

## 6 Business Analyst Interview Questions and Tips for Answering Them



Working as a Business Analyst, you are relied upon to identify business opportunities and act as a bridge between management, stakeholders and technology, which is why being able to demonstrate the right mix of soft and technical skills to succeed in your role is a huge part of any **BA job** application. But how do you show your potential employer that you have what it takes?

We have our finger on the pulse of industry practice and understand how best to stand out during a job search, so we have pulled together some interview tips to help you feel prepared, confident and ready to shine in your next interview.

Here are some of the top Business Analyst interview questions you can expect to be asked, as well as our advice on how to best answer them.

### 1. Walk Me Through How You Typically Approach a Project and Your Involvement in the SDLC

This question is about trying to understand how you manage your priorities and apply strategy to a project. With any question like this, even though it's phrased as a hypothetical, it's useful to apply a specific example where possible. In general, we advise candidates to structure their answers using the STAR format (Situation, Task, Action, Result).

So, think about a recent project you've undertaken and talk through the phases you delivered. Focus on the particular ways you contributed to the project lifecycle and look for opportunities to demonstrate core competencies such as communication, teamwork, organisation skills, negotiation skills and of course project management.

## 2. Do You Have Experience with Leading and Mentoring Junior BAs?

Senior Business Analysts are often expected to be proficient leaders and have the skills to develop and nurture junior members of the team, so this question gives you an opportunity to highlight your mentoring skills and show that you are a team player.

When answering, explain how you have supported junior BAs in the past to help them improve their abilities, gain confidence and achieve organisational goals. Include practical examples of the ways you have helped a former team member improve and the approaches you use, such as implementing an open-door policy or giving detailed feedback on work.

## 3. Describe Your Experience with Application Environments/ERP Systems

For this question, the interviewer is looking for specific examples of the application environments/ERP systems you have worked with. You can start by talking broadly about your experience to showcase your technical understanding, then follow up with an account of the various application environments and ERP systems you have worked with in previous BA roles, such as Asset Management, HR systems and Finance systems. Make sure to emphasise any that are relevant to the role you're applying for or specified in the job description.

## 4. Tell Me About Your Approach to Stakeholder Engagement and Your Experience Leading and Influencing Stakeholders

Now we are moving further towards soft skills, and again, it's useful to apply the STAR technique when answering this question. Working as a BA, you will have countless examples of engaging with and influencing stakeholders. It might even be something you do on a daily basis.

So, try to prepare a solid example where your input to the process changed the outcome for the better. Talk through the steps you took and the skills you applied. For example, you might mention active listening, communication skills and understanding the situation from the other person's perspective, before finding a solution that benefited all parties and resulted in the delivery of the project.

## 5. What Role Have You Played in Testing and/or User Training in the Past?

It's not unusual for an employer to seek a BA with experience in user testing, and hopefully, this will be a straightforward question to answer. Delve into your background and find an example to talk through that showcases how you've tested a new software and analysed user data before making improvements, or delivered training on a new tool. This question not only looks for technical skills (e.g. working knowledge of user testing), but is also an opportunity to show analytical skills, flexibility and communication skills.

## 6. How Do You Deal with Changes to Requirements?

BAs are used to dealing with unexpected changes to the project scope or requirements and you probably adapt seamlessly. This is your chance to highlight the valuable soft skills you use to navigate these changes, such as problem-solving, teamwork and flexibility.

To prepare for this question, think about a recent example and jot down each step or action you took, from taking a step back to analyse the big picture and creating a scope of changes, to adapting project timelines, costs and resources. Then talk through how you communicate these changes, dealing with interpersonal issues and updating stakeholders.

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