

Employee Computer Requirements Evaluation Form

Employee name	John
Department / Role	Video editing
Required by	Start date
Employee duties	Video editor required to create high resolution visual content, including 4K video formats.
	Hardware and software should be capable of editing 4K videos with precise color grading and smooth playback.
	High-performance network capabilities to complete tasks as employee will be working online.

The following specifications will provide John with the necessary equipment to complete his tasks.

Step 1 - Hardware requirements	
Type	Reasoning

Step 4 – Other requirements (if any)	
Type	Reasoning