**CANDIDATE REFERENCE**

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

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

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

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

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

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

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

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

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

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

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

**CANDIDATE QUALIFICATIONS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | | |
| Actual Years Experience | Years Experience Needed | 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**

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

|  |
| --- |
| 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |