CT State IT Pre-Hire

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| **Scope: CT State** | **Revision Date: 03/16/2022** |

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# **Directions**

**Pre-Hire Request Info** - to collect information for planning and procurement purposes for a single employee or a group of employees with similar technology needs.

The pre-hire form of the IT service form needs to be completed by a **supervisor/hiring manager** and submitted to the IT Service Desk (<https://cscu.service-now.com/>) upon approval of the Request to Fill and at least 4 weeks prior to filling a position(s), to ensure the equipment can be ordered, received, and prepared. (Please note: 6 weeks is preferred.)

# **Pre-Hire Request Info**

This section needs to be completed by a supervisor/hiring manager and submitted to the IT Service Desk (<https://cscu.service-now.com/>) upon approval of the Request to Fill and at least 4 weeks prior to filling a position(s.)

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| **Please select office configuration package for employee(s).**  *Standard Business Software[[1]](#footnote-1) is installed on the computer already. Additional software can be installed by request. Unless requested, the standard computer deployment is a desktop computer.* |
| **Desktop Office Configuration** *(i.e., desktop computer, phone, single monitor, wired keyboard, and wired mouse)*  Additions/Modifications:  2nd Monitor  Wireless Mouse and Keyboard  Headset  Web Cam  If request is for multiple hires, enter number of Desktop Office Configurations needed: **Enter #** |
| **Laptop Office Configuration** *(i.e., laptop Computer, carry bag, docking station, phone, single monitor, wired keyboard, wired mouse (2))*  Additions/Modifications:  2nd Monitor  Wireless Mouse and Keyboard  Headset  If request is for multiple hires, enter number of Laptop Office Configurations needed: **Enter #** |
| Additional Hardware Needs: *Please specify the additional hardware needed for position2*   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |
| Additional Software Needed: *Please specify the additional software needed for position*   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |

1. Standard Business Software includes Microsoft Word, Excel, PowerPoint and Adobe Reader

   2 Some hardware options may not be available at all locations [↑](#footnote-ref-1)