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 | [ ]  | [ ]  | [ ]  | [ ]  |