



Checklist for Global Relocation

- Having a good relocation policy that includes all types of relocation, locations, employee expertise, family make-up and costs. The policy should cover all aspects of the services, moving costs, temporary housing, destination services, language classes, cross cultural training, Spouse support, family support, relocation bonus and exceptions.
- Challenges of relocation – how will it affect the employee/family, what are the plans upon return and how to integrate the employee. Those are a few things that need to be looked at and decided and discussed with the employee.
- Having a compelling relocation package – not only to attract talent and compete with issues from the great resignation and working from home which became the norm after the pandemic. It must be an interesting assignment that provides a steppingstone and be in line with the company vision.
- Having an RMC that helps with the policy, immigration and tax. Include privacy and data protection throughout the process, have a budget and track expenses. When it comes to expenses adjust the services to fit a single couple or family accordingly. Some companies use the same program for everyone. An example is having a 5-day program for destination services whether you are single or a family. From our experience a single person or even a couple does fine with 3 days of service.
- **Post Relocation**
- Facilitate a detailed onboarding process in the new location, to include the company culture and meeting new colleagues.
- Family Support – settling in services, spouse employment, school enrollment and introduction to the community.
- Regular check-ins with the employee to see how things are progressing.