Professional Standards & Provisions

Employer Evaluation & Pre-Hire Readiness Checklist · Norm Bachman III

Established through field experience, these standards define the equipment, authority and operating provisions required for pre-hire readiness. Employer-provided equipment is the normal allocation of business risk.

Employer: _____ **Role:** _____
Evaluation date: _____ **Contact:** _____

1 / Minimum workstation standard

Required baseline	Verification
Lenovo laptop with AMD processor; no Dell or Intel substitution	[ ]
Native RJ45 Ethernet, 16 GB RAM, 512 GB SSD minimum; functioning fingerprint reader	[ ]
Verified lid-close hibernation and resume on AC and battery; effective power policies permit required settings	[ ]
Authorized local administrator rights; approved OS, security and engineering support	[ ]

2 / Select workstation provision (one)

Standard is the recommended baseline for field automation and mobility; Advanced / Pro for frequent video editing, substantial software development, 3D design or other demanding workloads.

Choice	Configuration	Hardware estimate
[ ] Standard / Field Automation	E16 Gen 3 AMD; Ryzen 5 230 or Ryzen 7 250; 16 GB; retain 512 GB stock SSD + Samsung 990 EVO Plus 2 TB; integrated Radeon and fingerprint reader (verify SKU)	$1,100 + $400 = $1,500
[ ] Advanced / Pro	Legion Pro 5 16ADR10; Ryzen 9 8945HX, RTX 5070; 16 GB / 32 GB preferred; retain 1 TB stock SSD + Samsung 990 PRO 2 TB; USB fingerprint reader	$1,880–$2,020 + $420 + $60 ≈ $2,350–$2,500
[ ] Approved BYOD	Existing ThinkPad E16 Gen 1 AMD for Teams, browser and external access; written loss/replacement coverage, security and support required	No new laptop purchase; coverage required

Planning estimates compiled late 2026; not live checkout quotations or confirmed stock. Advanced / Pro subtotal is rounded. Excludes optional RAM, installation, OS upgrades, tax and warranty. Purchase links: norm3.com/resume/professional-standards/.

Selected model / approved budget / procurement owner: _____
_____

3 / Engineering software, access & equipment risk

Required as applicable	Decision / owner
Software licenses, legacy/current versions; diagnostic and test equipment; field equipment; legacy Allen-Bradley cables/interfaces	
Employer-owned laptop standard; any BYOD requires written business-travel loss, theft and damage replacement coverage and continuity plan.	
Approved VPN / on-site servers and files; authorized local administrator rights; virtualization; Linux dual boot and BitLocker recovery coordination	

Operational Provisions

Travel, communications, equipment and purchasing authority

4 / Communications & travel preferences

Standard / preferred arrangement	Agreed provision / details
Android required (no Apple iPhone / iOS substitution); OnePlus and high-quality cameras preferred; BYOD with monthly cellular / hotspot allowance; identical cloud-synced hot spare, ready subject to approved security	
Delta Air Lines / Hertz / Holiday Inn Express (IHG); employee-directed booking within policy	
Company purchasing/travel card; typically $10,000 per month	
Preauthorized regional travel, approximately 10 hours driving per day; mileage reimbursement; no routine case-by-case approval; safe travel/rest	
Approved additional checked baggage for extended deployments and tool baggage as appropriate	
Actual travel percentage, deployment duration, weekends away, transit time, home-time and recovery arrangements	

Travel percentage: _____ **Typical deployment:** _____

Home-time / recovery: _____

Card limit / mileage rate / cellular allowance: _____

5 / Tools, safety & engineering authority

Preferred professional brands: Milwaukee, Fluke, Klein Tools, Wera, Knipex, selected Craftsman and DeWalt, and FLIR where applicable. Employer inventory and authorized personal equipment are documented separately.

Provision	Budget / approval / owner
Company-provided diagnostic and test equipment, field tools, software and licenses	
Tool budget, purchasing thresholds, emergency procurement and engineering authority	
Uniform allowance, safety/PPE allowance, safety-boot allowance or company-provided equivalents	
Calibration, replacement, repair and written loss/theft/damage coverage for authorized personal equipment and work luggage	

Additional decisions / exceptions: _____

_____

Readiness & Offer Record

Pre-hire validation, ownership and documented provisions

6 / Professional readiness procedure (N3-SOP-001)

Check	Action	Owner / target date
[ ]	Define role, travel, customer environments and technical scope.	
[ ]	Select compliant workstation or approve BYOD; confirm procurement and budget.	
[ ]	Confirm authorized local administrator rights, secure remote access, software and approved IT policy provisions.	
[ ]	Validate native Ethernet, static IP, required interfaces, licensing, backups and representative applications.	
[ ]	Test lid-close hibernation and resume on AC/battery; verify no unexpected wake. Check effective domain GPO/MDM overrides: lid close, sleep, screen saver and display timeouts. Required user adjustments must take effect; retest after policy refresh/restart.	
[ ]	Enroll and test fingerprint sign-in/unlock after restart and policy refresh. Verify effective biometric / Windows Hello policies do not block operation and confirm local admin functionality.	
[ ]	Confirm tool provision, card, allowances, travel authorization, loss coverage and recovery arrangements.	
[ ]	Resolve remaining blockers and escalation paths before independent field assignment.	

7 / Decisions & follow-up

Agreed provisions / approved deviations / outstanding actions:

_____

_____

_____

_____

_____

_____

Employer representative: _____ **Date:** _____

Engineer: _____ **Date:** _____

Pre-hire readiness and offer-preparation record; not a standalone employment contract or authorization to bypass corporate security. Agreed provisions, standards, policies and approved deviations must be included in the offer letter or incorporated by reference to a completed copy of this form. Retain a copy in the employee's personnel file and provide a copy to the employee.