nice breakfast at the hotel. After breakfast, we took the cable car up the First mountain and hiked through the snow. We celebrated with a delicious lunch once we reached our destination and split into two groups for different leisure activities.

One group is more of adventurers and they went on the First Flyer, where players travel at a top speed of 84 kilometers per hour from First to Schreckfeld on an 800-meter-long steel cable. Another group chose relaxation against excitement: they did the First Cliff Walk, where they enjoyed the magnificent view of the Alps and valleys.



"Hooray, Telejob!" at the First Cliff Walk.



Telejob soars into the sky!!!

Autumn Retreat 2018

A total of nine Telejob members and one AVETH member participated in the autumn retreat on 24th and 25th of November 2018. Again, this retreat showed how supportive Telejob members are as two members volunteered to drive all retreat participants to the retreat destination Baden-Baden by rented cars.



Team work at Autumn Retreat 2018.



Brainstorming for Telejob projects at Autumn Retreat 2018.

Upon arrival, we had lunch at the restaurant Wallstreet im Hamilton. At 2pm, we started a workshop at a hotel seminar room. With two coffee breaks in between, members have actively participated in discussions on various topics including Telejob's strategic plan, Telejob's 30th anniversary celebration, Telejob bylaws and *ETH get hired* version 3.0 website. After the workshop, we enjoyed a wonderful dinner at the restaurant Mamma Lina.



Dinner gathering: a nice way to finish Autumn Retreat 2018.

It was again the time for leisure activities on the second day of the retreat. Split into two groups, one group went hiking and enjoyed the view on top of the Merkur mountain and the other group simply had a relaxing morning at the hotel. Later that day, all participants were treated with a relaxing spa before heading back to Zurich for another nice dinner at a Chinese restaurant.

Recruiting events

Recruiting events are one of our main ways to bring in new blood to Telejob. In 2018, we organized two recruiting events at the ETH Zurich main building and nearby area: once in late February and once at the beginning of the fall semester. Each recruiting event was promoted with posters and electronic ads through campus channels such as ETH Link. During the recruitment event, current Telejob members would give a brief presentation about Telejob and its latest updates. Participants had the chance to ask questions about the organization. In addition, Apéro was offered for each recruiting event so that current and potential Telejob members could further socialize and exchange ideas and experiences on volunteering. In 2018, seven new members were recruited via the recruiting events, with six of them are still active members of Telejob. Another three new members were recruited into Telejob through personal networks and other events Telejob participated in.

Dungeons and Dragons

At the dawn of civilization, where barbarians battle evil sorcerers, or a post-apocalyptic fantasy where elves and dwarves wield magic amid the wreckage of sunken temples. A handful of brave adventurers from Telejob met bi-monthly in the Tavern of Schuetzenhaus Albisguetli going on an epic quest of liberating the Lost Mine of Phandelver close to Neverwinter. On the journey they were ambushed by Goblins, had an affair with prince, slayed a dragon, killed drows and bugbears, negotiated with a banshee and much more. Part of the adventuring team was the half-orc Paladin Karamak (played by Christos, later reincarnated as Thiapia, the Goblin-killing half-orc Barbarian), a dwarven cleric Harbek (played by Heiko), the high-elf wizard Ballrandir (played by Benoit, later reincarnated as the human knight Sildar Hallwinter),



the half-elf bard Valentina (played by Matija), the human ogre Hans (played by Arian), the gnome artificer Kirp (played by Markus, later reincarnated as Ben, the human monk), the halfling rogue Francis (played by Lukas, later reincarnated as Nezznar the Black Spider (the villain!!!)), Didasa the human Druid (played by Francesco Braggio), Alain the gnome Wizard (played by Silvan), Reidoth the Druid (played by Efeke) and the Dungeon Master David.



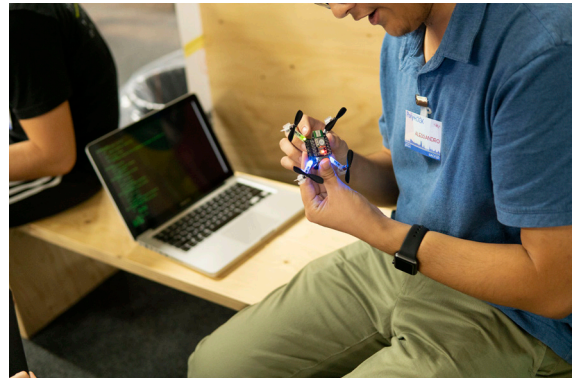
8. PolyHACK

PolyHACK is one of Telejob's trademark projects and the first hackathon to be held at ETH. With a different theme each year, PolyHACK is held annually since 2017, where ETH students are invited to solve a challenge as teams in the two-day hackathon.

PolyHACK 2018: Future of Drone Technologies

In 2018, PolyHACK was held on 27th and 28th October. With more than 100 registrations, approximately 60 students were accepted to join this remarkable ETH-wide event. This year's PolyHACK theme was "Future of Drone Technologies". Three exciting challenges were set for competing teams:

1. "Swarm of Drones" challenge: how can we program a swarm of drones delivering parcels simultaneously?
2. "Personality" challenge: how can we give a personality to a drone?
3. "Inspection" challenge: how can we inspect kilometres of electrical lines with drones in an efficient way?



PolyHACK2018: Future of Drone Technologies.

Building bridge between students and industry

One of Telejob's goals is to encourage PolyHACK contestants to get in contact with new people in order to learn from each other and broaden their horizons. To promote interactions among contestants and guests from university and industry, Telejob coordinated with PolyHACK partners to offer a series of workshops, such as pitch training and technical workshops, to equip contestants with essential hacking tools and skills to complete each challenge.



Engaging participants at PolyHACK 2018.

During PolyHACK 2018, teams of each challenge were supervised by expert mentors from one of PolyHACK's corresponding sponsors. Telejob arranged comfortable areas and sponsor stands where all participants - sponsors, partners and keynote speakers - could easily reach, discuss and exchange knowledge and skills with each other.

A networking apéro was also organized at the end of PolyHACK 2018, where our sponsors and participants were given the opportunities to further learn about each other and discuss future plans such as recruitment opportunities at the sponsor companies.

Work hard, play hard

PolyHACK 2018 offered diverse fun activities like last year. We spoiled our participants with delicious food such as Tibetan meals, canapés, rich breakfasts and comforting pizzas. We also kept them fuelled with coffee, energy drinks and tasty smoothies all day.

There were more than just food and drinks. During the whole event, students had access to our selfie photo box for making hilarious and memorable selfies: perfect and unique souvenirs for joining the epic PolyHACK 2018! There was no room for boredom as we offered games like Twister and soccer table for participants whenever they felt like a break and had some fun

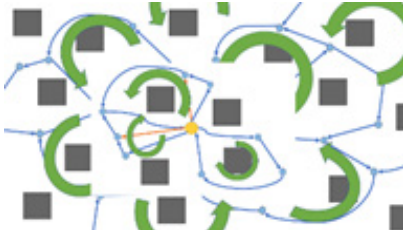


Dedicating Telejob members at PolyHACK 2018.

Winner projects of PolyHACK 2018

In total, 13 teams competed at PolyHACK 2018. Each team picked one of the three challenges to complete. Their performances were truly impressive, which gave our jury panel a tough time in picking the winning team for each challenge. The following is a brief summary of the main winning teams for each challenge.

"Swarm of drones" challenge: ELEKTEK INNOVATION



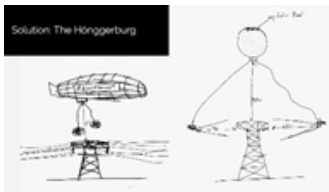
Thanks to a clever use of graph theory and control theory, Team "Elektek Innovation" created an efficient and simple way to control delivering drones through a 2D canvas of obstacles which would optimize traffic control while avoiding collisions. That's not all: they managed to program a working demo with little programmable drones through the small-scale city we had built for them. They might have found the future of delivery!

"Personality" challenge: BEEHAVIOR

Team "BeeHavior" aimed big for this challenge by creating a beautiful virtual world and a simulation engine to allow flying drones in such an environment. What's more, they implemented not only one but several mood expressing algorithms in order to set different interaction modes between a drone and a person depending on the context. In the end, they amazed the entire audience with a whole virtual demo of a domestic drone greeting its owners or scaring potential robbers.



"Inspection" challenge: AMADRONE



Team "Amadrone" designed the brilliant concept of "Hönningerburg". They proposed to use airships launching inspection drones along electrical lines, which would allow no less than 50km of cables to be inspected within one day. They also planned a clever docking system for the drones to be powered and collected. The jury was impressed by the ingenuity of their well-developed business plan.

Valuable prizes for the winning teams

As the founder of PolyHACK, Telejob offered full support to PolyHACK 2018 and participants including three cash awards of 6.000CHF in total for the three main winning teams of the event. In addition, our partner and sponsors have generously supported us with other valuable prizes. Below are the highlights of some attractive prizes given away at PolyHACK 2018.

Award highlights for each of the three main winning teams

- 2.000 CHF cash award from Telejob;
- 500 CHF of project funding at the Student Project House;
- Programmable drones from Bitcraze;
- A Kickbox for the whole team;
- Google Swag Bags.

Other awards such as programmable localization systems for drones and bQm Culture Café & Bar vouchers were awarded to different teams for their creativity, beautiful design and impressive presentation of technology.

Our prestigious partners

PolyHACK 2018 would not have been possible without the generous support from our partners.

The entire cost of the event was covered by the revenues from PolyHACK 2017 and by sponsorship from the ETH Rector's Office, ELCA, Sunflower Labs, EWATT Aerospace, and Verity Studios.

Other supporting partners include AVETH, VSETH, the Automatic Control Laboratory (D-ITET), the Institute for Dynamic Systems and Control (D-MAVT), the Chair of Production and Operations Management (D-MTEC), Bitcraze, McKinsey & Company, Wingtra, Flyability, Google, Robsense, Meteomatics, Swisscom, and the Swiss Federation of Civil Drones.

Visibility of Telejob and AVETH

With the great success of PolyHACK 2018, Telejob and AVETH have once again gained a high level of visibility across ETH and the industry.

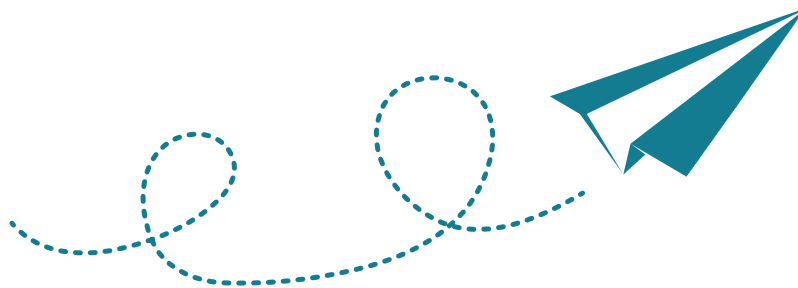
Since the marketing campaign, PolyHACK has brought Telejob and AVETH to the attention of hundreds of students through posters, classroom pitches, crash-courses on Polyterrasse, websites, and social media (including ETH official channels).

High-profile guests, such as Prof. Dr. Torbjorn Netland (Chair of Production and Operations Management at ETH), Mrs St  phanie Lambert (Co-founder and Business Developer of Wingtra), Dr. Adrien Briod (Co-founder and CTO of Flyability), and Dr. Stephan Holzer (Consultant at McKinsey & Company) participated in the event, highlighting Telejob's services and activities at ETH.

The event also raised substantial interest from various ETH organizations, such as the ETH Rector's Office, the Student Project House, Student Innovedum, Sparklabs, and four different research chairs at ETH. Several stakeholders of PolyHACK 2018 have already expressed their interest to join or even sponsor the next PolyHACK. All these helped Telejob in shaping PolyHACK for the best interest of our university.

Telejob is super thankful for the trust and support from its partners and sponsors throughout PolyHACK 2018. Without any of them, the event would not be possible. It was also encouraging to receive so many positive feedbacks from all PolyHACK participants. Their active participation has made the event a truly memorable one. Telejob is delighted to carry on its PolyHACK mission, and we look forward to seeing you in our next PolyHACKs with more new exciting themes and sponsorships.

For an exciting visual summary of PolyHACK 2018, please visit PolyHACK official website at <https://polyhack.ch/>.



9. Poly-e-fair

Telejob is known as a pioneer for launching the first Swiss online job platform in 1995. The digital recruitment landscape is changing since the launch of Telejob's flagship product, *eth-gethired.ch*, in 2012. The pressure for innovation and new products continues to rise.

In order to remain competitive and innovative, we introduced Project Moonshot, the predecessor of Poly-e-fair, in 2016 with the aim of developing a new digital solution to help ETH graduates find their dream jobs.

In fact, this aim has inspired us to establish a mixed business and IT ETH-wide hackathon, which is now known as PolyHACK. In 2017, the first PolyHACK was held with the theme "challenge the future of digital recruitment". PolyHACK 2017 has successfully gathered a pool of ideas which contributed to our further conceptualization of Project Moonshot.

In 2018, there were many exciting advancements for Project Moonshot which surpassed the expectations we had in 2017. The progress of the project throughout the year is outlined in the following sections.

Graduate Consulting Club collaboration

In December 2017, Telejob joined forces with the student association Graduate Consulting Club (GCC) for Project Moonshot. GCC is a student association for students affiliated with the University of Basel and ETH Zurich. GCC's goal is to enable students to successfully transit from graduate schools to a management consulting career.

For our collaboration, GCC's responsibilities are as follows:

- Moonshot problem definition
- Solution framework
- Act as the consulting partner for an *ETH get hired* customer survey and process the survey results
- cooperate with Telejob for concept iterations over regular working sessions

Our collaboration with GCC successfully converged abstract ideas to a solid product definition of Project Moonshot within the predefined timeline at the end of March 2018.

One of the key outcomes of our collaboration is the review of job seekers' and job providers' activities during the recruitment process. We realized that *ETH get hired*, Telejob's existing product with the ETH Career Center, only takes part in two of the many activities involved in the recruitment process, namely advertising job posts for job providers and offering a centralized job ad platform for job seekers.

On the other hand, the *ETH get hired* customer survey provided us additional insights into what our existing customers, i.e. companies which advertise their jobs on *ETH get hired*, like about our existing services. Findings of the survey highlight the strengths of *ETH get hired* according to our customers:

- Easy and intuitive website allows effortless submission of job posts;
- Low posting cost of job advertisements;
- Excellent outreach to ETH students and alumni and hence better chance to attract high-quality job applicants.

In general, the conceptualization of Project Moonshot evolved around:

- Different functions of recruitment and job-searching which Telejob can work on and add on to the current *ETH get hired*;
- Inspiration gained from ideas presented at PolyHACK 2017 as well as “complain pitches” within this framework;
- Our goal to maintain the strengths of *ETH get hired* in our new product;
- Our target to agree on a feasible concept to develop a product to be launched in 2019 as planned in our T-19 strategic goals;
- Our aspiration to create a new product which will be rewarding and enjoyable to manage for Telejob members, given our voluntary nature.

The above ideas and discussions of Project Moonshot resulted in the final product named “PolyClub”.

The evolved Project Moonshot: PolyClub

The concept of PolyClub is to create a digital community for the entire ETH family: students, academic staff, alumni. The digital community is more than a place for gatherings. It is a platform where a series of products will be offered to all community members.

Upon the launch of the platform, the following two functionalities will be included:

- Calendar

The goal of this product is to provide a curated list of events that are of interest to the ETH community. The primary context of the events would be career-oriented, organised either by companies who want to attract prospective job candidates or by organizers of seminars and other informational events such as ETH Career Day and Long Night of Careers. In addition, fun events such as parties, movie nights and concerts would be included. Key features will also be included in the calendar to allow users to personalize event listings through extensive filtering.

- E-vents

E-vents stand for online events mimicking physical ones such as career fairs and seminars. The hosting of an e-event should be flexible in terms of whether it is exclusively hosted by our platform or co-exists together with a physical counterpart which takes place at the same time. The e-vents would be promoted through the calendar mentioned above. Participation of E-vents are free of charge for all existing ETH members and alumni. For non-ETH individuals, participation would be made possible with conditions set by the e-event organizer, for example, to attend with a fee.

We expected that the above products are strong incentives to attract ETH members to join the platform and motivate further platform development in the future, given that a vibrant community develops.

The first public presentation of PolyClub took place at the prestigious “Personal Swiss” recruitment fair on 18 April 2018.

First review of PolyClub

There were various strategic dilemmas with the first edition of PolyClub, which were mainly due to its standing within the existing and prospective products offered by other ETH associations.

Telejob has been an avid promoter of collaborative efforts within ETH and has comparatively less experience in delivering competing products and services. To this end, we decided to trim down the definition of PolyClub so that the concept becomes more outstanding to other associations and, ideally, convince them to join the partnership of this project.

During summer 2018, Telejob approached multiple ETH associations. We found that there is indeed a subset of products which shared similarities to the concepts of PolyClub and have already raised a high interest. At the same time, we became aware of the potentially competing platforms within ETH, namely an upcoming calendar by the ETH Career Center and an online digital community platform developed by ETH Alumni (myalumni.ethz.ch).

From PolyClub to Poly-e-fair with Forum & Contact and ETH Alumni



In order to make PolyClub happen, Telejob officially started a collaboration with two ETH associations: Forum & Contact and ETH Alumni. The scope of this collaboration is to launch the first virtual career fair at ETH Zurich and it will also be the first to be held in Switzerland. Together with Forum & Contact and ETH Alumni, we refined the concepts of PolyClub and have eventually renamed it as "Poly-e-fair". This is essentially a standalone "e-vent" considering the original concept of PolyClub.

Poly-e-fair, a virtual career fair, is an online event in which employers and job seekers meet in a virtual environment at particular fixed or pre-decided periods

to exchange information using digital means such as chat rooms, teleconferencing, webcasts and webinars. Like a physical job fair, a virtual job fair has a limited duration.

Together with the rise of mobile communications technology and online social networks, virtual career fairs appear to be an emerging technology. The motivation for such virtual fairs lies in their capability to improve some problems commonly encountered in their physical counterparts: (i) no need for physical presence which greatly improves the accessibility of the event, (ii) more control for the participants by means of pre-screening of the candidates on a fair- or booth- level, (iii) lower booth cost, enabling the participation of small to mid-sized companies with limited budget, and, (iv) detailed analytics of various aspects of the event, for example, participants' demographics and popularity of booths and companies which provide concrete data for evaluating the success of the event as well as future improvements.

Based on our research, physical career fairs are well-established in Switzerland. Around 50 career fairs were held in 2018. However, to the best of our knowledge, there are no virtual career fairs in Switzerland yet. As an exception, certain multinational companies, with offices and branches in Switzerland, have hosted private events with similar functionality recently. Google, PwC and McKinsey are some of such companies.

Current development of Poly-e-fair

The year 2018 has been exciting as Project Moonshot continued to develop and eventually evolved into the current Poly-e-fair. Two major milestones have been achieved. First, Telejob formed a coherent product description from a multitude of ideas shared by various sources regarding Project Moonshot, and this description will be implemented within the predefined time frame, i.e. until summer 2019 as planned in our T-19 strategic plan. Second, Telejob is proud to announce a rather unique collaborative effort among ETH associations to run Poly-e-fair. All the partners are currently putting significant efforts towards the success of this project and we hope to serve as the pioneer and good example of creating such potential benefits with our collaborative efforts.

With the combined competence from all partners, the current state of this project has indeed exceeded our expectations for this year. The online platform for Poly-e-fair is already under construction, and 13 high-profile companies have already signed up with us as exhibitors. There is also a promising line-up of speakers for the virtual talks featured in the event.

Poly-e-fair will be launched live between 9th and 10th of April 2019. Registered users will also be able to re-visit the event again after this date as virtual talks will be documented and made accessible for users after the live event.

Telejob and its partners look forward to welcoming you in Poly-e-fair to explore future directions in digital recruitment together!

10. Finance

In 2018, Telejob achieved a profit of 15'145.66 CHF resulting from Telejob's share on ETH get hired of 39'648.69 subtracting the expenses of 24'503.03 CHF.

Compared to 2017, the revenue of *ETH get hired* increased about 30'000 CHF due to the increase in job advertisements, but the expenses did increase similarly due to increased maintenance and development costs, additional marketing such as the participation at Personal Swiss and other administrative expenses.

On the other hand, Telejob's expenses in 2018 have been reduced almost by half compared to that in 2017. All other Telejob activities such as the seminars or PolyHACK 2018 resulted in a similar financial result as in 2017.

Telejob's income statement of the year 2018 including *ETH get hired*, such as the balance sheet of Telejob dated to 31.12.2018, are shown below. In addition, the audit report of CONSURA Treuhand is attached to approve the given numbers in the income and balance statements as accurate.

Income Statement 2017	Result 2018	%	Budget 2018		Result 2017	Diff. 2018-2017
			Telejob	ETH get hired		
3 Operating Revenue	222.124,93	100,00%	165.000		189.433,43	32.691,50
34 Service Revenue	222.124,93	100,00%	165.000	165.000	189.433,43	32.691,50
3401 Ads	181.548,84	81,73%		118.000	149.828,98	31.719,86
3403 Ads ETH-domain (flat rates)	11.142,06	5,02%		10.000	9.259,26	1.882,80
3404 Ads donations (Non-ETH-Universities)	3.692,85	1,66%		4.000	5.585,19	-1.892,34
3405 Prospective Media Services AG/Publicitas	21.402,93	9,64%		30.000	22.360,00	-957,07
3406 Carreer Center Partnerfirmen refund	6.600,00	2,97%		3.000	2.400,00	4.200,00
3805 Losses on receivables	-2.261,75	-1,02%			0,00	-2.261,75
4 Expenses Projects & Services	76.810,64	44,91%	157.600		81.671,67	-4.861,03
Sum Expenses Projects & Services			119.000	38.600		
44 IT (ETH get hired)	9.828,00	12,80%	18.900		8.052,69	1.775,31
4401 ETH Get Hired Development Fund	0,00	0,00%		15.000	8.052,69	-8.052,69
4402 ETH Get Hired Maintenance & Support	9.828,00	100,00%		3.900	0,00	9.828,00
45 Student relations	13.940,60	18,15%	14.100		13.496,33	444,27
4501 Project Fund	5.358,59	38,44%	5.000	100	5.576,49	-217,90
4502 Seminars	5.500,00	39,45%	6.000		4.750,00	750,00
4503 Career Day	1.832,01	13,14%	3.000		2.719,84	-887,83
4504 Life Science Day	1.250,00	8,97%		100	450,00	800,00
46 Customer relations (ETH get hired)	6.215,92	8,09%	8.600		534,38	5.681,54
4601 Project Fund	6.172,79	99,31%		5.600	83,33	6.089
4603 Xmas presents	43,13	0,69%		3.000	451,05	-408
47 Special Projects & Reserve	39.021,20	50,80%	105.000		50.632,15	-11.611,0
4701 Reserve for new projects SR/ CR/ IT	0,00	0,00%	100.000		719,60	-720
4703 PolyClub (Poly-e-Fair)	3.947,36	10,12%			0	3.947
4704 PolyHACK	33.671,43	86,29%	5.000		49.912,55	-16.241
4705 New Projects	1.402,41	3,59%			0	1.402
48 Advertising Material	7.804,92	10,16%	11.000		8.956,12	-1.151,20
4801 Flyers, Banner	1.417,95	18,17%		1.200	609	809
4802 Give-aways	6.382,50	81,78%		8.000	6.747	-365
4803 Ads	4,47	0,06%		1.800	1.600	-1.596

5 Human Resources	88.768,27	51,90%	95.283		86.739,82	2.028,45
Sum Human Resources			25.242	70.961		
500 Salaries	72.085,16	81,21%	70.041		69.249,03	2.836,13
5000 Secretary's salary	72.085,16	100,00%		70.041	69.249,03	2.836,13
58 Board expenses Telejob	16.118,13	18,16%	25.242		16.518,01	-399,88
5801 Meetings (Food/Drinks)	1.879,98	11,66%	1.792		2.463,16	-583,18
5802 Retreat	5.845,89	36,27%	9.200		5.556,19	289,70
5803 Christmas Dinner	1.163,30	7,22%	2.000		1.703,39	-540,09
5804 Team Events	438,35	2,72%	500		4.814,32	-4.375,97
5805 Presents Telejob Board	1.286,24	7,98%	400		1.421,59	-135,35
5806 Recruiting Expenses	708,92	4,40%	390		559,36	149,56
5807 Team Education	4.795,45	29,75%	10.000		0	4.795,45
5808 Travel expenses			1.000			
59 Other Human Resources expenses	564,98	0,64%	920		972,78	-407,80
5901 Miscellaneous Personnel Costs	564,98	100,00%		920	972,78	-407,80
6 Other Expenses	41.132,33	24,05%	10.736		17.116,30	24.016,03
Sum Other Expenses			3.800	6.936		
65 Administrative expenses	12.467,18	30,31%	6.936		7.181,62	5.285,56
6501 Office material	2.064,76	16,56%		800	883,83	1.180,93
6503 Parti	621,00	4,98%		600	626,00	-5,00
6505 Administrative expenses	2.939,20	23,58%		2.536	2.955,35	-16,15
6570 IT expenses	6.842,22	54,88%		3.000	2.716,44	4.125,78
68 Depreciation	11.150,57	26,57%	2.000		24.496,95	-13.346,38
6800 Depreciation	11.150,57	100,00%	2.000		24.496,95	-13.346,38
69 Financial Expenses and Revenues	18.347,77	43,72%	200		2.956,68	15.391,09
6940 Banking fees	3.148,98	17,16%	200		2.956,68	192,30
6992 Losses Securities	15.198,79	82,84%	0		0,00	15.198,79
695 Wealth management	-833,19	-1,99%	1.600		-17.518,95	16.685,76
6950 Interest Gains / Zinsertrag	-3,65	0,44%	0		-3,65	0,00
6951 Dividend Returns / Wertschriftenertrag	-829,54	99,56%	1.600		-17.515,30	16.685,76

8 Exceptional Income, Expenses	-35.667,42	-20,85%	850		-41.363,44	5.696,02
Sum Exceptional			0	850		
85 Exceptional Income and Expenses	-32.790,27	91,93%	0		-40.821,99	8.031,72
8500 Exceptional Expenses	600,00	1,77%	0		10.000,00	-9.400,00
8510 Exceptional Income	-33.390,27	-98,23%	0		-50.821,99	17.431,72
8510 Sponsoring			0			
89 Taxes	-2.877,15	8,07%	850		-541,45	-2.335,70
8900 Kantons-/Gemeindesteuern (Local Tax)	-3.506,15	121,86%		850	-541,45	-2.964,70
8901 Federal Tax	629,00				0,00	629,00
Summary						
Total Revenue	222.124,93		165.000,00		189.433,43	32.691,50
Revenue Telejob	0,00		0		0,00	0,00
Revenue ETH Get Hired	222.124,93			165.000	189.433,43	32.691,50
Total Expenses	171.043,82		265.389,00		144.164,35	26.879,47
Expenses Telejob	24.503,03		148.042		43.209,76	-18.706,73
Expenses ETH Get Hired	146.540,79			117.347	100.954,59	45.586,20
ETH Get Hired Operating Profit	75.584			47.653	88.478,84	-12.894,70
Share Career Center	35.935,45			25.661	51.860,37	-15.924,92
Share Telejob	39.648,69			21.992	36.618,47	3.030,22
Telejob Profit	15.145,66		-126.050		-6.591,30	21.736,96

Balance Sheet Telejob	31.12.2018	31.12.2017	2018/2017
1 Assets	397.468,57	418.060,60	95,07%
Curent Assets	168.521,02	188.482,95	89,41%
Liquid Assets	139.091,44	169.123,85	82,24%
1000 Cash CHF	205,55	107,80	190,68%
1001 Cash EUR	90,15	87,75	102,74%
1020 Postfinance Bank Account CHF	138.795,74	168.928,30	82,16%
Accounts Receivable Trade	27.191,95	18.648,25	145,82%
1000 Debtors	25.333,65	18.164,40	139,47%
1102 Debtor Publicitas/Prospective Media Services AG	4.120,05	483,85	851,51%
1109 Del Credere	-2.261,75	0,00	-2261,75%
Accrued Income	2.237,63	710,85	314,78%
1300 Accrued Income	2.237,63	710,85	314,78%
Fixed Assets	228.947,55	229.577,65	99,73%
Securities	210.503,55	227.648,90	92,47%
1401 Deposit Account ZKB 3537-8.272894.5	14.679,55	14.675,90	100,02%
1402 Safekeeping Account ZKB 037-007596	195.824,00	212.973,00	91,95%
Mobile Assets	1.607,00	0,00	1607,00%
1520 IT-Systems (EDV)	1.607,00	0,00	1607,00%
Intangible Assets	16.837,00	1.928,75	872,95%
1700 IT-Investments	16.837,00	1.928,75	872,95%
2 Passives	397.468,57	418.060,60	95,07%
Borrowed Capital	40.303,01	76.040,70	53,00%
Short-Term Liabilities	-955,49	1.068,00	-89,47%
2000 Creditors	500,00	26,50	1886,79%
2001 Creditor ETH (Salary)	0,00	6.354,60	0,00%
2101 Credit Card Statement	911,90	317,85	286,90%
2202 Creditor VAT (MWST)	-2.367,39	-5.630,95	42,04%
Other Liabilities	41.258,50	74.972,70	55,03%
2300 Deferred Income	39.702,50	58.441,20	67,94%
2330 Provisions	0,00	11.200,00	0,00%
2340 Tax Provisions	1.556,00	5.331,50	29,19%
Equity Capital	357.165,56	342.019,90	104,43%
2800 Telejob Capital	342.019,90	348.611,20	98,11%
Annual Result	15.145,66	-6.591,30	-229,78%

www.consura-treuhand.ch



CONSURA Treuhand AG

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CHE-106.488.296 MWST

An die Generalversammlung
des Vereins AVETH
Zürich

Zürich, 21. Januar 2019

Bericht der Revisionsstelle zur Jahresrechnung 2018 von ETH get hired (Telejob)

Als Revisionsstelle haben wir die Buchführung und die Jahresrechnung (Bilanz und Erfolgsrechnung) für das am 31. Dezember 2018 abgeschlossene Geschäftsjahr geprüft.

Für die Jahresrechnung ist der Vereinsvorstand verantwortlich, während unsere Aufgabe darin besteht, diese zu prüfen. Wir bestätigen, dass wir die gesetzlichen Anforderungen hinsichtlich Zulassung und Unabhängigkeit erfüllen.

Unsere Prüfung erfolgte nach den Grundsätzen des schweizerischen Berufsstandes, wonach eine Prüfung so zu planen und durchzuführen ist, dass wesentliche Fehlaussagen in der Jahresrechnung erkannt werden. Wir prüften die Posten und Angaben der Jahresrechnung mittels Analysen und Erhebungen auf der Basis von Stichproben. Wir sind der Auffassung, dass unsere Prüfung eine ausreichende Grundlage für unser Urteil bildet.

Bei unserer Revision sind wir nicht auf Sachverhalte gestossen, aus denen wir schliessen müssten, dass die Jahresrechnung nicht Gesetz und Statuten entsprechen.

Wir empfehlen, die vorliegende Jahresrechnung mit einem Gewinn von CHF 15'145.66 und einem Geschäftskapital von CHF 357'165.56 zu genehmigen.

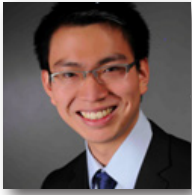
CONSURA Treuhand AG

Ilse Blattmann
Zugelassene Revisorin

Beilagen:
Jahresrechnung 2018, bestehend aus
- Bilanz und Erfolgsrechnung mit Vorjahresvergleich

11. The Team (as in January 2019)

Executive Board Representatives



David, Dehua Zhu

Co-President

David is a Telejob member since October 2016, President (and later Co-President) since February 2017. He is a PhD student in High Energy Particle Physics at ETH Zurich. In love with music and his piano, people say he is often curious and happy. David finds the purpose of Telejob in helping graduates finding their dream job truly meaningful, since finding a good first employer is one of the most important milestones in a person's life.

Christos Lataniotis

Co-President

Christos holds a diploma in Mechanical Engineering (NTUA), MSc in Robotics (ETH Zurich) and is currently pursuing a PhD on the crossroads of Machine Learning and Uncertainty Quantification at the Chair of Risk, Safety and Uncertainty Quantification at ETH Zurich. Christos spent a couple of years as Telejob's Vice President (Technology). Since November 2017, he becomes the project leader of Telejob's innovative and ambitious Project Moonshot, now known as Poly-e-fair.



Roger Stark

Treasurer

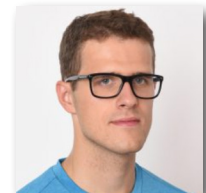
Roger studied electrical engineering and information technology at ETH Zurich. During his time as a student, he participated in the Erasmus student exchange program at the Imperial College London. From November 2012 to November 2013, he was a member of the VSETH board. Since April 2015, he has worked as a scientific assistant at the Advanced Power Semiconductor Laboratory focusing on the electrical characterization of power semiconductor devices. He joined Telejob in 2017 and was elected as treasurer since then.

Executive Board

Konrad Jakubowski

Vice President, Strategy

Konrad comes from Poland and is currently pursuing a PhD degree in the Department of Materials at ETH Zurich and Empa, where he works on polymer optical fibres for solar light harvesting. In his free time, he enjoys doing sports and playing video games. He joined Telejob in 2018.



Christina Reißel

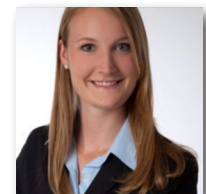
Vice President, Student Relations

Christina joined Telejob in October 2018. She is a PhD student in High Energy Particle Physics focusing on analysis of big data and modern machine learning applications. She finished her bachelor's at Göttingen in 2016 and came to Switzerland for her Master's studies. If she is not trying to find new hidden particles, she likes to go on bike trips or enjoy cooking with her international flatmates.

Rebecca Westphal

Vice President, Customer Relations

Rebecca is a PhD student at the Department of Management, Technology, and Economics at ETH Zurich and her research focuses on financial bubbles. She joined Telejob in 2018. In her free time, she likes to play tennis, learn new languages and go hiking, climbing or skiing in the mountains.





Heiko Kromer

Co-Vice President, Technology

Heiko is a PhD student working with transmission-based fast neutron imaging at Paul Scherrer Institute. He joined Telejob's IT team in November 2017.

Chi Zhang

Co-Vice President, Technology

Chi is a PhD student at ETH Zurich and joined Telejob in 2017. He believes in the value of matching demands and supplies, and Telejob is playing the critical role of connecting both sides.



Marie Andrä

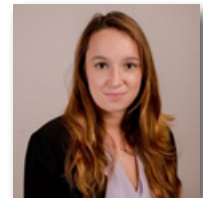
Vice President, Team Development

Marie is a PhD student in Detector Physics at the Paul Scherrer Institute. After her active participation in Tanzquotient and Polymesse during the bachelor's and master's time, she joined Telejob in 2017, in charge of the team's well-being. Marie organizes team events, the semi-annual retreats and coordinates any events related to team recruitment.

Marion Hoffmann

Vice President, PolyHACK 2018

Marion graduated from a French Engineering School in 2016 and is now a PhD student at the Social Networks Lab of ETH Zurich. When she's not in her office, she spends her time playing volleyball, meeting up with old and new friends, and travelling to exotic places. In 2018, she joined Telejob to lead the organization of the exciting and challenging event: PolyHACK 2018.



Administration



Ursula Bürgin

Chief Operating Officer

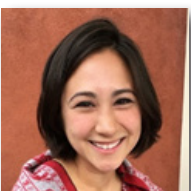
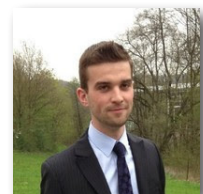
Ursula provides administrative support to the Telejob members and takes care of the ETH get hired branch. She likes music, reading, Italy, playing cards, the mountains and much more.

Non-Executive Team Members

Benoit Soubelet

Deputy Director, PolyHACK 2018 & IT Specialist

Benoit is a nuclear engineer currently pursuing a PhD degree in nuclear technologies (fast neutron imaging) at ETH Zurich. He joined Telejob in 2018; he's part of the IT team and works on knowledge management within the team.



Lin Boynton

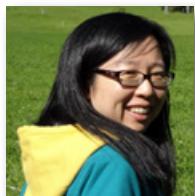
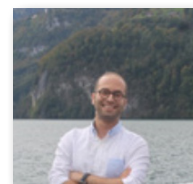
Committee Member, PolyHACK 2018

Lin is studying biogeochemistry at ETH Zurich and, typical of an Environmental Master's student, loves to embrace nature. She was hooked after participating in the first PolyHACK, her first hackathon, and is more than excited to be on the other side contributing to PolyHACK in 2018.

Omid Maghazei

Committee Member, PolyHACK 2018

Omid is a PhD student in the Department of Management, Technology, and Economics (D-MTEC) at ETH Zurich. His PhD is about industrial applications of drones in manufacturing operations. He joined Telejob as key supporting member of PolyHACK 2018.



Yvonne, Kit Wan Chui

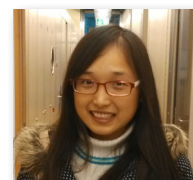
Editor-in-Chief & Project Coordinator

Yvonne has worked years as Program Coordinator for various academic programs at the universities in Hong Kong. She completed her master's degree in Health Sciences at the University of Lucerne in 2016 and now works as Scientific Assistant at Swiss Paraplegic Research. She joined Telejob in 2017 and assumes a key supportive role to the Student Relations and Customer Relations teams since then. Specialized in communications, she is appointed as Editor-in-Chief since 2018 to take charge of the review and editing of Telejob's publications and documents including annual reports and business proposals. She enjoys writing, reading, a walk in nature and meeting people worldwide.

Xiaopu Wang

Supporting Member of Team Development

Xiaopu is a PhD student of ETH Zurich working on micro-robotics. After being active in PolyHACK 2017, she joined Telejob in 2018. She is now a supporting member of team development.



Sabine van Schie

Supporting Member of Student Relations

Sabine joined Telejob in summer 2017, a couple of months after starting as a PhD student in the Institute of Biochemistry at ETH Zurich. For her PhD, she will be tackling the question of how the membranes of yeast cells are formed and how their composition is maintained. In Telejob, she helps organize seminars to guide students with their finances and health insurance. She also coordinates the company visits to connect students with potential employers. In her free time, she enjoys dancing, going to concerts, or exploring the Swiss mountains.

Namrata Gurung

PSI Relations

Namrata is currently pursuing her PhD in the study of metal-insulator transitions in strongly correlated electron systems at Paul Scherrer Institute (PSI). Having observed the benefits of the emergent phenomenon arise from correlations, she is inspired to correlate Telejob with PhD and Postdoc Association at PSI. She seeks to promote collaborations between the two in hosting events, seminars, workshops and more.



Hasan Baysal

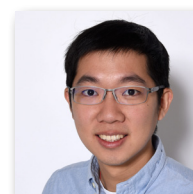
General Supporting Member

Hasan is a master's student in Materials Science. He joined Telejob in September 2018.

Chiehszu Huang

General Supporting Member

Chieh-Szu is a PhD student in the Department of Chemistry at ETH Zurich and Empa (St. Gallen), working on the design of next generation luminescent materials for solar light harvesting. He likes to spend his leisure time on exploring new things with friends. He joined Telejob in 2019.



Arohi Jain

Poly-e-fair

Arohi is a PhD student in the Physical Chemistry department at ETH Zurich. She is using ultrashort laser pulses to study the fastest motion of electrons and molecules during chemical reactions. She was a member of Data Analytics team, Poly-e-fair and helped in organizing events.



Barbara Ziffels

Former Vice President, Student Relations

Barbara joined Telejob in summer 2016. Since then, she is responsible for marketing of Telejob and ETH get hired by organizing different seminars and career events to help students finding their dream jobs. She is doing a PhD in the field of cancer immunotherapy in the Institute of Pharmaceutical Sciences at ETH Zurich. When not being in the lab, she loves being in the mountains.

Carmen Weber

Former Vice President, Customer Relations

Carmen is a PhD student from the Institute of Biochemistry at ETH Zurich. She joined Telejob in 2016 to organize career events and manage Telejob's customer relations. If she isn't busy catching up with her yeast cells, you'll probably find her happily buried under a pile of cello music.



Consultants



Thomas Gersdorf

Poly-e-fair

Thomas is a doctoral candidate from the Department of Management, Technology, and Economics at ETH Zurich with a focus on Strategic Management and Innovation. He has been part of many voluntary organizations in the context of ETH Zurich and served as the vice-president for the association of scientific staff at ETH (AVETH). Thomas likes to engage in exciting projects and has a forward-looking thinking, both in his research and his voluntary activities. In the last two years, he has been part of ETH Zurich's strategy commission and an academic jury member of the St. Gallen Symposium.

Matija Zesko

Poly-e-fair

Matija is a PhD student in Atomic Physics (ETHZ). He studies the interactions between atomic ions and molecules in interstellar media. Outside his PhD, Matija has engaged himself in many student projects at ETH, being a Board Member of VSETH's ETH MUN Commission, Secretary General of the Zurich Model United Nations conference, and a co-founder and second President of the Graduate Consulting Club (GCC), among others. He became engaged with Telejob through the GCC as an external consultant leading a project team. Apart from his projects, Matija enjoys reading, learning languages, and studying history.



12. Happy 30th Anniversary, Telejob!

2019 is a special year for Telejob: we're celebrating our 30th anniversary!

From being the first of its kind to advertise open job positions through telefax to the founding organization of the first hackathon at ETH Zurich and first virtual university job fair in Europe, these 30 years have been incredible for Telejob. As a non-profit organization, we are thrilled to have so much support from our student volunteers all these years to turn our dreams into reality. Their talents and dedications never stop impressing us!

At this festive time, some of our Telejobbers would like to share with us their thoughts of being part of the Telejob big family:

"Telejob performs like a small-sized tech company. It keeps offering pioneering, profitable and popular products in digital recruitment. We may not be comparable to tech giants like LinkedIn and Google but there's one thing we're certainly proud of: our volunteering team! Behind Telejob stands a group of volunteering students, doing all the hard work, facing all the crazy challenges in their leisure time, for free, for fun, with no or little knowledge in business. It is their entrepreneurial spirit and the desire to serve their community that makes Telejob great. What's more: the constant acts from different Telejobbers inspire their peers to dream more, do more and become more. This is, as I understand, is the soul of Telejob - the soul which has helped and will help Telejob endure the test of time. Happy 30th anniversary, Telejob!"

David Dehua Zhu, Co-President of Telejob

"I joined Telejob back in 2016 after I realised that the platform *ETH get hired* that helped me find my first job after my Master's studies was run by this group of volunteers.

Back in 2016, Telejob was going through a dormant period due to the graduation of numerous members. This initiated the idea of launching a new product „Moonshot“. Fast-forward two years later, the team has quadrupled in size, deployed one new version of *ETH get hired* and its yet another new version is already in progress! Furthermore, PolyHACK was introduced and has successfully become an ETH yearly event, which has also driven „Moonshot“ to today's Poly-e-fair: the first virtual job fair at ETH Zurich to be launched in 2019.

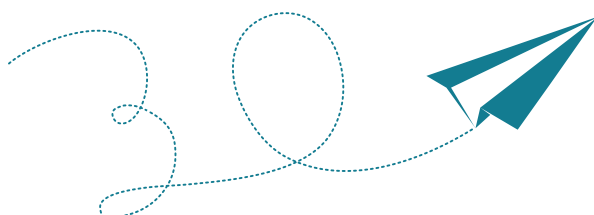
I never imagined that a group of volunteers would be able to deliver anything like these with their spare time and effort. Telejob has shown me that through a well-bonded and passionate team, the sky is the limit!"

Christos Lataniotis, Co-President of Telejob

"Telejob offers an inspiring and friendly atmosphere, mature products with great potential and chances to deliver real values to the society! Above all, we have great fun, thanks to our fabulous leadership and lovely members.

Both born in 1989, Telejob and I share the same age. Happy birthday to ourselves! May we learn lessons from the past, stay curious and never give up striving for a better world. Never."

Zhang Chi, Co-Vice President (Technology) of Telejob



"I knew Telejob members from my student house and my work long before I joined Telejob myself. They convinced me to have a look and decide, if I could imagine working for Telejob myself. I could and so I got more and more involved in different Telejob activities from advertising our products to students to the organization of the first virtual career fair in Switzerland. I like the experience of working in a business surrounding where different skills are needed, other than just doing scientific research. Last but not least, I meet amazing people from all over the world with who I share the enthusiasm of realizing business projects, an experience that I would never forget.

I hope that in the future, Telejob continues to run by enthusiastic students who want to push innovations forward, so that Telejob will be as successful in 30 years as it is today."

Christina Reissel, Vice President (Student Relations) of Telejob

"Beauty of Telejob lies in its adaptability - over the last 30 years, generations of Telejobbies witnessed many emerging, potentially revolutionary technologies. They never looked back or stepped aside. Through their motivation and hard work, they always managed to see these solutions as opportunities and benefit as much as possible from them. Seeing tremendous work current Telejobbers put in the preparation of various „ground-shaking“ projects, from the ones about team development, through our own, ETH-wide hackathon, to a brand-new virtual job fair, I cannot simply wish „another 30 years for Telejob“, as for that I know it will happen. I wish for Telejob to remain a place, where members can flourish, pushed forward by the motivation rising from seeing our mission fulfilled."

Konrad Jakubowski, Vice President (Strategy) of Telejob

"Thanks to Telejob, I have met many fascinating people and got the opportunity to develop new soft skills. Being responsible for the team is a very fulfilling task, as I want everybody to feel comfortable and welcome. I wish that Telejob remained as a warm, welcoming and innovative playground for all motivated students with many new and awesome projects to come."

Marie Andrä, Vice President (Team Development) of Telejob

"I joined Telejob because a friend told me about it. I stayed because I made many new friends here! There are always plenty of awesome projects happening in Telejob. I mainly contributed to PolyHACK and it was an unforgettable experience!

I wish another 30 years of success and joyful atmosphere to Telejob!"

Benoit Soubelet, Deputy Director of PolyHACK 2018, IT Specialist of Telejob

Telejob is grateful for all the support they received from students, partners, customers and all other parties for the past 30 years. We look forward to working on more exciting and fruitful projects with you all and for you all.



13. Acknowledgement

First of all, Telejob would like to thank all employers and job seekers using and trusting our products and services. Your support gives our work purpose. We will continue to fully commit ourselves to advancing and expanding our services in helping you find your dream jobs or your dream employees.

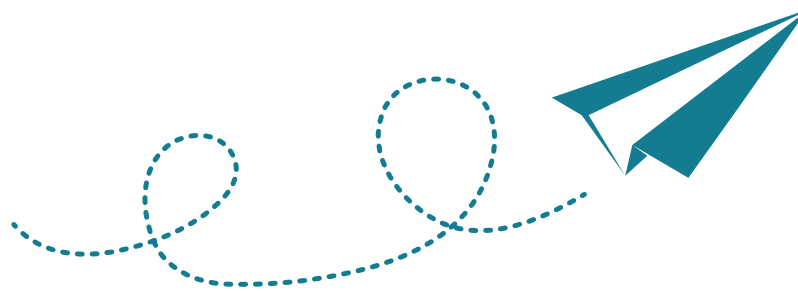
Secondly, we would like to express our sincere gratitude towards all Telejob members. Your dedication and skill set has made all our achievements possible. With our strong team spirit, Telejob gave a remarkable performance in 2018 and for that we THANK YOU ALL!

Thirdly, Telejob is grateful to our close partners. AVETH, our umbrella association, and the ETH Career Center for our long-standing collaboration. We would also like to thank ETH Zurich, Student Project House, ELCA, EWATT AeroSpace, Sunflower Labs and Verity for their support in PolyHACK 2018. Furthermore, we would like to thank the Graduate Consulting Club, the ETH Alumni Association, Forum & Contact along with VSETH and the Multimedia Resources team of ETH Zurich for helping us in shaping and organising Poly-e-fair.

Last but not least, Telejob would like to express special thanks to...

...Thomas Gersdorf as a key strategy consultant towards realising the Project Moonshot, now Poly-e-fair. Telejob is thankful for your problem-solving skills as well as your inspiring ideas.

...Kit Wan Chui, Telejob's Project Coordinator. Telejob is thankful to have you as the Editor-in-Chief of our annual report for the second year in a row. Your strong eye for detail and high quality of contribution are much appreciated.



Appendix: Rules of Procedure

Telejob Geschäftsordnung [*Telejob Rules of Procedure*]

Nur die deutsche Fassung ist rechtlich bindend. Weibliche und männliche Bezeichnungen werden im Folgenden synonym verwendet.

[Only the German version is legally binding. Female and male denominations are used interchangeably.]

Genehmigt durch das Telejob Executive Meeting am 13. Dezember 2018

[Approved by the Telejob Executive Meeting on December 13th, 2018]

GRUNDSÄTZE [*Fundamentals*]

Artikel 1: Ziel des Dokuments [*Purpose of the Document*]

Telejob (die Organisation) ist eine auf Freiwilligenarbeit basierende gemeinnützige Organisation, betrieben von der Akademischen Vereinigung des Mittelbaus der ETH Zürich (AVETH). Diese Rules of Procedure (RoP) – Geschäftsordnung – regeln die Tätigkeiten von Telejob (der Organisation). Sie legen die Kompetenzen und Pflichten der Mitglieder fest. Die Rules of Procedure dürfen nicht im Widerspruch zur Satzung von AVETH stehen.

[Telejob (the Organization) is a voluntary based non-profit organization operated by the Academic Association of Scientific Staff at ETH Zurich (AVETH). These Rules of Procedures (ROP) regulate the activities of Telejob (the Organization). They define the competences and duties of its members. The Rules of Procedure may not be in contradiction to the AVETH bylaws.]

Artikel 2: Ort und bisheriges Bestehen [*Location and Duration*]

Der Hauptsitz der Organisation befindet sich in der Sonneggstrasse 33, 8092 Zürich, Schweiz. Die Organisation wurde 1989 gegründet.

[The Organization's headquarters are located in Sonneggstrasse 33, 8092 Zurich, Switzerland. The Organization was founded in 1989.]

Artikel 3: Ziel [*Purpose*]

¹Die Organisation dient zur Unterstützung der Mitglieder der akademischen Gemeinschaft der ETH bei der Suche nach Arbeitsplätzen. Zu der Gemeinschaft gehören alle aktuellen und früheren Studierenden und wissenschaftlichen Mitarbeiter aus dem Bereich der ETH.

²Die Organisation fördert eine Kultur von Unternehmergeist, freiwilliger Geschäftstätigkeit und fachlicher Exzellenz innerhalb der akademischen Gemeinschaft der ETH.

³Die Organisation strebt nach der Gewinnung von Mitgliedern, die sich für freiwillige unternehmerische Aktivitäten interessieren, und der Förderung ihrer Entwicklung, indem sie eine gemeinsame Plattform bereitstellt, in deren Fokus die Nutzung neuer Technologien und die Mitgliederausbildung stehen.

[¹ The Organization serves the purpose of supporting ETH's academic community members in their search for employment. This includes all current and former students and scientific staff from the ETH domain.

[² The Organization fosters the culture of entrepreneurship, voluntary business activity and technical excellence within ETH's academic community.

[³ The Organization seeks to attract and develop members interested in voluntary business activities by providing a corporate platform focusing on utilizing novel technologies and member education.]

Artikel 4: Ressourcen [*Resources*]

Die Ressourcen der Organisation stammen aus dem Ertrag von unternehmerischen Tätigkeiten, finanzieller Förderung und Erbschaften sowie öffentlichen Zuschüssen.

[The Organization's resources are derived from revenues of business activities, sponsorship, donations and legacies and public subsidies.]

MITGLIEDSCHAFT [Membership]

Artikel 5: Grundvoraussetzung [Prerequisite]

Organisationsmitglied kann jeder werden, der Engagement für die Ziele der Organisation durch seinen Einsatz oder sein Handeln bewiesen hat. Von Vorteil (aber keine Bedingung) ist, wenn die Person Studierende/r an einer Hochschule in der Schweiz war oder derzeit ist.

[Any person may become a member of the Organization after demonstrating dedication to the goals of the Organization through their commitments or actions. It is preferred (but not required) that the person was or currently is a student of a higher-education institution in Switzerland.]

Artikel 6: Erhalt der Mitgliedschaft [Obtaining Membership]

Um Mitglied der Organisation zu werden, muss man zunächst die Grundvoraussetzung von Artikel 5 erfüllen und schriftlich seine Absicht erklären, Organisationsmitglied zu werden. Das Executive Meeting (Artikel 14) – die Vorstandssitzung – entscheidet dann zusammen mit der Erteilung von Stimmrechten über die Mitgliedschaft. Beide gelten sofort nach der Genehmigung.

[To become a member of the Organization, one must first fulfill the prerequisite in Article 5 and declare a written intention of becoming an Organization member. The Executive Meeting (Article 14) then decides on the membership together with the delegation of voting rights. Both are intact immediately after the approval du.]

Artikel 7: Ende der Mitgliedschaft [Cessation of Membership]

Die Mitgliedschaft endet

¹durch eine schriftl. Kündigung beim Executive Board (Artikel 19), die sofort gültig ist;
²durch Anordnung des Ausschlusses durch das Executive Board mindestens 14 Tage vor dem nächsten Executive Meeting, bei dem die Beendigung nur durch einen EM-Beschluss vollständig wird;

[The membership ceases

¹*by a written resignation to the Executive Board (Article 19), effective immediately;*

²*by an exclusion order from the Executive Board at least 14 days before the next Executive Meeting, in which the cessation can only become intact through an EM decision;]*

Artikel 8: Rechte und Pflichten der Mitglieder [Rights and Duties of Members]

¹Alle Mitglieder haben das Recht, bei EM-Wahlen und in Anträgen ihre Meinung zu äußern.

²Jedes Mitglied hat das Recht, Anträge beim EM einzureichen. Anträge zur Änderung der RoP müssen mindestens 7 Tage vor und zwar nur vor dem ersten EM nach einer AVETH General Assembly (Artikel 12) eingereicht werden.

³Mitglieder haben das Recht, ein außerordentliches EM zu fordern. Dieser Antrag muss von mindestens 25 Prozent der aktiven Mitglieder (aufgerundet) unterstützt werden. Dieses EM muss vom Executive Board binnen 14 Tagen organisiert werden.

⁴Zugriff auf die Ressourcen können die Mitglieder durch Genehmigung des EB und eine schriftliche Vereinbarung der Verantwortlichkeit erhalten. Übliche Ressourcen sind der Zugriff auf vertrauliche Daten sowie Finanzkompetenz.

[¹All members have the right to express their opinions in EM elections and petitions.

²Every member has the right to submit petitions at the EM. Petitions to change the ROP have to be submitted at least 7 days prior and only to the first EM after an AVETH General Assembly (Article 12).

³Members have the right to call for an extraordinary EM. The request must be supported by a minimum of 25 percent of the active members, rounded up. This EM has to be organized by the Executive Board within 14 days.

⁴Members can have access to resources through the agreement of the EB and a written agreement of responsibility. Typical resources are access to confidential data as well as financial competence.]

Artikel 9: Das Gebot der Freiwilligenarbeit [The imperative of volunteering work]

¹Mitglieder der Organisation arbeiten grundsätzlich auf ehrenamtlicher Basis und können

daher nur tatsächlich entstandene Ausgaben und Reisekosten erstattet bekommen. Mögliche Sitzungsgelder dürfen nicht die für offizielle Kommissionen gezahlten Gelder übersteigen. Für eindeutig über die üblichen Amtsaufgaben hinausgehende außerordentliche Tätigkeiten hat jedes Mitglied des Komitees das Recht auf angemessene Entschädigung mit Genehmigung durch das Executive Board.

²Bezahlte Mitarbeiter sind nicht befähigt, eine Position im Executive Board zu übernehmen, unter Ausschluss der betroffenen Beteiligten.

³In seltenen Ausnahmen können bezahlte Mitarbeiter Mitglieder der Organisation sein.

[¹Principally, members of the Organization work on a voluntary basis and as such can only be reimbursed for their actual expenses and travel costs. Potential attendance fees cannot exceed those paid for official commissions. For clear extraordinary activities beyond the usual function, each Committee member is eligible for appropriate compensation, approved by the Executive Board.

²Paid employees are not eligible for a position in the Executive Board, excluding the party concerned.

³As rare exceptions, paid employees can be members of the Organization.]

ORGANISATION

Artikel 10: Liste der Organe [List of Organs]

Die Organisation besteht aus folgenden Organen: ¹ Die AVETH Generalversammlung und der AVETH Vorstand

² Das Executive Meeting (EM) - die Vorstandssitzung

³ Das Executive Board (EB) - der Vorstand

⁴ Das Advisory Board (AB) - der Beirat

⁵ Die Corporate Revision (R) - Die Unternehmensprüfung

[The Organization consists of the following organs:

¹ The AVETH General Assembly (GA) and the AVETH Board

² The Executive Meeting (EM)

³ The Executive Board (EB)

⁴ The Advisory Board (AB)

⁵ The Corporate Revision (R)]

Artikel 11: Geschäftsjahr [Fiscal Year]

Das Geschäftsjahr der Organisation entspricht dem Kalenderjahr, d. h. 1. Januar bis 31. Dezember, entsprechend der Satzung von AVETH.

[The Organization's fiscal year coincides with the calendar year, i.e. January 1st to December 31st, according to the AVETH bylaws.]

VERHÄLTNIS ZUM AVETH [Relation to AVETH]

Artikel 12: AVETH Generalversammlung (GA) [AVETH General Assembly (GA)]

Die GA ist die höchste Instanz der Organisation. Sie setzt sich aus allen AVETH Mitgliedern zusammen und tagt mindestens einmal im Geschäftsjahr. Die GA wählt die Präsidentschaft, die Quästur und andere Mitglieder des Executive Boards. Einmal im Jahr berichtet die Organisation über ihre Tätigkeiten und Finanzergebnisse, nominiert Kandidaten ihres Executive Boards und stellt Anträge.

[The GA is the Organization's supreme authority. It is composed of all AVETH members and takes place at least once per fiscal year. The GA elects the Organization's Presidency, Treasury and other members of the Executive Board. Once per year, the Organization reports its activities and financial results, nominates candidates of its Executive Board and files petitions.]

Artikel 13: AVETH Vorstand [AVETH Board]

Das Executive Board der Organisation muss das AVETH Board regelmäßig über das Geschäft und seinen Betrieb informieren. Das AVETH Board hat das Recht, die Finanzen der Organisation jederzeit zu prüfen. [The Organizations Executive Board must periodically inform the AVETH Board of the business and its operation. The AVETH board has right to inspection of the finances of the Organization, at any time.]

EXECUTIVE MEETING (EM)

Artikel 14: Zweck und Kompetenzen des Executive Meetings [*Purpose and Competences of the Executive Meeting*]

Das Executive Meeting (EM) dient zur Bildung von Meinungen und Beschlüssen in Absprache mit sämtlichen Organisationsorganen. Es setzt sich aus allen Organen der Organisation zusammen. Übliche Kompetenzen des Executive Meetings sind die ¹Ernennung und Entlassung von Organisationsmitgliedern;

²Beaufsichtigung von Aktivitäten innerhalb der Organisation;

³Änderung der Geschäftsordnung RoP;

⁴Beschluss über offizielle Berichte und die Nominierung von Kandidaten;

⁵Beschluss über von der Organisation bei der AVETH General Assembly vorgebrachte Anträge;

[*The Executive Meeting (EM) has the purpose to form opinions and decisions with the consultation of all organs of the Organization. It is composed of all organs of the Organization. Typical competences of the Executive Meeting are*

¹*appointments and dismissals of members of the Organization;*

²*supervision of activities within the Organization;*

³*amendment of the RoP;*

⁴*decision on official reports and candidate nominations;*

⁵*decision on petitions the Organization presents at the AVETH General Assembly;]*

Artikel 15: Grundlagen [*Basics*]

¹Die Organisation hat standardmäßig, aber nicht zwingenderweise, ein EM pro Monat.

²Das EM muss mindestens 7 Tage im Voraus zumindest gegenüber allen Organisationsorganen angekündigt werden (Artikel 10). Änderungsanträge zu den RoP müssen in dieser Ankündigung enthalten sein und können erst im ersten EM nach einer AVETH GA behandelt werden.

³Das EM wird vom Vorsitz geleitet.

⁴Auf einen Verfahrens Antrag hin kann die Leitung des EM für einzelne Tagesordnungspunkte oder das gesamte EM einer anderen Person übertragen werden.

⁵Einzelpersonen außerhalb der Organisationsorgane können am EM nur mit Genehmigung des EM teilnehmen.

[¹*The Organization holds by default, but not necessarily, one EM each month.*

²*The EM has to be announced at least 7 days in advance towards at least all organs of the Organization (Article 10). Amendment proposals of the RoP must be included in this announcement can only be addressed in the first EM after an AVETH GA.*

³*The EM is chaired by the Presidency.*

⁴*Upon procedural request, the chair of the EM for individual agenda points or for the whole EM may be transferred to a different person.*

⁵*Individuals outside the Organizations organs can only attend the EM after the EM's approval.]*

Artikel 16: Gültigkeit [*Validity*]

Das EM ist als geltend anzusehen, wenn

¹mindestens die Hälfte des EB (abgerundet) teilnimmt, darunter mindestens ein Mitglied des Vorsitzes. Die Teilnahme kann physisch oder virtuell erfolgen.

²ein Protokoll über das Meeting erstellt und vom Executive Meeting genehmigt wird;

[*The EM shall be considered valid with*

¹*at least half of the EB (rounded down) participating, including at least one member of the Presidency. The participation can be physical or virtual.*

²*a meeting protocol approved by the Executive Meeting;]*

Artikel 17: Beschlussverfahren [*Decision Procedures*]

¹Ein Beschluss des EM erfolgt durch einfache Mehrheitsabstimmung der anwesenden EB-Mitglieder. Stimmrechte können auf reguläre Telejob-Mitglieder übertragen werden. Im Falle einer Pattsituation ist die Stimme des Vorsitzes entscheidend. Falls der Vorsitz dann aus zwei Co-Vorsitzenden besteht, geht der Beschluss auf das AVETH Board über und schließlich auf die AVETH General Assembly.

²Beschlüsse zur Änderung der RoP müssen von einer Zwei-Drittel-Mehrheit der anwesenden EB-Mitglieder getragen werden.

³Abstimmungen erfolgen per Handzeichen. Die Abstimmung kann auf Antrag eines anwesenden EB-Mitglieds auch geheim per Stimmzettel durchgeführt werden.

⁴Das EB kann jedem Nicht-Mitglied des EB das Stimmrecht jederzeit durch Übereinstimmung einer qualifizierten Mehrheit entziehen.

¹ Decision of the EM shall be taken by a simple majority vote of the EB members present. Voting rights can be delegated to regular Telejob members. In case of a deadlock, the Presidency shall have the deciding vote. If then the Presidency consists of two Co-Presidents, the decision escalates to the AVETH Board and eventually the AVETH General Assembly.

² Decisions concerning the amendment of the RoP must be approved by a two-thirds majority of the EB members present.

³ Votes are done by a show of hands. Voting can also take place by secret ballot, if an attending EB member requests it.

⁴ The EB can withdraw the voting right of any non-EB member at any time through an agreement of supermajority.]

Artikel 18: Vorgeschriebene Tagesordnungspunkt *[Mandatory Agenda Points]*

Die Tagesordnung des EM muss mindestens Folgendes enthalten:

¹Genehmigung des Meeting-Protokolls des vorherigen EM;

²Einen von der EM-Leitung vorgestellten Tagesordnungsvorschlag, der vom EM genehmigt werden muss;

³Einen Bericht der Quästur zur aktuellen finanziellen Lage; bei Abwesenheit kann die Quästur durch die Präsidentschaft vertreten werden;

⁴Einen Bericht des EB über monatliche Tätigkeiten;

Zusätzlich zu den oben angeführten Tagesordnungspunkten können alle Themen und Diskussionen auf Antrag eines anwesenden Mitglieds vorgebracht werden. Die Leitung schlägt daraufhin die geänderte EM-Agenda vor, die vom EM zu genehmigen ist;

[The agenda of the EM must include at least:

¹ Approval of the meeting protocol of the previous EM;

² An agenda proposal presented by the EM chair, which is to be approved by the EM;

³ A report of the Treasury on current financial status; In cases of absence, the Treasury can be substituted by the Presidency;

⁴ A report of the EB on monthly activities;

In addition to the agenda points mentioned above, all issues and discussions can be raised through a request from a member present. The chair then proposes the adapted EM agenda, which is to be approved by the EM;]

EXECUTIVE BOARD (EB)

Artikel 19: Pflichten und Kompetenzen des Executive Boards *[Executive Board's Duties and Competences]*

¹Gemäß der Satzung von AVETH ist das Executive Board (EB) von der GA dazu berechtigt, alle Handlungen zu vollziehen, die den Zielen der Organisation dienen. Es verwaltet die alltäglichen Angelegenheiten der Organisation. Das EB entscheidet bei einem Meeting mit einfacher Mehrheit seiner Mitglieder.

²Das EB führt Finanztransaktionen im Rahmen des Budgets durch.

³Mit Genehmigung der Quästur kann das EB Organisationsmitgliedern, die nicht dem EB angehören, eine beschränkte finanzielle Kompetenz übertragen.

⁴Während des EM fällt das EB Beschlüsse auf der Grundlage einfacher Mehrheitsabstimmungen aller anwesenden Organisationsmitglieder.

¹ According to the AVETH bylaws, the Executive Board (EB) is authorized by the GA to carry out all acts that further the purposes of the Organization. It manages the Organization's day-to-day affairs. The EB decides with a simple majority of its members at a meeting.

² The EB makes financial transactions within the framework of the budget ³ With the approval of the Treasurer, the EB can delegate limited financial competence to non-EB

members of the Organization.

⁴During the EM, the EB forms decisions based on simple majority votes of all attending members of the Organization.]

Artikel 20: Mitglieder des Executive Boards [*Executive Board Members*]

Das Executive Board besteht aus Organisationsmitgliedern, die von der GA gewählt werden. Die offizielle Vertretung der Organisation wird durch das Executive Meeting in Form der folgenden Ämter gewählt:

¹ Presidency (zwei Co-Präsidenten oder ein Präsident und ein stellvertretender Präsident) – die Präsidenschaft

² Treasurer – die Quästur

³ Vice Presidency of Customer Relations (VP-CR) – Vizepräsident Kundenbeziehungen

⁴ Vice Presidency of Student Relations (VP-SR) – Vizepräsident Studierendenbeziehungen

⁵ Vice Presidency of Technology (VP-T) – Vizepräsident Technologie

⁶ Vice Presidency of Team Development (VP-TD) – Vizepräsident Teamentwicklung

⁷ Vice Presidency of Strategy (VP-S) – Vizepräsident Strategie

⁸ Vice Presidency of PolyHACK (PHD) – Vizepräsident PolyHACK

⁹ Vice Presidency of ETH Gethired (D-ETHGH) – Vizepräsident ETH Gethired

¹⁰ Vice Presidency of Polyclub (D-PC) – Vizepräsident Polyclub

[The Executive Board is composed of members of the Organization elected by the GA. The official recommendation of the Organization is elected by the Executive Meeting in the following competencies:

¹ Presidency (two co-Presidents or a President and a Vice-President)

² Treasurer

³ Vice Presidency of Customer Relations (VP-CR)

⁴ Vice Presidency of Student Relations (VP-SR)

⁵ Vice Presidency of Technology (VP-T)

⁶ Vice Presidency of Team Development (VP-TD)

⁷ Vice Presidency of Strategy (VP-S)

⁸ Vice Presidency of PolyHACK (PHD)

⁹ Vice Presidency of ETH Gethired (D-ETHGH)

¹⁰ Vice Presidency of Polyclub (D-PC)]

Artikel 21: Die Präsidenschaft and die Quästur

Gemäß der Statuten von AVETH sind die Mitglieder der Präsidenschaft und der Quästur automatisch Mitglieder des AVETH Boards, in dem sie Telejob vertreten. Die GA von AVETH wählt sowohl die Mitglieder der Präsidenschaft als auch den Quästor. Gemeinsam sind sie für die Tätigkeiten der Organisation verantwortlich.

¹ Die Präsidenschaft und die Quästur können gemeinsam Rechtsgeschäfte unterzeichnen, die Telejob betreffen.

² Der Vorsitz leitet das EM und vertritt die Organisation in allen Fällen, in denen keine anderen, eindeutig festgelegten, Vertretungen in den RoP oder durch das EB angegeben sind.

³ Der Vorsitz entwickelt die Strategie der Organisation und setzt sie um, damit diese nachhaltig ihren Zweck erfüllt.

⁴ Die Quästur verwaltet die Finanzen und informiert die Organisation über den Finanzbericht sowie das Budget.

⁵ Entsprechend der Satzung von AVETH gilt für die Präsidenschaft und die Quästur eine Amtszeit von einem Jahr, die verlängert werden kann.

[According to the AVETH bylaws, the members of the Presidency and the Treasurer are automatically members of the AVETH board, where they represent Telejob. The AVETH GA elects both the Presidency members and the Treasurer. Together, they are responsible for the activities of the Organization.

¹The Presidency and the Treasurer together can sign legal transactions concerning Telejob.

²The Presidency leads the EM and represents the Organization in all cases where no

other, clearly defined, representations are given in the RoP or by the EB.

³The Presidency develops and executes the Organization's strategy with the goal to fulfill its purpose sustainably.

⁴The Treasurer administers the finances and informs the Organization on the financial statement as well as the budget.

⁵According to the AVETH bylaws, the terms of the Presidency as well as the Treasurer shall last for one year and are renewable.]

Artikel 22: Suspension von Präsidentschaft und Quästur [*Suspension of Presidency and Treasurer*]

Gemäß der AVETH Statuten (Art. 15, Version 2018) können Präsidentschaft und Quästur während der regulären GA abgewählt werden. Werden die in [Artikel 21](#) angegebenen Aufgaben von Vorsitz oder Schatzmeister nicht erfüllt, können AVETH Mitglieder innerhalb der Organisation eine außerordentliche GA beantragen, um diesen abzuwählen, wie in der AVETH Satzung erwähnt (Art. 10, Reguläre MV, Abs. 3 Außerordentliche MV, Version 2018). [*According to the AVETH bylaws (Art 15, version 2018), the Presidency or the Treasurer can be unelected during the ordinary GA. If the Presidency or the Treasurer do not fulfill the responsibilities mentioned in Article 21, AVETH members within the Organization can request an extraordinary GA to unelect them, according to the AVETH bylaws (Art 10, Ordinary MV, Par 3 Extraordinary MV, version 2018).*]

Artikel 23: Unpässlichkeit der Präsidentschaft [*Indisposition of the Presidency*]

Im Falle der Unpässlichkeit aller Mitglieder des Vorsitzes kann nach folgender Priorisierung eine zwischenzeitliche Vertretung bis zur nächsten GA eingesetzt werden:

- ¹ Quästur der Organisation
- ² Präsident von AVETH
- ³ Vizepräsident von AVETH
- ⁴ Quästur von AVETH

[*In the case of the indisposition of all members in the Presidency, an interim substitution until the next GA will be installed according to the following prioritisation:*

- ¹ Treasury of the Organization
- ² Presidency of AVETH
- ³ Vice Presidency of AVETH
- ⁴ Treasury of AVETH]

Artikel 24: Vizepräsidenten [*Vice Presidents*]

Vizepräsidenten sind für den nachhaltigen Erfolg eines festgelegten Bereichs innerhalb der Organisation zuständig. Zu dieser Zuständigkeit gehören:

- ¹Die Finanzkompetenz für den jeweiligen Bereich einschließlich Budgetentwurf und Finanzbericht;
- ²Aktive politische Teilhabe durch Anwesenheit bei mindestens 7 EM pro Kalenderjahr;
- ³Führung von Teammitgliedern aus dem jeweiligen Bereich;

[*Vice Presidents are responsible for the sustainable success of a defined ressort within the Organization. The responsibility includes:*

- ¹Financial competence for the respective ressort, including budget proposal and financial statement;
- ²Active political participation through attending at least 7 EMs per calendar year;
- ³Leading team members from the respective ressort;]

Artikel 25: Suspension von Vizepräsidenten [*Suspension of Vice Presidents*]

Nur sofern der Vizepräsident seine in [Artikel 24](#) erwähnten Aufgaben eindeutig nicht erfüllt, kann das EB nach dem in [Artikel 22](#) beschriebenen Verfahren einen Ausschluss anordnen.

[*Only if the Vice President clearly does not fulfill the responsibilities mentioned in Article 24, the EB can order an exclusion according to the procedure described in Article 22.*]

ADVISORY BOARD (AB)

Artikel 26: Zweck des Advisory Boards *[Purpose of the Advisory Board]*

Das AB hat gegenüber der Organisation eine beratende und überwachende Rolle. Durch die Erfahrung seiner Mitglieder soll das AB der Organisation dabei helfen, nachhaltig ihren Zweck zu erfüllen.

[The AB serves as a consulting and supervising role towards the Organization. Through the experience of its members, the AB should help the Organization fulfill its purpose sustainably.]

Artikel 27: Zusammensetzung *[Composition]*

Die Organisation beantragt ein AB aus der Telejob Alumni Association.

[The Organization requests an AB from the Telejob Alumni Association.]

Artikel 28: Pflichten und Kompetenzen des Advisory Boards *[Duties and Competences of the Advisory Board]*

¹ Das AB sorgt im Wesentlichen für das Wohlergehen der Organisation und dafür, dass deren Tätigkeiten auf den Zweck der Organisation ausgerichtet sind. Sie unterstützen das EB durch ihre Erfahrung und Netzwerke.

² Das AB kann die Einberufung eines außerordentlichen EM durch das EB binnen 14 Tagen nach dem Aufruf vorschlagen.

³ AB-Mitglieder dürfen nicht Organisationsmitglieder sein. Organisationsmitglieder dürfen nicht AB-Mitglieder sein.

⁴ Durch einfache Mehrheitsvereinbarung kann das AB dem EB Diskussionspunkte vorschlagen, die spätestens beim nächsten EM behandelt werden können.

⁵ AB-Mitglieder erzielen in keinerlei Hinsicht finanziellen Profit aus den Tätigkeiten der Organisation.

¹ *The AB cares intrinsically for the well-being of the Organization and the alignment of its activities to its purpose. They assist the EB with their experience and networks.*

² *The AB can propose an extraordinary EM to be organized by the EB latest 14 days after the call.*

³ *AB members can not be members of the Organization. Members of the Organization can not be AB members.*

⁴ *Through simple majority agreement, the AB can propose discussion points to the EB, which may be addressed latest at the next EM.*

⁵ *AB members do not take financial profits from the Organization's activities in any means.]*

CORPORATE REVISION

Artikel 29: Prüfer *[Auditors]*

Die Prüfung der Finanzen der Organisation erfolgt durch einen unabhängigen externen Prüfer.

[The finances of the Organization is audited by an independent external auditor.]

VERSCHIEDENE REGELUNGEN *[Various Provisions]*

Artikel 30: Auflösung *[Dissolution]*

¹ Entsprechend der Satzung von AVETH kann die Organisation nur mit Zustimmung der GA aufgelöst werden.

² Sollte die Organisation aufgelöst werden, so ist das verfügbare Kapital an eine gemeinnützige Instanz zu übertragen, die ähnliche Ziele des öffentlichen Interesses verfolgt wie diese Organisation. Die Entscheidung wird von und bei der GA gefällt, die die Organisation auflöst. Das Kapital darf keinesfalls an einzelne Mitglieder irgendeines Organisationsorgans zurückgezahlt werden, noch dürfen diese das Kapital ganz oder in Teilen zu ihrem eigenen Vorteil einsetzen.

¹ *According to the AVETH bylaws, the Organization can only be dissolved through the approval of the GA.*

² *Should the Organization be dissolved, the available assets should be transferred to a non-profit activity pursuing public interest goals similar to those of the Organization. The choice is made by and at the GA that dissolves the Organization. Under no circumstances should the assets be returned to individual members of any organ of the Organization, nor should they use a part or a total of assets for their own benefit.]*

Artikel 31: Genehmigung und Einführung *[Approval and Implementation]*

Die letzte Änderung dieser RoP erfolgte am 13. Dezember 2018 durch das EM der Organisation. Die Änderungen treten mit sofortiger Wirkung in Kraft. Die erste Version der Rules of Procedure wurde am 13. Dezember 2018 während der Rules of Procedure Initiation Ceremony eingeführt.

[These Rules of Procedure were last changed by the EM of the Organization on December 13th, 2018. They take effect immediately. The first version of Rules of Procedure was implemented on December 13th, 2018 during the Rules of Procedure Initiation Ceremony.]



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