Welcome to the webinar... We will begin shortly

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5 Critical Job Interview Mistakes That Keep You From Landing a BA Job

Hosted by: Marlaina Lombardi, IIBA

Presented by Laura Brandenburg, Bridging the Gap
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IIBA Core Purpose
5 Critical Job Interview Mistakes That Keep You From Landing a BA Job

Laura Brandenburg, CBAP
2 Stories – Who Was Hired?
We’ll Help You Start Your BA Career

*Indicates free resources
How to Start a Business Analyst Career – Your Roadmap

What to Take with You

- **Transferable Skills Assessment:** Catalog of your skills and experience from your career background.
- **Business Analysis Understanding:** Knowledge of business analysis principles, job roles, and the BA project lifecycle.
- **Professional Network:** Mutually beneficial relationships you have with professionals in your industry, specialty, profession, and/or location.

Explore Profession and Confirm Career Choice

- Are You Employed in an Office Setting?
  - **Yes:**
    - Do a BA Task
    - Find a BA Role You Want and Are Qualified For?
      - **Yes:**
        - Seek BA Role
      - **No:**
        - Seek Transitonal Role with More Opportunity Than Current Role?
          - **Yes:**
            - Seek Out Transition Opportunity
          - **No:**
            - Propose BA Role or Transitional Role
    - Offered Position?
      - **Yes:**
        - Protype BA Role or Transitional Role
      - **No:**
        - Offered Position?
          - **Yes:**
            - Start New Role
          - **No:**
            - Offered Position?
              - **Yes:**
                - Start New Role
              - **No:**
                - Offered Position?

Explore BA Options in Local Job Market

- Qualified For a BA Role You Want?
  - **Yes:**
    - Seek Out BA Job
  - **No:**
    - Seek Competency Gaps
      - Fill Competency Gaps

Persistence and Celebration

Along your journey you will experience many successes - each step forward is success. Take time to celebrate. You will also hear “no”, for reasons that have nothing to do with you personally. Those that succeed empower themselves to explore new options and definitions of success. They persist.

Definitions

- **BA Role:** Any role with BA responsibilities. (May not have the BA job title).
- **Transitional Role:** A role with few or no BA responsibilities that puts you in a position to proactively do BA tasks or interact with BAs.

5 Critical Mistakes

- Not sharing specific examples
- Not understanding the terminology
- Not clarifying questions
- Not asking follow-up questions
- Being unprepared for “tell me about yourself”
Mistake #1 – Not Sharing Specific Examples

Avoid memorizing answers you find on the Internet.
For example......
(use this prompt often!)
Mistake #2 – Not Understanding Terminology

Analyze and research terms in the job description.
Mistake #3 – Not Clarifying Unclear Questions

Do you mean _____?

Could you give me an example of how your BAs do that?
Mistake #4 – Not Having Questions to Ask

Questions show:

~You’ve done your research
~You are curious.
~You care about the position.
~You listened during the interview.
And then you drone on about information your interviewer doesn’t care about.
Rehearse 2–3 minutes, *specific* to the posting.

Then: “What would you like to hear more about?”
5 Critical Mistakes

- Not sharing specific examples
- Not understanding terminology
- Not clarifying questions
- Not asking follow-up questions
- Being unprepared for “tell me about yourself”
http://www.bridging-the-gap.com/prepare-for-ba-job-interview/

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