



# BUSINESS ANALYST JOB INTERVIEW PREP GUIDE

---

*Prepared by Laura Brandenburg, CBAP*

## **WHAT ARE THE MOST IMPORTANT JOB REQUIREMENTS?**

*Pull out skills and qualifications from the job posting. Add in any information you've gleaned from your research and other interviews.*

*Watch for:*

- ✓ *Business Analyst Terminology*
- ✓ *Tools and Technologies*
- ✓ *Soft skills that may be buried or implied.*



**Quick Tip: Research unfamiliar terms. It's not uncommon for a BA to have relevant experience under a different term or technique name.**

## WHAT ARE YOUR MOST RELEVANT PROJECT EXPERIENCES?

*Identify experiences from your career background that will showcase you using the skills and experiences you listed above.*



**Quick Tip: Practice sharing stories with specific details about your most relevant experience. The details will add credibility and give your interviewer the confidence that you know what you are talking about.**

## BE READY FOR, “TELL ME ABOUT YOURSELF.”

*Most interviews start with this obvious question and most interviewees are unprepared to answer it. Write out the key points of your story here.*



**Quick Tip: Keep your introduction short and end with a question such as “what aspect of my experience would you like to hear more about?”**



## WHAT QUESTIONS WILL YOU ASK?

*Business analysts are judged just as much by their questions as their answers. Questions also allow you to demonstrate what you know about the company or role? What questions will you ask?*



**Quick Tip: Yes, you can ask too many questions. Watch your interviewer's body language and adjust accordingly.**



**Find your best path forward into a business analyst career with this best-selling career guidebook**

>> [Click here to learn more about \*How to Start a Business Analyst Career\*](#) <<

Copyright © 2018 Bridging the Gap and Laura Brandenburg – All Rights Reserved.