



START YOUR BA CAREER – CURRENTLY *NOT* EMPLOYED IN AN OFFICE SETTING

Use this worksheet to figure out your short-term career options, how to optimize your job search, and where to focus on expanding your skills and experience.

1: WHY DO YOU WANT TO BE A BUSINESS ANALYST?

Read [“42 Reasons to Start a BA Career”](#) and identify the top reasons you want to be a business analyst.

(Even if you are sure BA is for you, invest at least a few minutes here. It will help you clarify your goals and see opportunities.)

2: EXPLORE OPTIONS IN YOUR LOCAL JOB MARKET

Job markets are not the same and business analyst roles can vary greatly among different local areas. Begin by looking at the job postings with the



job title “business analyst” and then expand out to related titles, keeping an eye out of business analysis job responsibilities.

In the box below, keep track of what you find. This could be a list of key skills, groupings of skills, specific job titles, or industries and companies that hire BAs.



3: ARE YOU QUALIFIED FOR A BA ROLE THAT YOU WANT?

Take an honest assessment of the roles and skills you've found. Are there roles that you are reasonably well-qualified for today? If so, describe the role below in as much detail as you can. If not, brainstorm some ideas for transitional roles that will offer you a short-term income stream.



4: FILLING COMPETENCY GAPS

What competencies that will help you qualify for the types of BA job roles you want? Or transitional roles you want? List each competency below and brainstorm ideas for filling the gap.

Competency	Competency Description	How to Fill It

(Remember, a great way to fill a competency gap and build up your work history is to volunteer to do BA activities for a non-profit organization or small business.)



5: GETTING TO A JOB OFFER

Is Your Resume Good Enough?

If you are getting a fair number of interviews for BA jobs (or transitional jobs) that you want, then your resume is most likely good enough. If not, complete the following activity.

Look at a job posting for a job you've applied for or would like to apply for. Clear your mind of everything you know about your skills and everything you know about business analysis. If you were a recruiter looking at your resume and considering whether to interview you for this posting, what would your decision be? (You can repeat this task for several job postings.)

Capture your insights.



Updating Your Resume

What updates can you make to your resume to make it a better fit for the types of jobs you are applying for?

Focusing on the Best-Opportunity Jobs

There is a set of jobs that are the best fit for your current qualifications. What jobs or roles or skills do you see that are the best fit? Capture keywords and details here and plan to use them in your job search.



Preparing for the Job Interview

The essence of being prepared for a BA job interview means that you are prepared to speak in-depth about your career experiences using appropriate BA terminology or the skills you listed above.

Do you have a collection of experiences you can share to demonstrate your BA competencies? Brainstorm some ideas below:

Learning from Each Job Interview

If you've interviewed for a job via phone or in person, capture how that experience went, what questions caught you off guard, and what you learned about the job opportunity and hiring process. Use this information to better prepare for your next job interview.



FINAL STEP: IDENTIFY YOUR NEXT STEPS

It's likely that you have more ideas for moving your career forward than you can conceivably attend to in the foreseeable future. Identify the top 3-5 activities, set a goal date for accomplishing them, and go about getting started. Be sure to capture how each activity will move your career forward – it will help motivate you to invest the time and energy in it.

Print this page and keep it where you'll see it often.

I Will	By	This Will Move My BA Career Forward Because

(Don't stress out about selecting exactly the right tasks. You can always come back to your other ideas once you've made progress on one or two items and revisit what's most important.)