

Walk in ready.

Tick each one off before the interview. Gaps here are where answers wobble.

1. Know the role and the organisation

- ☐ I have read the job description and highlighted the three things they care about most.
- ☐ I can say in one sentence what problem this team exists to solve.
- ☐ I know who the main stakeholders are likely to be, and what each of them wants.
- ☐ I have looked at recent news, change programmes or strategy for the organisation.

2. Have your evidence ready

- ☐ I have five real stories ready: conflict, changing scope, data that changed a decision, a hard prioritisation call, and measurable value.
- ☐ Each story has a clear situation, what I did (not the team), the trade-off I faced, and the outcome.
- ☐ I can put a number or a visible result on at least three of them.
- ☐ I have one honest story about something that went wrong and what I learned.

3. Prove you can handle stakeholders

- ☐ I can explain how I handle senior people who disagree with each other.
- ☐ I can describe how I get to requirements people have not said out loud.
- ☐ I can show how I bring people with me when I have no formal authority.

Show how you think.

Interviewers are testing judgement, not vocabulary.

4. Know your toolkit, then go beyond it

- ☐ I can name the techniques I use (process modelling, gap analysis, traceability, prioritisation) and say when I would not use them.
- ☐ I can explain Agile and Waterfall in terms of when each fits, not as a definition.
- ☐ I can talk about tools (Jira, Confluence, Visio or similar) briefly, then move on to outcomes.

5. On the day

- ☐ I will answer in under two minutes, then stop and let them ask more.
- ☐ I will finish each answer with the business outcome, not the document I produced.
- ☐ It is fine to pause, or to say 'let me think about that for a second'.
- ☐ I have two genuine questions to ask them about the work, the team and what success looks like.

6. Afterwards

- ☐ I have written down every question I was asked, while it is fresh.
- ☐ I have noted which answers felt strong and which wobbled.
- ☐ I have sent a short thank-you note if it fits the organisation.

Want to test yourself under pressure?

Try the 15-question BA Interview Challenge: hellacoach.com/ba-interview-challenge

Or book a free fit-chat with Helen: hellacoach.com/contact