

GETTING STARTED WITH RELOCATION - CHECKLIST

Checklist for smooth relocations provided by Finland Relocation Services

STEP 1

Know your relocation process and make the necessary decisions early enough

A well-planned relocation process and support are a strong competitive advantage when recruiting on global scale

CHECKLIST

- 0 Discuss with your hiring team and map out possible countries from which your target talent will be recruited.
- 0 If the list includes non-EU countries, communicate the permit processing times internally and plan the future resourcing accordingly.
- 0 Mention in your job advertisements and career page that relocation support will be provided
- 0 Investigate and list possible living standard differences between the country you are hiring to and the country you are hiring from. These will be key argument points when you are closing a hire.
- 0 If you have already recruited from abroad, check how things went, what worked and what didn't.

STEP 2

Things you must decide on even before starting the recruitment process

Almost every relocation case is unique, because it is adjusted to the employer company policy and requirements, the employee's needs and preferences and the legal and authority requirements. Decide on the following things before you start the recruitment process so that you have the answers to some key relocation-related questions.

CHECKLIST

- 0 The employment contract and conditions - the length of employment, the title, salary level, benefits, taxable fringe benefits and include them in the contract.
- 0 Consider and decide on the support you can provide for the family members – offering relocation service to all family members, including assistance to arrange daycare and school, career training for the spouse or cultural training for the family..
- 0 Consider and decide on the accommodation support you can offer. Typical support that employers offer, for example in Finland, is temporary furnished apartment solution for the first few weeks and support in finding long-term accommodation.
- 0 Check the availability of rental apartments on the local market.

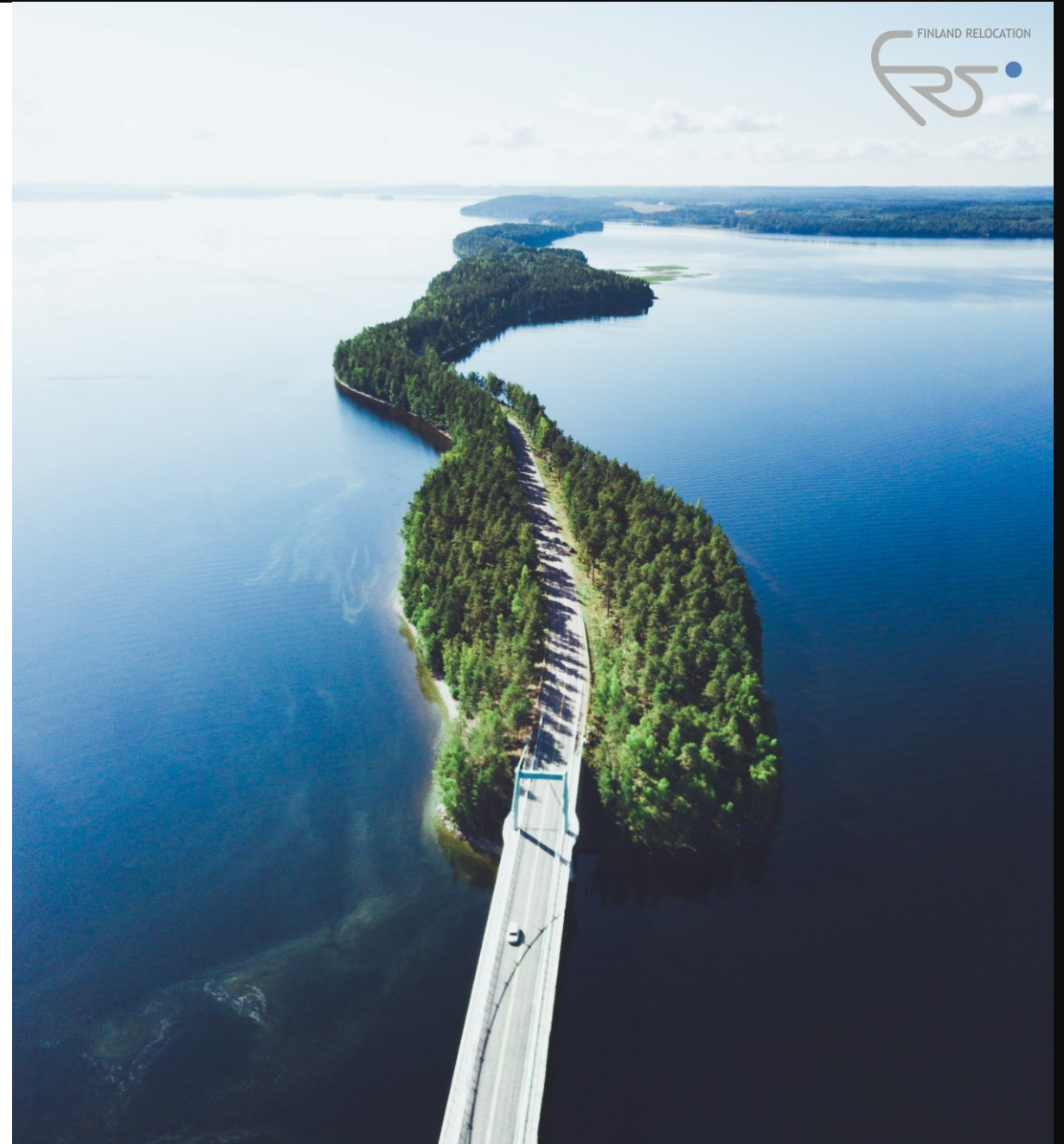
STEP 3

Determine who owns the relocation process

Without a clear process owner and plan, your company's relocation process will be reactive and ad hoc and thus be difficult, risky and costly.

CHECKLIST

- ❶ Determine who will lead the relocation process.
The process owner is responsible to coordinate and find out the answers whenever they are needed.
- ❷ Involve HR in determining the employment policies that influence the relocation process.
- ❸ Involve Talent Acquisition team to acquaint them with the relocation policy and process
- ❹ Select a reliable relocation service supplier.
Outsourcing the relocation process implementation is a cost effective



STEP 4

Create a repeatable process

The relocation process can be well planned but without following up on the successful implementation, it may hide unforeseen hinders.

CHECKLIST

- ❶ Commit to prepare for a certain volume of relocation cases. Align the volume with the Talent Acquisition and HR teams' targets.
- ❷ Schedule regular internal meetings to review results and feedback.
- ❸ Create a process to ask for feedback from newcomers right upon arrival as well as after they have already settled in.
- ❹ Keep adjusting the process.

Knowing the process and what works for your company and team best will make it much easier when choosing a relocation company for a partner.

STEP 5

Determine your budget and possible partner

There are a few things to consider when budgeting the overall relocation related costs. You can scale up or down depending on the available resources, volume and company policy. Here are a few things that employers are often expected to cover.

CHECKLIST

- ❶ Permit and other authority fees
- ❷ Flight and other travel costs
- ❸ Temporary accommodation budget
- ❹ Moving costs
- ❺ Internal resource costs, if using an internal resource, or
- ❻ Relocation service supplier fees

Outsourcing the relocation process is a cost-efficient way to handle this. It also helps you manage the risks of mishandling the paperwork.



STEP 6

Analyze, measure and improve

In order to improve and smooth out the relocation process, it is essential to follow up on how things went. Employee engagement in the relocation process improvement will ensure better results and better employee experience for the current as well as for the future employees. Ask for feedback from the following stakeholders:

CHECKLIST

- The relocated employee
- The other relocated family members
- The relocated employee supervisor
- The person who oversaw the induction of the employee
- The relocation process owner (HR, Office Manager, etc.)
- Your relocation supplier

Keep an eye on possible miscommunication and mismatch in expectations and make sure to straighten out these issues in the future cases.

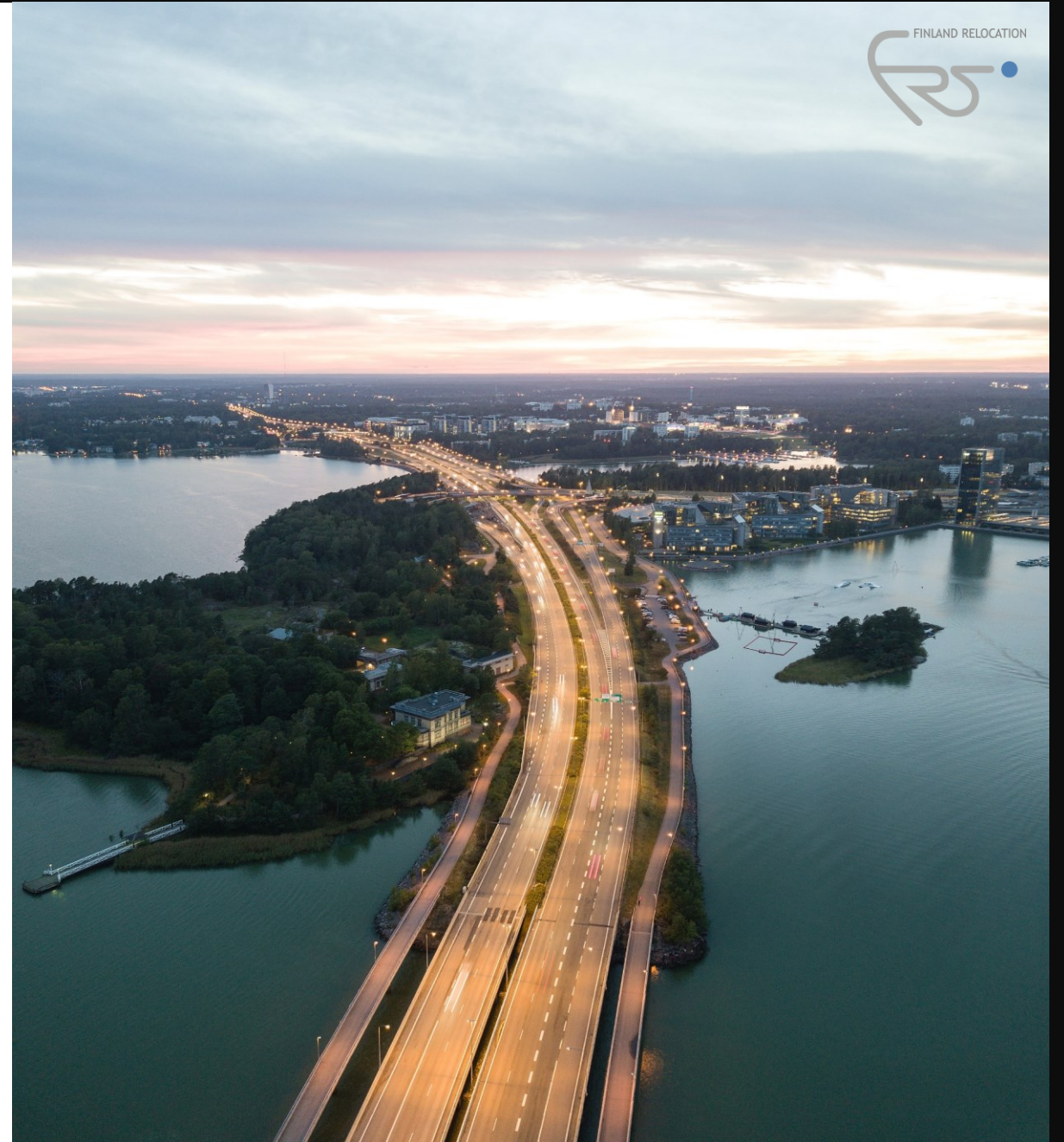
Bonus tip

Working culture

Adding diversity to your employee mix will undoubtedly enrich your company's working culture. The following steps will help you prepare for the challenges that cultural differences may hide.

CHECKLIST

- Communicate with your staff about the cross-border recruitment
- Discuss possible cultural differences and think together for solutions
- Discuss possible language barrier and think together for ways to handle this
- Consider gradually changing the internal communication to English
- Plan for any bigger changes
- Discuss possible challenges related to the relocation process and ask your employees to contribute ideas and efforts in handling them
- Consider cultural training for your entire staff to prepare for the future changes
- Consider to include some form of cultural training for your recruit as part of their induction process
- Make sure to enable and facilitate open communication via open and closed channels. Being aware of the cultural differences often increases the tolerance for misunderstandings later.





Looking for a relocation partner?

Contact:

Hanna Lindqvist - Sales Executive

hanna.lindqvist@finlandrelocation.com

+358503680567