**CANDIDATE REFERENCE**

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| Solicitation Number: 537501361 | Title/Level: Technical Writer 3  |
| Candidate Name: | Category: Applications/Software Development |

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| **Reference Name** (Required): |  |
| **Title:** |  |
| **Company Name** (Required): |  |
|  |  |
| **Phone Number** (Required include area code): |  |
| **E-mail Address:**  |  |
| **Professional Relationship:**  |  |

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| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Co-Worker |  | Supervisor |

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| --- | --- | --- | --- | --- | --- |
|  | Customer |  | End-User |  | Subordinate |

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| **Professional Relationship:**  |  |

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| --- | --- | --- | --- | --- | --- |
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| **Professional Relationship:**  |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION.**

**CANDIDATE QUALIFICATIONS**

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| Solicitation Number: 537501361 | Title/Level: Technical Writer 3  |
| Candidate Name: | Category: Applications/Software Development |

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| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements (skills/experience) will be displayed to customers but may not be chosen for this opportunity. |
| ActualYearsExperience | YearsExperienceNeeded | Required/Preferred | Skills/Experience |
|   | 8 | Required | Knowledge of and ability to interpret Texas Vital Statistics laws, policies, procedures and regulations. |
|   | 8 | Required | Knowledge of MS Office Suite (Word, Excel, PowerPoint, Project, and Visio) |
|   | 8 | Required | Skill in business analysis methodologies |
|   | 8 | Required | Skill in analyzing and evaluating complex information technology applications, policies, and issues |
|   | 8 | Required | Skill in communicating effectively both verbally and in writing with individuals and groups |
|   | 8 | Required | Skill in using initiative and independent judgment and managing time effectively to establish priorities, organize tasks, and assign and direct the work of others |
|   | 8 | Required | Skill in establishing and maintaining effective working relationships, including the ability to work with people under pressure, negotiating with multiple parties and resolving conflicts |
|   | 8 | Required | Skill in reading, interpreting and understanding material to prepare concise reports or appropriate responses for the review and/or signature of section managers and/or directors |
|   | 8 | Required | Skill in gathering, organizing and analyzing facts, recommending solutions and resolving work-related problems |
|   | 8 | Required | Ability to produce accurate work estimates and monitor progress |
|   | 8 | Required | Ability to communicate on the telephone and in person in a clear, effective and diplomatic manner. |
|   | 8 | Required | Ability to read cursive handwriting. |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 537501361 | Title/Level: Technical Writer 3 |
| Candidate Name: | Category: Applications/Software Development |

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| I hereby authorize **Innosoul, Inc. dba Innosoul Information Technologies, Inc.** to submit my resume in response to the temporary staffing Solicitation 537501361 for **Texas Health and Human Services Commission**.I understand that submission of my resume by multiple vendors may result in my disqualification from this opportunity. Customers reserve the right to hire a candidate submitted by multiple vendors.Worker signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |