IT Service Request Form: Employee Onboarding

Streamline the employee onboarding process with this **IT service request form** sample, designed to efficiently capture new hire technology needs. It ensures timely provisioning of hardware, software, and access permissions for a smooth start. Simplify IT workflows and improve onboarding experience with this comprehensive template.

Employee Information

Full Name

Job Title / Department

Manager/Supervisor

Start Date

Hardware Requirements

Select Required Hardware

Laptop (Windows)
Laptop (Mac)
Desktop PC
Monitor
Docking Station
Phone
Other (specify below)

Other Hardware/Accessories

Software & Application Access

Select Required Software

Microsoft Office 365
Adobe Creative Cloud
Slack
VPN Access
CRM (Salesforce, HubSpot, etc.)
Other (specify below)

Other Applications

Access Permissions

Specify Systems/Folders/Drives Employee Needs Access To

Additional Notes/Requests

Please share any special requirements or other requests

Submit Request