**PLEASE NOTE: All candidates MUST complete this template in full to demonstrate they meet the minimum qualifications. Candidates will be selected for interview based SOLELY on the contents provide by them on this template.**

**IMPORTANT: It is imperative that you provide specific examples to verify your experience for each of the required qualifications listed below. Please ensure that you have fully described how you meet the qualifications by providing a FULLY DETAILED description of your experience. Any ambiguity, vagueness, or omissions will not be decided in the candidate’s favor.**

**Minimum Qualifications must be met to be considered for an interview.**

|  |  |
| --- | --- |
| A Bachelor's Degree or higher degree: | |
| **College**  Undergrad:  Graduate School | **Degree/Major** |

**AND**

| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- |
| **Minimum Qualification: Fully describe (include specific examples where applicable):**  Three years of business analysis\* experience.  \*Business analysis experience is defined as experience where your primary duty was performing at least three of the following five activities:  1. Using business analysis techniques to elicit requirements as the foundation for the solution to the organization’s business needs (e.g., workshops, focus groups, interviews, observation, brainstorming, surveys/questionnaires, or JAD Sessions).  2. Using business analysis techniques for the purpose of identifying solutions aimed at improving the efficiency and effectiveness of the system, business process, or product/service to fulfill the business requirements (e.g., Data Flow Diagram, Business Process Model, Root Cause Analysis, Fish Bone Diagram, Context Diagram, Business Process Flows, or Fit-Gap Analysis).  3. Describing in a comprehensive written document what the system, process, or product service must do to satisfy the established business requirements; this includes creating, updating, and maintaining documentation through the system development life cycle (e.g., Business Case, Use Case, Business Requirement Document [BRD], Fit-Gap Analysis, Impact and Feasibility Analysis, or Change Management Analysis).  4. Validating requirements throughout the product/system development life cycle (SDLC) including all changes to the processes that would enable an organization to achieve its goals.  5. Verifying requirements throughout the product/system development life cycle (SDLC) to ensure they perform to the required specifications and can achieve the design capabilities; this includes developing test plans/scenarios and logical designs, testing the scenarios, reviewing test results, identifying constraints and risks, and/or communicating with stakeholders. | | | | |
|  |  |  |  |  |

**OR**

| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- |
| **Minimum Qualification: Fully describe (include specific examples where applicable):**  Possession of a Certification of Capability in Business Analysis (CCBA) AND one year of business analysis\* experience. | | | | |
|  |  |  |  |  |

**Or**

| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- |
| **Minimum Qualification: Fully describe (include specific examples where applicable):**  Possession of a Certified Business Analysis Professional (CBAP) certification. | | | | |
|  |  |  |  |  |