

# New Hire Questionnaire for IT Equipment Needs

The **new hire questionnaire** for IT equipment needs ensures that every employee receives the appropriate technology tools to perform their job efficiently. By collecting detailed information on required devices and software, HR and IT departments can streamline the onboarding process. This tailored approach minimizes delays and supports seamless integration into the company's digital environment.

Personal & Job Information

Full Name:

Job Title / Position:

Department:

Device Requirements

Preferred computer type:

☐ Laptop

☐ Desktop

Operating system preference:

Windows

Additional Devices Needed:

☐ Monitor

☐ Keyboard

☐ Mouse

☐ Headset

☐ Desk Phone

Software & Access Needs

List any specialized software required:

List any system access required (ERP, CRM, etc):

Other Requirements

Other technology or accommodation needs:

Submit