

# Hints For Successful Employee Relocations

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Moving a new or existing employee can seem like a very simple thing to do, but has many roadblocks built into it. It is one of the most stressful events that a person can go through, yet is one of the first impressions your new employee will have of your company. Here are some hints to make the experience more pleasant for you and your employee, as well as to minimize the stress and anxiety for you both

**1) Provide Them Resources.** Every employee has different needs and most companies don't have the resources to fill these needs directly. Proper planning, preparation and education are crucial to a successful move. When you educate your relocating employee and steer them to providers that can help them to properly prepare, you'll empower your employee to successfully plan their relocation.

**2) Provide and Explain Your Relocation Policy To Them.** It is very important that your employee understands your relocation policy. Make sure your employee has a copy of your relocation policy, understands what is included (and not included) in the program and can receive guidance for items outside the policy. Also, be sure to establish who pays for what – the company vs the employee.

**3) Discuss The Taxable Consequences Of Their Relocation.** Be sure that it's very clear to your employee what expenses will be reportable and taxable income and what expenses won't be. This will save damaged feelings the following year after a move. It's always good to get all relocation details into the past as quickly as possible, so the employee can be productive at their job.

**3) Agree On A Relocation Timeframe.** I'm sure that a goal of yours is to get your new employee to work in an efficient and productive manner as soon as possible. Be sure that you have an agreeable and accurate timeframe that the whole process will take – ensuring that all expectations are being met between both of you.

**5) Offer Guidance:** You are a very important person to the new employee, as they are leaning on you for so much information as they transition to their new town and home. Help to ease their anxiety by offering support organizations to assist with this transition. Let them know about things such as schools, healthcare facilities and activities in their area that will help them to acclimate to their new surroundings quickly.