

Supporting Your Workforce for Global Success

Sample Destination Services Task List (1 of 2)

(All programs are customized according to the client policy and/or family needs)

Home Search/Selection

Discussion of housing options – type of housing and neighborhood, proximity to work and points of interest, commute issues
Research housing choices and arrange itinerary for visits with realtor
Housing visits
Assistance with lease review and explanation to employee
Assistance with hotel reservations and corporate housing as required

School Selection

Overview of school districts – discussion of local options
School visits - arrange appointments and accompany family to each visit
Assistance with all enrollment information and processes
Language information – accompany and assist with any language proficiency evaluation

Community Orientation

Driving tour of metropolitan area
Community orientation – include points of interest such as houses of worship, banks, hospitals, post office, stores, clubs, recreation, etc.
Shopping – overview of supermarkets, retail malls, discount stores, international options
Restaurants – information on popular area choices

Furniture Selection

Furniture options – discussion of choices in furniture purchase and rental, appliances
Assistance with furniture selection, lease and delivery

Utilities

Arrange for start-up of electricity, gas and trash services
Arrange for connection for telephone, cable and internet services
Assistance with set-up of above services

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Destination Services Task List (2 of 2)

(All programs are customized according to the client policy and/or family needs)

Banking

Explanation of banking system and processes
Opening account(s) – schedule and accompany employee to bank appointment

Social Security Card

Explanation of process and need
Visit Social Security offices to fulfill the process

Driver's License

Driving Rules – overview of rules in destination state (DMV)
Driving tests – scheduling and accompany individual(s) to written and road tests

Miscellaneous

Accompany family member(s) to Doctor's offices	
Accompany family member(s) to hospital/birthing center for initial visit	
Provide information and assistance with Home and Auto insurance	
Provide assistance with auto leasing	
Airport reception	
Language training	
Cultural training	
Document translation	
Bi-Lingual assistance	
Other concierge services	