

## **Employee Relocation Program Starter Kit**

This Starter Kit is designed to help employers create a relocation program that works for both the organization and the employees they move. Use these tools to plan, budget, and execute a smooth relocation process.

### **1. Relocation Needs Assessment Template**

- Identify employee and family needs before the move.
- Consider housing, schooling, spousal employment, cultural orientation, and special logistics (e.g., pets, dangerous goods).

### **2. Core Benefits to Include**

- Housing support: temporary accommodations, home search, lease negotiation.
- Family integration: school search, spousal job assistance, cultural programs.
- Compliance: dangerous goods clearance, customs paperwork.
- Onboarding: post-move check-ins and community integration support.

### **3. Cost Planning Worksheet**

Budget Categories:

- Moving services
- Temporary housing
- Travel expenses
- School fees (if applicable)
- Compliance costs (DG clearance, customs)
- Miscellaneous (pet transport, storage)

### **4. 90-Day Relocation Timeline**

Pre-Move (Day 0-30):

- Needs assessment, budget approval, vendor booking.
- Begin housing search and school applications.

Move Phase (Day 31-60):

- Packing, DG clearance if needed, travel arrangements.
- Arrival and initial settling.

Post-Move (Day 61-90):

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- Onboarding, community integration.
- Follow-up check-ins to ensure satisfaction and resolve issues.

### **5. Compliance and Vendor Coordination Checklist**

- Confirm all moving and shipping vendors are licensed and insured.
- Complete necessary customs and DG documentation.
- Ensure all costs and reimbursements are documented.

### **Final Tip**

Relocation success isn't just about moving people - it's about moving lives. A program that considers the whole picture sets your organization apart and helps your team thrive.