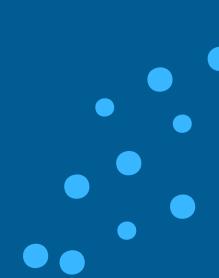
## EMPLOYEE RELOCATION CHECKLIST

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

- 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







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



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