

TRADITIONAL ASSIGNMENT LIFECYCLE TIMELINE

PRE-ASSIGNMENT PLANNING AND COMPLIANCE

3–4 months prior to intended assignment start date:

- Candidate selection.
- Assignment costings, tax planning, and visa/work permit.
- Initial offer discussion.

ON ASSIGNMENT ONGOING SUPPORT

- Regular formal contact maintained with the assignee throughout the assignment.
- Career management and compensation reviews; additional communication.
- Ongoing tracking, reporting and compliance monitoring.

END OF ASSIGNMENT COMPLETION

- 3–6 months prior to the end of a long-term assignment extension/repatriation/localisation/sequential assignment planning commence.
- Talent management and relocation considerations addressed.

PRE-ASSIGNMENT LOGISTICS

6–8 weeks prior to intended assignment start date:

- Final offer signed off.
- Relocation support and other transactional services initiated.
- Pre-assignment visit, if appropriate.

PRE-ASSIGNMENT CONFIRMATION

2–4 weeks prior to intended assignment start date (and/or on confirmation of visa grant):

- Final notifications issued to service providers.
- Payroll instructions in home and host issued, effective the assignment start date.

POST-ASSIGNMENT MONITORING & COMPLIANCE

- Return on investment assessed.
- Post-assignment performance/retention/career progression monitored.
- Outstanding compliance obligations closed.