Checklist

Onboarding, inclusion, and retention of international talent

0. Before you get started

- ☐ Have you checked which bridging actors operate in your area? Think about online help desks, international houses, public employment and investment agencies, chambers of commerce, recruitment agencies, or other intermediaries. They may already have resources you can use, or you might point your new hire to them for further information or hands-on support.

1. Before the employee arrives



Before finalising the job offer

- ☐ Have you provided transparent information about life in the country, city, and workplace?
- ☐ Have you considered offering financial support for relocation or initial settlement costs?

Employer preparation

- ☐ Have you initiated the necessary administrative steps (e.g. social security, insurance, pension)?
- ☐ Have you translated all onboarding materials and safety regulations to a language your new employee feels comfortable with?
- ☐ Have you thought about how you will make your new employee feel welcome?
- ☐ Have you prepared your team, for example through cultural sensitivity training?
- ☐ Are you assigning a buddy or mentor to support onboarding and settlement?

Relocation assistance

- ☐ Have you shared or pointed your new hire to practical information on transport options, timelines, costs, and customs procedures?
- ☐ Can you recommend a trusted relocation company or service provider?

Destination guidance

- ☐ Have you identified the key information your new employee needs before arrival, and decided what you will share directly versus what resources you will point them to? Think, for instance, about safety information, housing, communication services, social customs, workplace norms, language courses, and guidance regarding accompanying family members.

2. Relocation and arrival of the new employee



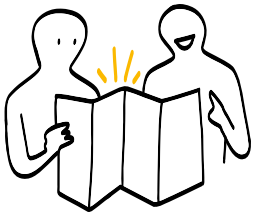
Practical local orientation

- ☐ Have you identified how your new hire will get to your town/city and their accommodation on arrival?
- ☐ Have you shared information on local transportation options, emergency services, banking, communications, and other key practical services?

Initial workplace orientation

- ☐ Have you introduced your employee to workplace structures, policies, and key contacts?
- ☐ Have you clearly explained your expectations around performance, communication styles, teamwork, and workplace culture?
- ☐ Have you organised a gathering so your new employee can meet their new colleagues?

3. Onboarding and the first days and weeks



The basics of daily life

- ☐ Have you ensured your employee understands key legal and administrative processes such as registration with local authorities?
- ☐ Have you shared practical information on healthcare, driving regulations, public holidays, and commonly used apps or websites?

Inclusion in the workplace

- ☐ Have you identified concrete steps to make your workplace more inclusive?
- ☐ Can you arrange an informal social gathering to foster team-building and cohesion?
- ☐ Have you considered taking into account cultural or religious considerations when planning social activities or celebrations?

Settling into the community

- ☐ Have you thought about how you can support your employee's new life outside of work? Consider sharing your favourite places in town or recommendations for local activities, clubs, courses, or community networks.
- ☐ For employees arriving with partners, are there services or community hubs you can suggest?
- ☐ For employees with children, are there recreational activities or family networks you can suggest?

4. Longer-term inclusion, settlement, and retention



Legal and administrative matters

- ☐ Are you aware of important visa and permit timelines and renewal requirements?
- ☐ Have you provided or referred your employee to information on banking, taxation, or international financial transfers (where relevant)?

Professional growth and career development

- ☐ Have career development opportunities and future prospects been discussed transparently?
- ☐ Are there regular check-ins to discuss inclusion, wellbeing, and possible concerns?

Building a life outside of work

- ☐ Have you shared ways for your employee to build connections beyond the workplace? Consider sharing information on social and cultural events and local community centres.
- ☐ Do you have any travel tips for the city/region/country you can share?

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