

EMPLOYEE RELOCATION CHECKLIST

Relocating an employee takes plenty of time---and organization.
Our checklist cuts organizing in half.

1

- Locate the employee's personnel file for personal information
- Centralize all information, from USB sticks to paper time sheets.
- Find out the exact documents the destination country needs to prevent government fines.
- Establish a lawyer-recommended time frame to determine how long you should keep documents on file.
- Determine privacy rules. Make a list of people that have access to these files.
- Meet with company lawyer to go over necessary immigration documentation

2

BEFORE DEPARTURE

- Signed contract
- Emergency notification form
- Copy of diploma
- Copy of CV/resume

- Awards (if applicable)
- Copy of certification programs
- Reference letters
- Job description
- Proof of health insurance
- Copy of bank accountt information (if applicable)
- Employee counseling/cultural training



3

DESTINATION

- Orientation
- School location
- Home rental assistance
- Tax planning
- Language learning
- Employee personnel file transfer