Template from www.lineupx.com/job-descriptions/power-bi-developer. Replace every highlighted [field] and keep the version you need: the full-time job for freshers or the internship.

Power BI developer (fresher)

Company: [Company name]
Location: [Location] | Work mode: [Work mode]
Employment type: Full-time | CTC: [CTC for the full-time role]
Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

Managers at [Company name] make decisions every week from the reports they open, and the [Team] team is hiring a fresher Power BI developer to build and look after them. You will connect to our data sources, shape the data in Power Query, build and test a data model, write DAX measures and publish to the Power BI service. A senior developer reviews every report, and you will agree each figure with the business user who owns it.

What you will do

- Connect Power BI Desktop to the team's sources, such as database tables, Excel workbooks and SharePoint folders, using the access a senior sets up
- Clean and shape data in Power Query by checking the agreed row definition and duplicate key before removing records, fixing data types and dates, handling blanks and naming each applied step so a colleague can follow it
- Build a star-schema model with fact and dimension tables, a date table and one-to-many relationships, hide key and helper columns that report users do not need, and leave personal data out of the model unless a senior approves it
- Write basic DAX measures, such as totals, averages, a year-to-date figure and a comparison with last month, and test each one on a small sample before using it
- Design report pages that each answer one question, with a clear title, a few headline numbers, a trend and a breakdown, and the same number formats on every page
- Publish reports to a development workspace first, move them to the workspace managers use after a senior's review, and pin key visuals to a dashboard when a manager wants one screen
- Schedule data refreshes in the Power BI service, read the refresh history each morning and log every failure with its cause, such as expired credentials or a column renamed at the source
- Apply the row-level security rules a senior defines, test each regional role and share reports only with approved users or groups. Confirm that restricted viewers have suitable permissions, since workspace Admin, Member and Contributor roles are not restricted by row-level security
- Reconcile each report with its source system or the owner's own sheet after every change, and record the date, the check and any difference found
- Handle change requests from business users by making the change in a copy, showing the before and after, and updating a one-page note on sources, refresh time, measure definitions and owner

What we are looking for

- Hands-on use of Power BI Desktop: importing data, shaping it in Power Query and building a multi-page report, in a course, an internship or a project of your own
- Data modelling basics: fact and dimension tables, the level of detail each row represents, one-to-many relationships and when a star schema helps

- Basic DAX: SUM, CALCULATE with a filter, DIVIDE and one date function, and the difference between a measure and a calculated column
- SQL basics: reading a table, joining two tables, and grouping and filtering rows, enough to check a total at the source
- Excel pivot tables and lookups, used to cross-check a report total
- Chart sense: picks a chart to suit the question, labels axes and units, and keeps each page uncluttered
- The habit of checking: you compare a total with its source before showing it, and say so when a figure does not match
- A Power BI report you can walk through, from its sources and model to its measures; if the data is private, describing it is enough

Good to have

- Power Query M basics: reading the code behind an applied step and editing it
- Row-level security: building a role and testing it with the ‘View as’ option
- Time-intelligence measures beyond year-to-date, such as the same period last year and a rolling three months
- Accessible report design: alt text on visuals, readable colour contrast and a sensible tab order
- Familiarity with the measures of one business area, such as sales, collections, stock or attendance

Who can apply

Final-year students and graduates of B.E./B.Tech, BCA, B.Sc, B.Com, BBA, MCA and MBA can all do well, because the role rewards tidy thinking with data more than a particular degree. Commerce and management graduates with strong Excel and one Power BI report they can walk through are worth shortlisting beside computer science graduates.

How to apply

Apply through this job post by [Apply by]. Shortlisted candidates will hear from us about the next steps.

Power BI developer intern

Company: [Company name]
Location: [Location] | Work mode: [Work mode]
Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]
Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

Interns at [Company name] build reports under a mentor, using business data the mentor has approved and cleared of personal details. You will rebuild an Excel report in Power BI, write measures from a given list, check each figure against its source and present one finished report page to the team at the end. [We provide a Windows PC with Power BI Desktop.]

What you will do

- Rebuild one existing Excel report as a Power BI report page and compare its totals with the original
- Clean a data export in Power Query and write down each step you took and why
- Write three or four measures from a list your mentor gives you, such as total sales, order count and average order value, and test each on a small sample
- Add visuals and slicers to a page your mentor has sketched, then fix the layout after feedback
- Check the figures against the source after each refresh and list any difference you find
- Write a half-page ‘how to read this report’ note for the people who will use it
- Present the finished report page to the team and answer questions on where each number comes from

What we are looking for

- Studying in any stream, such as B.Com, BBA, BCA, B.Sc or B.Tech, or a recent graduate
- Has built at least one report in Power BI Desktop, even in a course, and can walk you through its visuals
- Comfortable with Excel formulas and pivot tables
- Knows what a relationship between two tables does, or is willing to pick it up in week one
- Agrees to keep company data confidential and to use only the data your mentor shares

Who can apply

Final-year students and graduates of B.E./B.Tech, BCA, B.Sc, B.Com, BBA, MCA and MBA can all do well, because the role rewards tidy thinking with data more than a particular degree. Commerce and management graduates with strong Excel and one Power BI report they can walk through are worth shortlisting beside computer science graduates.

How to apply

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Screening questions to add to your job post

1. **In an Import-mode model, what is the difference between a calculated column and a measure, and which would you choose for a total?** Look for a calculated column being evaluated row by row and stored when the model is processed or refreshed, while a measure is evaluated when queried using the current filter context. For a total that should respond to report filters, expect a measure.
2. **A table shows the right figure on every row, but the total at the bottom looks wrong. What would you check?** Look for the measure being evaluated in the total's filter context rather than automatically summing the displayed row results. Ratios, averages and distinct counts may therefore differ from that sum. A good answer checks the measure and business definition before deciding whether any change is needed.
3. **In a one-to-many relationship from Product to Sales with single-direction filtering, what happens to the sales figures when you select a product?** Look for the selected product filtering the matching sales rows through the relationship. Accept a simple example or diagram. Knowledge of bidirectional filtering is an optional extra; do not reject a fresher for not having used it.
4. **How do you check that a number in your report matches its source?** Look for a concrete method: the same total from a SQL query or an Excel pivot, for the same dates and filters, with the difference written down. An answer with no method gives you little to judge, so ask a follow-up.
5. **A report refreshes on your laptop, but the scheduled refresh in the Power BI service fails. What do you check first?** Look for an answer that starts with the error message, then checks credentials, a file path that exists only on the laptop, a gateway that is offline for on-premises data, or a column renamed at the source. A candidate who has used only Power BI Desktop can still reason through this, so do not require service experience.
6. **What would you put on a single Power BI report page for a regional sales manager, and what would you leave off?** Look for the manager's decisions driving the choice: a few headline numbers, one trend, one breakdown by product or branch and a date slicer, with a reason for leaving other visuals off.