

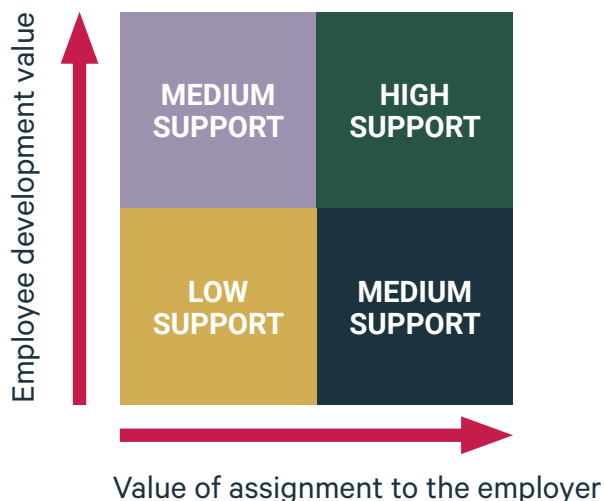
# 'Smart Moves' part two: Assignment checklist

A high-level overview of the key legal, relocation, financial and HR related issues to consider at different stages of an international assignment.



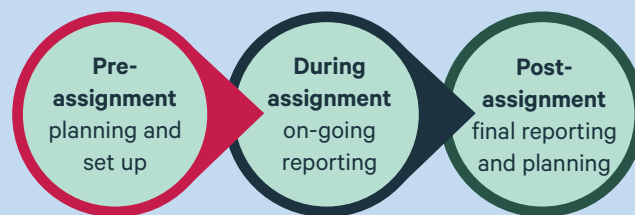
Undoubtedly, the global reach of companies has expanded recently and, as a consequence, globally mobile employees have become increasingly important.

There has been a corresponding growth in the number of expatriates and the type of assignments has undergone significant change. The number of locations to which expatriates are sent also continues to expand.



Different types of assignments deliver diverse value to a business. The approach in the graph opposite can help you understand the different options available so you can choose the right amount of assignment support you provide to your employees.

Regardless of the assignment length you should consider each of the following stages during the life cycle of the assignment:



## Assignment checklist

### 1. Immigration

- Ensure the employee has the right work permit/visa approval to do the type of work required and at the right time.
- Does the family have the right permission to stay with the employee? Are they allowed to work or are there restrictions?

## 2. Legal

- Have you adequately documented the assignment agreement and any changes to the employment in the event of a legal dispute?
- Do you understand what employee rights you have to meet in the assignment location(s)? These are likely to be different to the home country.
- Do you understand the legal consequences of changing the employment contract?
- Has the employee considered the potential impact of an international assignment on personal arrangements such as Wills, estate planning and family trusts?

## 3. Settling in support

- Does the employee need help finding accommodation or to ensure they are getting the best value/lowest rents?
- Would your employees value personal support helping them and their family settle in? For instance, are they senior employees or just short of time?
- Does the employee need help finding schools or to ensure they are getting the best value fees in the school area?

## 4. Relocation

- Are you confident you are working with the best movers/relocation company to meet your needs?
- Are you confident you will get the best value from a relocation company/service?

## 5. Assignment administration (in-house or outsource?)

- Do you have the expertise to manage the administration relating to your expatriate employee(s)?
- Do you have the time to manage the administration relating to your expatriate employee(s)?

## 6. Employee welfare

- Are you confident that you have the right health and life insurance to adequately cover the employee (and their family) in the event of an emergency on the assignment location?
- Are you confident you also have the best value medical premiums for the cover you require?
- Is the employee culturally ready for their overseas assignment?
- Would you like to be able to test their potential for cross-cultural success? Research confirms that the individuals who are most successful at working and living with people from other cultures are those with a high level of cultural intelligence, a skill that can be both assessed and learned.

## 7. Finance

- Does the employee need help setting up a new bank account in the assignment location?
- Is your employee confident they know how to set up the most tax efficient bank account structure?
- Consider the impact of exchange rate movements and bank changes. Are you confident you are getting the best value?
- Have you adequately documented and agreed with the employee who is responsible for these costs and what are the arrangements if foreign exchange rates shift significantly?

**If you require further assistance with any of the above areas, please contact us.**



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