



Employee Relocation Checklist

Relocating employees to a new country requires careful planning and coordination. This presentation will guide HR teams through a comprehensive checklist to ensure a smooth and successful relocation process for the company and its employees.



Human impact
High End HR Services

Pre-Relocation Checklist: Notification and Acceptance

1

Notify Employee

Inform the employee about the relocation opportunity and obtain their initial acceptance.

2

Discuss Logistics

Check immigration details, the relocation timeline, entitlements, and the employee's responsibilities.

3

Obtain Formal Acceptance

Gather the employee's signed agreement to the relocation terms and conditions, issue Work permit.



Relocation Policy Review

Entitlements

Review the company's relocation policy to understand the benefits and entitlements provided to the employee, such as moving expenses, housing allowance, and more.

Reimbursements

Clarify the reimbursement process for relocation-related expenses, including required documentation and timelines.

Exceptions

Identify any special circumstances or exceptions to the standard relocation policy that may apply to the employee's situation.



Visa and Work Permit Procedures

Visa Requirements

Determine the appropriate visa type for the employee and their family, and guide them through the application process.

Work Permit

Ensure the employee obtains the necessary work permit to legally work in the new country.

Dependents

Assist the employee's family members in securing the appropriate visas and permits to accompany the relocating employee.

Timeline

Establish a timeline for the visa and work permit application process to avoid delays in the relocation.



Tax, Legal Briefing, and Housing Assistance



Tax Implications

Provide a comprehensive briefing on the tax obligations and requirements in the new country.



Legal considerations

Advise the employee on any legal matters, such as contract reviews or local laws, that may impact the relocation.



Housing assistance

Offer support in finding suitable housing, such as providing a housing allowance or connecting the employee with real estate agents.



Schooling and Family Integration

1

Evaluate Schooling Options

Assist the employee in researching and evaluating educational opportunities for their children in the new location.

2

Facilitate Enrollment

Guide the family through the enrollment process and provide any necessary documentation or support.

3

Community Integration

Offer resources and support to help the employee's family integrate into the new community, such as cultural orientation and social events.



Travel Arrangements and Cultural Orientation

1 Travel Booking

Coordinate the employee's and family's travel arrangements, including flights, ground transportation, and temporary accommodations.

2 Arrival Support

Provide support upon arrival, such as airport pickup, temporary housing, and initial orientation to the new location.

3 Cultural Training

Arrange for cultural awareness and sensitivity training to help the employee and their family adapt to the new environment.



Budget Approval and Communication

| Budget Item | Estimated Cost | Approval Status |
|----------------------|----------------|-----------------|
| Relocation Expenses | \$25,000 | Approved |
| Housing Allowance | \$3,000/month | Pending |
| Cultural Orientation | \$2,500 | Approved |
| Immigration Fees | \$1,500 | Approved |

Please note that the budget may differ from one location/country to another. Throughout the budget approval and relocation process, maintain regular communication with the employees and stakeholders.



Logistics Coordination and Support Services

Logistics Coordination

Oversee the logistics of the relocation, including coordinating movers, shipment of personal belongings, and utility setup in the new location.

Support Services

Arrange for essential support services, such as healthcare providers, banking, and telecommunications, to ensure a smooth transition for the employee and their family.

Ongoing Assistance

Provide ongoing support and be available to address any questions or concerns the employee may have during the relocation process.



Post-Relocation: Settlement, Ongoing Support, and Feedback

Settlement Assistance

Help the employee and their family settle into the new location, including assisting with housing, banking, and other administrative tasks.

Ongoing Support

Maintain regular check-ins and provide ongoing support to the employee and their family to ensure a successful adjustment to the new environment.

Feedback Collection

Gather feedback from the employee to identify areas for improvement and enhance the relocation process for future assignments.

