**Candidate Questionnaire**

**Business Systems Analyst**

Please answer each question with **yes** or **no** answer,followed by a number stating the years of experience you have for each. When you have completed this questionnaire, please return via email to [emiles@adincorp.com](mailto:emiles@adincorp.com), and next steps will be discussed. Thank you!

1. 6-10 yrs BA experience – YES 15 years
2. 6-10 yrs Software Development Lifecycle experience – YES 10 years
3. 6-10 yrs requirements gathering and documentation – YES 10 years
4. 6-10 yrs MS Office/PowerPoint experience – YES 15 years
5. Bachelor’s degree in IT or related field or equivalent experience – BA in Economics 15 years IT experience
6. 5 years proven experience in experience in a Business Analyst/ Business Data Analyst role – YES 15 years
7. 5 years proven experience in Agile and SCRUM SDLC methodologies – YES 6 years
8. 5years proven experience in superior writing, communication, presentation skills, interpersonal skills and work cross-functionally with senior management – YES 15 years
9. 3 years experience with modeling tools such as Visio and requirements management tools such as Contour or Jira is a plus – YES Jira 5 years
10. 3 years experience with requirements management tools such as Contour or Jira is a plus – YES Jira 5 years
11. 3 years excellent analytical and communication skills, both verbal and written. – YES 15 years
12. Have the ability to work well in a team collaborating with developers, customers, project manager and quality test analysts – YES 15 years
13. Expert in the extended Microsoft office suite including Word, Excel, Powerpoint, Project and SharePoint – YES 15 years
14. What are your salary requirements? Current salary is $121,000, but I am willing to negotiate based upon the job opportunity.
15. Please state your U.S. Citizenship status. US Citizen