

AHOM-RMC Relocation Readiness Assessment

Make a confident assignment decision before the move begins.

AHOM Relocation Management Company Inc. (AHOM-RMC)

Relocation • Housing • Settlement • Workforce Mobility

A structured planning tool for employers, HR teams, hiring managers, relocating professionals, newcomers, and families.

Before You Begin

A work-related relocation is more than a change of address. It affects employee readiness, family stability, housing, transportation, documentation, timelines, and workforce retention.

Use this assessment before confirming a relocation assignment to identify planning gaps, practical risks, and support requirements. Complete all sections that apply to your situation.

Estimated completion time: 10–15 minutes

Completed by: _____

Organization (if applicable): _____

Date: _____

1. Assignment Snapshot

What is the purpose of this relocation?

- ☐ New hire / employee onboarding
- ☐ Internal employee transfer
- ☐ Temporary project assignment
- ☐ Labour-shortage recruitment
- ☐ International recruitment or newcomer settlement
- ☐ Permanent relocation
- ☐ Other: _____

Employee / relocating individual name:

Job title or role:

Employer / organization:

Work location (city and province):

Target start date: _____

Expected assignment length:

- ☐ Less than 3 months
- ☐ 3–6 months
- ☐ 6–12 months
- ☐ More than 12 months
- ☐ Permanent relocation

What would make this relocation successful?

2. Relocation Readiness Check

Rate each area from 1 to 5.

- 1 = Not ready
- 2 = Significant planning required
- 3 = In progress
- 4 = Nearly ready
- 5 = Fully ready

Readiness area	1	2	3	4	5
Job start date and work arrangements are confirmed	☐	☐	☐	☐	☐
Housing plan is clear	☐	☐	☐	☐	☐
Temporary accommodation is available, if needed	☐	☐	☐	☐	☐
Transportation and arrival plan are organized	☐	☐	☐	☐	☐
Relocation budget and cost approvals are in place	☐	☐	☐	☐	☐
Required documents and credentials are ready	☐	☐	☐	☐	☐
Family or dependent needs have been considered	☐	☐	☐	☐	☐
Community and settlement supports are identified	☐	☐	☐	☐	☐

Which areas require immediate attention?

3. Housing and Arrival Plan

What is the current housing situation?

- ☐ Permanent housing has been secured
- ☐ Temporary accommodation has been secured
- ☐ A housing search is underway
- ☐ No housing plan has been confirmed
- ☐ Housing support is required

Preferred housing location(s) or neighbourhood(s):

Desired move-in date: _____

Monthly housing budget: \$_____

Housing requirements:

- ☐ Furnished accommodation
- ☐ Short-term rental
- ☐ Long-term rental
- ☐ Family-sized housing
- ☐ Pet-friendly housing
- ☐ Accessible housing
- ☐ Housing near public transit
- ☐ Housing near the workplace
- ☐ Housing near schools or childcare
- ☐ Parking required
- ☐ Other: _____

Arrival date: _____

Arrival transportation plan:

- ☐ Airport / station pickup is arranged
- ☐ Personal transportation is arranged
- ☐ Rental vehicle is required
- ☐ Public-transit guidance is required
- ☐ Temporary transportation is required
- ☐ Other: _____

Notes or concerns:

4. Household and Family Needs

Will family members or dependants be relocating?

- ☐ No
- ☐ Partner or spouse
- ☐ Child / children
- ☐ Elderly parent or dependant
- ☐ Pet(s)
- ☐ Other: _____

Support priorities:

- ☐ School or childcare information
- ☐ Partner-employment support
- ☐ Healthcare and local-service orientation
- ☐ Public-transit guidance
- ☐ Banking, phone, and essential-settlement setup
- ☐ Community and newcomer connections
- ☐ Family-friendly housing support
- ☐ Other: _____

What could make this relocation difficult or unsustainable for the household?

5. Documentation and Work Readiness

Are any approvals, documents, or credentials required before the employee can begin work?

- ☐ Work permit or immigration documentation
- ☐ Professional licence or credential recognition
- ☐ Background check or security clearance
- ☐ Employer-specific documentation
- ☐ Health and safety certification
- ☐ Driver's licence or transportation eligibility
- ☐ Health insurance or benefits enrolment
- ☐ None identified at this time
- ☐ Unsure — guidance is needed

Are all work-start requirements likely to be completed on time?

- ☐ Yes
- ☐ No
- ☐ Unsure

Known documentation, credential, or timing risks:

6. Budget and Cost Planning

Who is responsible for relocation costs?

- ☐ Employer-funded
- ☐ Employee-funded
- ☐ Shared employer / employee funding
- ☐ Funding support or subsidy is being explored
- ☐ Other: _____

Which costs have been planned for?

- ☐ Travel to the new location
- ☐ Temporary accommodation
- ☐ First and last month's rent / deposit
- ☐ Moving services or shipment of belongings
- ☐ Storage
- ☐ Transportation / vehicle costs
- ☐ Utility, internet, and phone setup
- ☐ School or childcare needs
- ☐ Settlement and essential household purchases
- ☐ Contingency costs

Estimated available relocation budget: \$_____

Are there budget gaps or unapproved costs?

7. Risk and Contingency Review

Which risks could affect the assignment?

- ☐ Housing availability or affordability
- ☐ Delayed arrival or transportation disruption
- ☐ Immigration or documentation delay

- ☐ Licensing or credential-recognition delay
- ☐ Budget pressure or unapproved expenses
- ☐ Family, school, childcare, or dependent-care concerns
- ☐ Employee retention or adjustment risk
- ☐ Health, accessibility, or special-support needs
- ☐ No backup plan if circumstances change
- ☐ Other: _____

If the original plan changes, what is the backup plan?

Who has authority to approve changes to the relocation plan?

8. Relocation Readiness Outcome

Based on your responses, which statement best describes the current situation?

- ☐ **Ready to proceed:** Key details are confirmed and the relocation plan is workable.
- ☐ **Ready with coordinated support:** The assignment can proceed with targeted housing, arrival, settlement, or family support.
- ☐ **At risk:** Important planning gaps should be addressed before confirmation.
- ☐ **Consultation required:** A full AHOM-RMC Relocation Readiness Review is recommended.

Priority actions before confirming the move:

- 1.
- 2.
- 3.

Next Step: Make the Move Work

A successful assignment begins before the employee travels. AHOM-RMC supports employers, employees, newcomers, and families with relocation planning, housing coordination, arrival logistics, workforce mobility, and settlement support.

Request an AHOM-RMC Relocation Readiness Review

AHOM Relocation Management Company Inc.

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Website: www.ahomrmc.com

Email: info@ahomrmc.com

Canada-wide support

This assessment is a planning resource and does not replace legal, immigration, financial, employment, tenancy, or professional advice. Requirements and available services may vary by location and individual circumstances.