

Business Analyst interview checklist

Business analyst hiring usually runs as an HR screen, a functional round with a senior BA or product owner that may include a case or a requirement-writing exercise, sometimes a SQL or Excel test, and a final managerial and HR discussion.

10 QUESTIONS TO PRACTISE OUT LOUD

1. What is the difference between a BRD, an FRD and an SRS?

What it checks: Whether you understand the purpose and audience of each requirement document, and know that names and formats differ between companies.

2. Tell me about a time two departments gave you contradictory requirements.

What it checks: Whether you can facilitate agreement between groups using data and shared goals, rather than picking a side or passing the problem up immediately.

3. Why do you want to work as a business analyst in our company's domain?

What it checks: Whether you have researched their industry and products, and whether your interest in the domain is genuine and linked to your experience.

4. How do you write a good user story with acceptance criteria?

What it checks: Whether you can write requirements in agile format that a team can estimate and test, not just a one-line wish.

5. Describe a requirement you got wrong. How was it found and what did you change?

What it checks: Honesty, and whether you learned to validate requirements earlier with the right people instead of assuming.

6. What salary do you expect as a business analyst, and is it negotiable?

What it checks: Whether you give a realistic, reasoned figure tied to your skills and the role, and handle negotiation professionally.

7. Which requirement elicitation techniques do you use, and how do you choose between them?

What it checks: Whether you have a range of techniques and match them to the stakeholders and the problem, instead of relying only on meetings.

8. Tell me about a time you had to understand a business domain quickly.

What it checks: Whether you can learn a new domain fast through structured effort, since BAs often move between industries and clients.

9. You studied engineering. Why are you choosing a business analyst career instead of coding?

What it checks: Whether a fresher has thought about the BA role, understands what it involves and has relevant strengths, rather than avoiding coding.

10. Walk me through how you would map an as-is process and design the to-be process.

What it checks: Whether you can analyse a business process end to end, find real pain points and design improvements that stakeholders will adopt.

TIPS FOR THIS INTERVIEW

- Carry one anonymised sample of a user story, BRD section or process map you wrote, because interviewers often ask how you document requirements.

- Practise turning a vague request, like a better report for managers, into specific requirements with acceptance criteria, as many case rounds ask exactly this.
- Revise basic SQL joins, grouping and filtering, and practise pivot tables in Excel, since many BA roles include a short data test.
- Prepare stories about conflicting stakeholders, a requirement you got wrong and UAT you supported, with the domain and outcome clear.

THE DAY BEFORE

- ☐ Confirm the time, venue or video link and the interviewer's name
- ☐ Plan your route and leave time for traffic, or test your camera, microphone and internet
- ☐ Keep copies of your resume, ID proof, certificates and photographs in a folder
- ☐ Iron your clothes and charge your phone and laptop
- ☐ Do one final run-through of your introduction, then stop and rest

ON THE DAY

- ☐ Arrive 15 minutes early, or log in 5–10 minutes early for a video call
- ☐ Greet everyone politely, including the receptionist or coordinator
- ☐ Listen to the full question, pause, then answer in a clear structure
- ☐ Take brief notes of names and key points
- ☐ Ask your prepared questions and confirm the next steps before you leave