Thank you for taking time to complete this initial assessment. SunTrust is looking for a few exceptional people to join our team. The questionnaire is a tool to help us identify the candidates with the best match for our organization.

**Name:**

## Skills

Please identify how important each of these skills are in performing the duties of a business analyst.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Critical** | **Very Important** | **Helpful** | **Not Important** | **Not needed** |
| Reading comprehension |  |  |  |  |  |
| Written communications |  |  |  |  |  |
| Oral communications |  |  |  |  |  |
| Listening skills |  |  |  |  |  |
| Teaching ability |  |  |  |  |  |
| BA certification |  |  |  |  |  |
| Formal business analyst training |  |  |  |  |  |
| Project management skills |  |  |  |  |  |
| Programming knowledge |  |  |  |  |  |
| Database admin experience |  |  |  |  |  |
| Analytical skills |  |  |  |  |  |
| Organizational skills |  |  |  |  |  |
| Subject matter expertise |  |  |  |  |  |
| Ability to follow defined processes |  |  |  |  |  |
| Ability to create new processes |  |  |  |  |  |
| Leadership ability |  |  |  |  |  |
| Stress management |  |  |  |  |  |
| Decision making ability |  |  |  |  |  |
| Ability to define and manage technical details |  |  |  |  |  |

## Multiple Choice

Please choose the answers that best reflect your belief, opinion, or experience.

### The best business analyst…

|  |  |
| --- | --- |
|  | Facilitates all business aspects of the project including scheduling, task management, business requirements, strategy, and system requirements. |
|  | Captures and records all important information from planning and JAD sessions, and translates these notes into standard requirement documents. |
|  | Understands the technical impact of business requests, and can provide detailed system requirements and design documentation |
|  | Translates between the business stakeholders and the technical team to ensure that the needs of the business and users are met by the proposed system. |
|  | None of the above. |

### Business Analyst certification (IIBA, B2T, etc.) is …

|  |  |
| --- | --- |
|  | Typically a waste of time since every project is different, and a business analyst is often expected to play different roles like project management and quality assurance tester. |
|  | Proof of a person’s ability as a business analyst. |
|  | Demonstrates an understanding of industry standard business analysis knowledge |
|  | Valuable for larger organizations and projects, especially where consistent performance and project roles are required. |
|  | Looks great on your resume, but not required to be a solid business analyst. |
|  | An experience which improves a business analyst’s skills and approach. |
|  | None of the above. |

### I want to be a business analyst because…

|  |  |
| --- | --- |
|  | I like to serve as both the project manager and business analyst, so I can control and influence all aspects of the solution. |
|  | I enjoy working with people more than coding, but still want to work with cutting edge technologies and systems. |
|  | I enjoy working with the system details, making sure that the business and user needs are met while using my experience to help create a better system. |
|  | I think it will be a great chance to change my career focus, and explore a new area of software development. |
|  | I was tired of getting burned by the deep fryer. |
|  | None of the above. |

### My primary goal for this position is…

|  |  |
| --- | --- |
|  | Manage and/or serve as a mentor to other business analysts |
|  | Work as a business analyst on multiple, smaller projects |
|  | Work as business analyst on complicated and larger projects |
|  | Expand this position to also work as a project manager |
|  | Transition to different role in company (Analyst, Developer, DBA, QA) |

## Preferences

Please select which is most important to you from the following pairs.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Much More | More | Equal | More | Much More |  |
| Formal education |  |  |  |  |  | Experience |
| Document |  |  |  |  |  | Communicate directly |
| Dictate |  |  |  |  |  | Facilitate |
| Type A personality |  |  |  |  |  | Type B personality |
| Lead |  |  |  |  |  | Follow |
| Learn new things |  |  |  |  |  | Existing knowledge |
| Technical skills |  |  |  |  |  | People skills |
| Job title |  |  |  |  |  | Peer recognition |
| Third party software |  |  |  |  |  | Custom software |
| Established templates |  |  |  |  |  | Custom templates |
| Use existing processes |  |  |  |  |  | Create new processes |
| Stability |  |  |  |  |  | Change |

## Skills Inventory

Please select your experience level for each of the following skills.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Skills | Expert | Experienced | Some Knowledge | No Experience |
| Creating/annotating screen captures |  |  |  |  |
| Data mapping/modeling (not DBA) |  |  |  |  |
| Defining As Is requirements through reverse engineering |  |  |  |  |
| Defining Business Requirements |  |  |  |  |
| Defining Business Rules |  |  |  |  |
| Defining Functional Requirements |  |  |  |  |
| Defining Non-functional Requirements |  |  |  |  |
| Defining requirements approach |  |  |  |  |
| Defining System Requirements |  |  |  |  |
| Defining use case models and flows |  |  |  |  |
| Delivering progress/status reports, time reporting, and communicating availability |  |  |  |  |
| Developing requirements packages |  |  |  |  |
| Diagramming: process flows, use cases, context, swim lane |  |  |  |  |
| Eliciting requirements |  |  |  |  |
| Facilitation - Focus groups |  |  |  |  |
| Facilitation - Interviews |  |  |  |  |
| Facilitation - JAD |  |  |  |  |
| Facilitation - Requirements elicitation |  |  |  |  |
| Facilitation - Stakeholder meetings |  |  |  |  |
| Highly organized, self-motivated, dependable |  |  |  |  |
| Information Architecture |  |  |  |  |
| Infrastructure |  |  |  |  |
| Managing BA teams |  |  |  |  |
| Oral communication |  |  |  |  |
| Phone conferencing |  |  |  |  |
| Product management |  |  |  |  |
| Project management |  |  |  |  |
| Software development |  |  |  |  |
| Software development lifecycles |  |  |  |  |
| Template creation |  |  |  |  |
| Using collaboration tools |  |  |  |  |
| Web conferencing and collaboration |  |  |  |  |
| Workflow management |  |  |  |  |
| Writing use cases, actor scenarios, or similar |  |  |  |  |
| Written communication |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Technical Skills | Developer Level | Experienced | Some Experience | No Exposure |
| Browser compatibility |  |  |  |  |
| Content Management Systems |  |  |  |  |
| COTS integration |  |  |  |  |
| Database administration |  |  |  |  |
| Document management systems |  |  |  |  |
| Email |  |  |  |  |
| Enterprise search |  |  |  |  |
| Event-driven messaging and Alerts |  |  |  |  |
| Incident management systems |  |  |  |  |
| Knowledge management |  |  |  |  |
| Meta data, tagging |  |  |  |  |
| Microsoft Office |  |  |  |  |
| Microsoft SharePoint |  |  |  |  |
| Multi-tier architectures |  |  |  |  |
| Presentation layer |  |  |  |  |
| RequisitePro |  |  |  |  |
| Rich Media, Flash |  |  |  |  |
| Search engine optimization |  |  |  |  |
| Security - RSA, Verisign, SSL, etc |  |  |  |  |
| Service Oriented Architecture (SOA) |  |  |  |  |
| Single sign on |  |  |  |  |
| SMS/Mobile/WAP |  |  |  |  |
| UX design |  |  |  |  |
| Web analytics |  |  |  |  |
| Web marketing |  |  |  |  |
| Wiki |  |  |  |  |