



# Superlative RM - Required Equipment Form

Please choose the following listed of what you have:

**DUE DATE:** Submit everything in **BEFORE** the scheduled Pre-Onboarding Meeting

1. Do you have a PC OR Laptop (MAC/CHROMEBOOK NOT ACCEPTED)?  PC  LAPTOP

2. Do you have Windows 11 or higher? Please follow the instructions below to check:  YES  NO

a. If you don't have Windows 11 or higher – please state here the Windows you do have:

**b. Windows Specification - SCREENSHOT**

- i. Go to your search bar on your computer & type "About your PC"
- ii. Click "About your PC"
- iii. Scroll down to "Windows specifications"
- iv. Screenshot the "Windows specification" section
- v. **Attach screenshot to email and send to HR@superlatverm.com**

3. **Please state your Internet Provider:**

4. How many Internet outages have you had in the **past 12 months**?

5. Do you have minimum of 2 monitors/laptops (needs to be in private working area)?

YES  NO

- If you **DO NOT** have a minimum of 2 monitors, can you get one before potential starting date?

YES  NO

6. Please list in the textbox your **IPv4 Address** from 1 of the computers you plan on using by visiting this website [www.whatismyip.com](http://www.whatismyip.com) :

**a. DO NOT USE IP ADDRESS FROM YOUR COMPUTER SETTINGS – PLEASE USE THE GIVEN WEBSITE AS PROVIDED. EXAMPLE BELOW OF WHAT TO LOOK FOR.**

Ex:

What Is My IP?

My Public IPv4 is: [50.97.200.26](#)

7. Do you have a headset with a microphone that has noise canceling and a mute function?

YES  NO

- If you **DO NOT** have a headset with a microphone, noise canceling, and a mute function, can you get one?

YES  NO




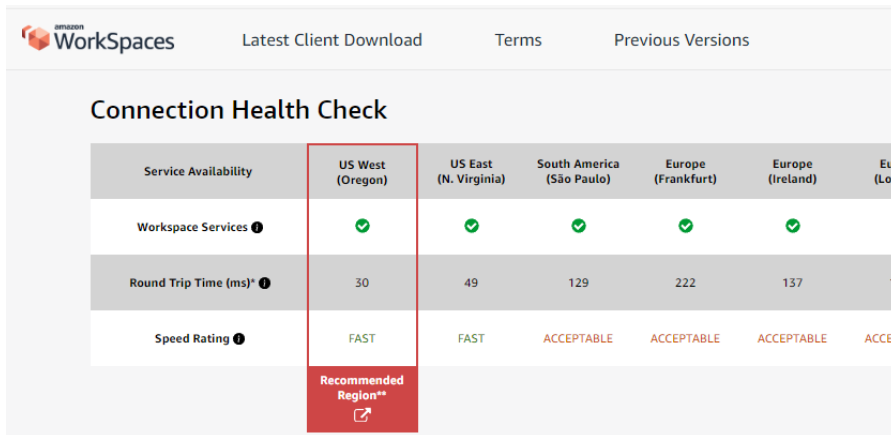
8. Do you have a quiet workspace that is free from loud noises, distractions?  YES  NO
9. Do you have a desk with a chair?  YES  NO

10. **HIGHSPEED INTERNET – SCREENSHOT (must have 50mbps download minimum)**

- a. Go to google.com and search “Speed Test”
- b. Click “run speed test”
- c. Screenshot speed when finished running
- d. **Attach screenshot to email and send to HR@superlativerm.com**

11. **CONNECTION HEALTH CHECK – SCREENSHOT (US WEST Oregon MUST be UNDER 80)**

- a. Visit this website (type exactly as given): clients.amazonworkspaces.com/Health.html
- b. Hit the ‘Check Again’ button 3 TIMES – 
- c. Take a Screenshot – make sure it shows **US WEST (Oregon) Column** (example below):



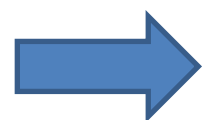
Service Availability	US West (Oregon)	US East (N. Virginia)	South America (São Paulo)	Europe (Frankfurt)	Europe (Ireland)	Europe (London)
Workspace Services	✓	✓	✓	✓	✓	✓
Round Trip Time (ms)	30	49	129	222	137	137
Speed Rating	FAST	FAST	ACCEPTABLE	ACCEPTABLE	ACCEPTABLE	ACCEPTABLE
	<b>Recommended Region**</b>					

- d. **Attach email and send to [HR@superlativerm.com](mailto:HR@superlativerm.com)**

12. **Email 4 Photos of your Work from Home Workspace – email all 4 photos to HR@superlativerm.com**

- a. FRONT ANGLE
- b. BACK ANGLE
- c. LEFT ANGLE
- d. RIGHT ANGLE

**\*\*PLEASE SIGN ON THE NEXT PAGE & SUBMIT YOUR COMPLETED REQUIRED EQUIPMENT FORM ALONG WITH PHOTOS/SCREENSHOTS TO HR@SUPERLATIVERM.COM\*\***



***DISCLAIMER AND SIGNATURE***

I certify that my answers are true and correct to the best of my knowledge.

I understand that false or misleading information given in my application, resumes, interview(s), forms or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that each employee of Superlative RM is an “at will” employee. All employees are subject to discharge at any time with or without cause or notice. Nothing on this Required Equipment Form, subsequent material, or any oral representations shall be construed as altering the “at will” status of an employee.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_