



Formalizing your mobility program

This checklist provides a structured approach to formalizing your mobility program, helping you create a consistent, fair, and strategic framework that supports your total rewards goals and enhances the employee experience.

1.

Define mobility drivers

- ☐ Identify the primary business reasons for employee mobility (e.g., leadership development, filling critical skill gaps, business expansion).
- ☐ Align mobility drivers with overall talent and business strategies.
- ☐ Document and communicate these drivers clearly across HR, talent, and business leadership.

2.

Develop communication and employee support plans

- ☐ Design standardized relocation packages tailored to each mobility driver.
- ☐ Include key components such as:
 - Housing allowances or support
 - Cost-of-living adjustments
 - Tax assistance and compliance support
 - Travel and transportation allowances
 - Cultural training and integration support
 - Temporary living expenses
- ☐ Define what is included and excluded in each package.
- ☐ Ensure packages are competitive and aligned with market benchmarks.

3.

Define eligibility criteria

- ☐ Develop clear eligibility guidelines or decision trees to determine which employees qualify for specific mobility packages.
- ☐ Consider factors such as assignment duration, employee level, location, and business need.
- ☐ Communicate eligibility criteria transparently to employees and managers.

4.

Establish governance and decision-making

- ☐ Define roles and responsibilities for mobility decisions (e.g., business leaders, mobility team, total rewards).
- ☐ Set up a governance framework to review and approve mobility offers.
- ☐ Ensure compliance with legal, tax, and immigration requirements.
- ☐ Create escalation paths for exceptions or special cases.

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5.

Develop communication and employee support plans

- ☐ Create communication templates and guidelines for informing employees about mobility packages and expectations.
- ☐ Provide clear points of contact for employee questions and support.
- ☐ Offer pre-move counseling and ongoing support during the assignment.
- ☐ Train managers on mobility policies and their role in supporting relocating employees.

6.

Foster cross-functional partnerships

- ☐ Collaborate closely with compensation, talent management, legal, finance, and mobility teams.
- ☐ Align mobility policies with total rewards and talent development strategies.
- ☐ Share data and insights regularly to monitor program effectiveness.

7.

Leverage technology and data analytics

- ☐ Implement mobility management tools to track assignments, costs, and compliance.
- ☐ Use data analytics to identify trends, measure employee satisfaction, and assess ROI.
- ☐ Continuously refine mobility packages and policies based on data insights.

8.

Monitor, evaluate, and improve

- ☐ Establish key performance indicators (KPIs) for your mobility program (e.g., employee satisfaction, cost control, assignment success rates).
- ☐ Conduct regular program reviews with stakeholders.
- ☐ Solicit feedback from mobile employees and managers.
- ☐ Update policies and packages to reflect changing business needs and market conditions.

