

INTERNATIONAL ASSIGNMENTS REVIEW PROGRAMME

Division: _____

Employee: _____

	Yes	No	Comments
Management Responsibilities			
Does the home/host country management have a clear understanding of the following:			
- assignment objectives			
- profile of professed candidate			
- assignment duration			
- reporting relationship in both home/host country			
- allocation of assignment cost and revenue			
Did management calculate a detailed cost/benefit analysis of the assignment?			
Was the performance management and compensation review process while on secondment explained to the employee?			
Has the HR department been notified of the proposed assignment?			

Business Unit Leader _____
Signature

Name in block letters

Human Resources Responsibilities			
Once the candidate has been selected by management, the following action points need to be adhered to:			
- Has the employee been briefed on both the nature, terms and conditions of assignment?			
- Has a proper secondment agreement been drafted and explained to the employee?			
- Has the secondment agreement been reviewed against the company's expatriate guidelines and major deviations noted and approved?			
- Has a Cost Of Living survey (COLA) been done, where necessary?			
- Did the employee confirm in writing his acceptance of the terms and conditions in the agreement?			

- Has medical aid care been arranged in host country?			
- Has the extranet been updated with the new assignment details?			
- Has it been confirmed on whose payroll the employee will be; host or home country?			
- Has the host country's HR division been notified of the secondment?			
- Has a copy of the signed secondment agreement been forwarded to the host country's HR division?			
- Has the relocation service provider been notified of the secondment?			
- Did the employee receive a pre-departure checklist to manage their own personal affairs? (Discuss if needed)			

Taxation

- Has the tax service provider been notified of the proposed assignment?			
- Did the employee have a pre-departure interview with the tax service provider?			
- Has hypothetical tax calculations been done by the tax service provider?			
- Has a copy of the signed secondment agreement been forwarded to the tax service provider?			

Immigration

- Has the requirements of the immigration process for work permits and temporary residence visas been investigated and explained to the employee?			
- Has the immigration service provider been notified of the secondment?			
- Has the necessary work permits/visas been obtained prior to departure?			
- Has the employee being briefed on the cultural, socio-economic, political and security issues of the host country including the ability of accompanying dependents to work in the host country?			

Human Resources Manager: _____
Signature

Name in block letters