

100 Jira Interview Questions and Answers

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Q. What is Jira, and what is its primary use?

Ans. Jira is a popular issue tracking and project management software primarily used for agile development and team collaboration.

Q. How would you explain the concept of an "issue" in Jira?

Ans. An issue in Jira represents a task, bug, or any other unit of work that needs to be tracked and managed within a project.

Q. What is the difference between a Jira project and a Jira issue?

Ans. A Jira project is a collection of issues and their associated settings, while an issue is an individual task or work item within a project.

Q. Can you explain the difference between Jira Server and Jira Cloud?

Ans. Jira Server is an on-premise installation of Jira, while Jira Cloud is a cloud-based version hosted by Atlassian. The key difference is the hosting infrastructure.

Q. How would you create a new project in Jira?

Ans. To create a new project in Jira, you need administrative access. Go to the Jira Administration section, select "Projects," and choose "Create Project." Follow the prompts to configure project details.

Q. What is an Agile Board in Jira?

Ans. An Agile Board in Jira is a visual representation of a project's workflow, typically using a Kanban or Scrum board. It helps teams track the progress of issues and manage their work efficiently.

Q. What is a Kanban Board in Jira?

Ans. A Kanban Board in Jira displays the project's workflow as a series of columns representing different stages. Issues move across these columns to indicate progress, from "To Do" to "Done."

Q. Explain the concept of an Epic in Jira.

Ans. An Epic in Jira represents a large body of work that can be broken down into smaller user stories. It helps organize and track work at a higher level, providing a strategic view of the project.

Q. How would you link two issues together in Jira?

Ans. To link two issues in Jira, you can use the "Link" option available within an issue. You can choose from various link types, such as "Relates To," "Blocks," or "Duplicates."

Q. What are Jira workflows?

Ans. Jira workflows represent the process or sequence of steps an issue goes through during its lifecycle. Workflows define how an issue moves from one status to another, indicating progress.

Q. How would you create a custom workflow in Jira?

Ans. To create a custom workflow in Jira, go to the Jira Administration section, select "Issues," and choose "Workflows." From there, you can create a new workflow or modify an existing one.

Q. What is a JQL (Jira Query Language)?

Ans. JQL is a powerful query language used in Jira to search for issues based on various criteria, such as issue type, status, assignee, or custom fields.

Q. How would you create a Jira filter?

Ans. To create a Jira filter, navigate to the Issue Navigator, define your search criteria using JQL, and save the query as a filter for future use.

Q. Explain the concept of a Jira dashboard.

Ans. A Jira dashboard is a customizable, high-level view that provides an overview of project status and key metrics. It can include various gadgets like charts, reports, or filters.

Q. How would you create a Jira dashboard?

Ans. To create a Jira dashboard, go to the Jira Dashboards section and select "Create Dashboard." Customize the layout and add gadgets to display the desired information.

Q. Can you explain the difference between a Jira project role and a group?

Ans. In Jira, a project role defines a set of permissions and responsibilities assigned to specific users. A group, on the other hand, is a collection of users who share common access rights.

Q. What are Jira Components?

Ans. Jira Components are sub-sections within a project that help organize and categorize issues. They can represent different parts or modules of a larger project.

Q. How would you import issues into Jira?

Ans. Jira provides multiple ways to import issues, including CSV import, third-party plugins, or using the Jira REST API. The appropriate method depends on the source and format of the data.

Q. What is a Jira Agile Board filter?

Ans. A Jira Agile Board filter is a JQL query that defines the set of issues displayed on an Agile board. It determines which issues appear on the board based on specific criteria.

Q. How would you handle dependencies between issues in Jira?

Ans. Jira does not have built-in support for managing dependencies between issues. However, you can use plugins like "Big Picture" or "Advanced Roadmaps" to visualize and manage dependencies.

Q. What is a Jira Service Desk?

Ans. Jira Service Desk is a specialized version of Jira designed for IT service management (ITSM) and customer support. It provides tools to handle incidents, service requests, and SLAs.

Q. Explain the concept of an SLA (Service Level Agreement) in Jira Service Desk.

Ans. An SLA in Jira Service Desk defines the agreed-upon response and resolution times for different types of customer requests. It helps manage customer expectations and measure performance.

Q. How would you configure an SLA in Jira Service Desk?

Ans. To configure an SLA in Jira Service Desk, go to the project's settings, select "SLAs," and define the target response and resolution times based on request types or other criteria.

Q. What are Jira workflows' post functions?

Ans. Post functions in Jira workflows are automatic actions that occur after an issue transitions from one status to another. Examples include sending notifications, updating fields, or creating sub-tasks.

Q. How would you configure notifications in Jira?

Ans. To configure notifications in Jira, go to the Jira Administration section, select "System," and choose "Notifications." From there, you can define who receives notifications for different events.

Q. What are Jira schemes?

Ans. Jira schemes are configurations that can be applied to multiple projects. They define settings for various aspects, such as workflows, issue types, screens, or permissions.

Q. Explain the difference between a Jira project role and a permission scheme.

Ans. A Jira project role defines a group of users and their associated permissions within a project. A permission scheme, on the other hand, defines the specific permissions granted to different roles.

Q. What is a Jira Agile Sprint?

Ans. A Jira Agile Sprint represents a fixed period during which a team works on a set of issues from the backlog. It is a time-boxed iteration used in Scrum or other agile methodologies.

Q. How would you estimate and track work in Jira?

Ans. Jira provides several methods for estimating and tracking work, such as story points, time tracking, or custom fields. The choice depends on the team's preference and the project's requirements.

Q. What is the purpose of Jira's "Story Points" field?

Ans. The "Story Points" field in Jira is used to estimate the relative size or effort required to complete a user story or an issue. It helps with planning and prioritization during sprint planning.

Q. How would you configure a custom field in Jira?

Ans. To configure a custom field in Jira, go to the Jira Administration section, select "Issues," and choose "Custom Fields." From there, you can create a new custom field and define its settings.

Q. Can you explain the concept of a Jira Workflow Transition?

Ans. A Jira Workflow Transition represents a change of status or progress for an issue. It defines the conditions, validators, and post functions that occur when an issue moves from one status to another.

Q. What is a Jira Story?

Ans. In Jira, a Story is a specific type of issue used in Agile projects. It represents a user requirement or feature that delivers value to the end-user. Stories are typically written from the user's perspective.

Q. Explain the concept of a Jira Sub-task.

Ans. A Jira Sub-task is a smaller unit of work that can be created within an issue. It helps break down complex tasks into manageable sub-tasks, allowing for more detailed tracking and assignment.

Q. How would you create a Jira Sub-task?

Ans. To create a Jira Sub-task, open an existing issue, and select "More" from the top menu. From the dropdown, choose "Create Sub-task" and provide the necessary details for the sub-task.

Q. What is the purpose of Jira's "Resolution" field?

Ans. The "Resolution" field in Jira indicates the outcome or status of an issue. It helps track whether an issue is resolved, unresolved, or has another resolution status specific to the project.

Q. How would you track time spent on an issue in Jira?

Ans. Jira provides built-in time tracking functionality. Users can log work on an issue by selecting the "Log Work" option and entering the time spent, comments, and other relevant details.

Q. What is the purpose of Jira's "Fix Version" field?

Ans. The "Fix Version" field in Jira is used to specify the version in which an issue or a set of issues should be fixed or released. It helps with release planning and tracking progress.

Q. Explain the concept of a Jira Sprint Burndown Chart.

A Sprint Burndown Chart in Jira tracks the remaining work in a sprint over time. It helps visualize whether the team is on track to complete all the planned work within the sprint.

Q. What is the purpose of Jira's "Component Lead" field?

Ans. The "Component Lead" field in Jira designates a specific user as the lead or point of contact for a particular component within a project. It helps clarify responsibility and ownership.

Q. How would you clone an issue in Jira?

Ans. To clone an issue in Jira, open the issue you want to clone and select the "More" option from the top menu. Choose "Clone" from the dropdown, and a new cloned issue will be created.

Q. Can you explain the concept of a Jira Dashboard gadget?

Ans. A Jira Dashboard gadget is a small application or display element that provides specific information or functionality. Gadgets can include charts, filters, or reports, and they are customizable.

Q. What is the purpose of Jira's "Watchers" feature?

Ans. The "Watchers" feature in Jira allows users to subscribe and receive notifications for updates made to an issue. It helps stakeholders stay informed about the progress and changes.

Q. How would you change the workflow of an issue in Jira?

Ans. To change the workflow of an issue in Jira, you can transition the issue to a different status using the available workflow transitions. The available transitions depend on the current status.

Q. What is a Jira Sprint Retrospective?

Ans. A Sprint Retrospective in Jira is a dedicated meeting where the team reflects on the completed sprint and identifies what went well, what could be improved, and actions for the next sprint.

Q. How would you configure Jira permissions?

Ans. To configure Jira permissions, go to the Jira Administration section, select "System," and choose "Global Permissions." From there, you can manage user groups and their associated permissions.

Q. Can you explain the concept of a Jira Bulk Change?

Ans. A Jira Bulk Change allows you to perform the same operation on multiple issues simultaneously. It is useful for updating fields, assigning issues, transitioning issues, or performing other actions in bulk.

Q. How would you link a Confluence page to a Jira issue?

Ans. To link a Confluence page to a Jira issue, open the issue and select "More" from the top menu. Choose "Link" from the dropdown, select "Confluence Page," and provide the URL or search for the page.

Q. Explain the concept of a Jira Agile Sprint Review.

Ans. A Sprint Review in Jira Agile is a meeting held at the end of a sprint to showcase the completed work to stakeholders, gather feedback, and discuss potential changes or improvements.

Q. What is the purpose of Jira's "Story Points" estimation?

Ans. The purpose of estimating Story Points in Jira is to provide a relative measure of effort or complexity for user stories. It helps with prioritization, sprint planning, and tracking team velocity.

Q. How would you create a Jira Workflow Transition?

Ans. To create a Jira Workflow Transition, go to the Jira Administration section, select "Issues," and choose "Workflows." Edit the workflow, add a new transition, and configure its conditions and post functions.

Q. Explain the concept of a Jira Sprint Planning meeting.

Ans. A Sprint Planning meeting in Jira is a collaborative session where the development team and product owner determine which issues from the backlog will be included in the upcoming sprint.

Q. What is the purpose of Jira's "Due Date" field?

Ans. The "Due Date" field in Jira is used to specify the deadline or target date for completing an issue. It helps with prioritization and ensures timely delivery of work.

Q. How would you create a Jira Epic?

Ans. To create a Jira Epic, open a project, go to the "Issues" section, and select "Create." Choose the "Epic" issue type, provide the necessary details, and save the new Epic.

Q. Explain the concept of a Jira Sprint Goal.

Ans. A Sprint Goal in Jira represents the objective or target the development team aims to achieve during a sprint. It provides focus and direction to guide the team's efforts.

Q. What is the purpose of Jira's "Story Points" field in reporting?

Ans. The "Story Points" field in Jira is often used for reporting and measuring team velocity. It helps track the amount of work completed during each sprint and provides insights for future planning.

Q. How would you perform a Jira issue search using JQL?

Ans. To perform a Jira issue search using JQL, navigate to the Issue Navigator, click on the "Advanced" search option, and enter the desired JQL query based on the search criteria.

Q. What is the purpose of Jira's "Assignee" field?

Ans. The "Assignee" field in Jira designates the individual or team responsible for working on an issue. It helps track ownership and responsibility for specific tasks or user stories.

Q. Explain the concept of a Jira Issue Link.

Ans. A Jira Issue Link represents a relationship between two issues, indicating a connection or dependency. It can be used to track related tasks, parent-child relationships, or other issue associations.

Q. How would you configure Jira notifications for specific events?

Ans. To configure Jira notifications for specific events, go to the Jira Administration section, select "System," and choose "Notifications." Customize the notification scheme for the desired events.

Q. Can you explain the concept of a Jira Project Permission Scheme?

Ans. A Jira Project Permission Scheme defines the specific permissions granted to different user roles within a project. It determines who can view, edit, or perform actions on issues within the project.

Q. How would you create a Jira Agile Board?

Ans. To create a Jira Agile Board, go to the desired project, select "Boards" from the top menu, and choose "Create Board." Follow the prompts to select the board type, filter, and configure settings.

Q. What is the purpose of Jira's "Reporter" field?

Ans. The "Reporter" field in Jira captures the user who created or reported an issue. It helps identify the source of the issue and provides a point of contact for further information.

Q. Explain the concept of a Jira Service Desk SLA Calendar.

Ans. A Jira Service Desk SLA Calendar defines the working hours and days during which SLA metrics are calculated. It allows customization based on specific business hours and non-working days.

Q. How would you configure Jira issue types?

Ans. To configure Jira issue types, go to the Jira Administration section, select "Issues," and choose "Issue Types." From there, you can create new issue types, edit existing ones, or configure their settings.

Q. What is the purpose of Jira's "Labels" field?

Ans. The "Labels" field in Jira allows you to add descriptive keywords or tags to issues. It helps categorize and group related issues, making it easier to search and filter based on specific criteria.

Q. How would you add a comment to an issue in Jira?

Ans. To add a comment to an issue in Jira, open the issue, scroll down to the comments section, and enter your comment in the provided text box. Click "Add" to save the comment.

Q. Explain the concept of a Jira Sprint Burnup Chart.

Ans. A Sprint Burnup Chart in Jira displays the cumulative work completed over time during a sprint. It helps visualize progress towards completing the planned work and identifies any deviations.

Q. What is the purpose of Jira's "Environment" field?

Ans. The "Environment" field in Jira allows users to provide additional information about the system or environment in which the issue occurred. It helps with troubleshooting and reproducing issues.

Q. How would you configure Jira Issue Security Levels?

Ans. To configure Jira Issue Security Levels, go to the Jira Administration section, select "Issues," and choose "Issue Security Schemes." Create or edit a scheme and define the security levels and their associated permissions.

Q. Explain the concept of a Jira Agile Board Quick Filter.

Ans. A Jira Agile Board Quick Filter is a simple search filter that allows you to quickly filter the issues displayed on an Agile board based on predefined criteria. It helps focus on specific subsets of issues.

Q. What is the purpose of Jira's "Resolution Date" field?

Ans. The "Resolution Date" field in Jira captures the date and time when an issue's resolution status was set. It helps track the timeline and resolution performance of issues.

Q. How would you configure Jira Agile Swimlanes?

Ans. To configure Jira Agile Swimlanes, go to the desired Agile board, select "Board Settings" from the top-right menu, and choose "Swimlanes." Define the swimlane criteria based on your requirements.

Q. Can you explain the concept of a Jira Project Template?

Ans. A Jira Project Template is a pre-defined configuration that includes settings, workflows, permissions, and other project-specific configurations. It provides a starting point for creating new projects.

Q. How would you create a Jira Filter Subscription?

Ans. To create a Jira Filter Subscription, go to the desired filter, click on the "Subscribe" button, and configure the subscription details, such as the frequency and recipients of the subscription.

Q. What is the purpose of Jira's "Original Estimate" field?

Ans. The "Original Estimate" field in Jira is used to capture the initial estimate of the effort required to complete an issue. It helps with planning and comparing estimated vs. actual time spent.

Q. Explain the concept of a Jira Agile Board Backlog.

Ans. A Jira Agile Board Backlog represents the collection of issues that are yet to be scheduled or assigned to a sprint. It serves as a prioritized list of work items for the development team.

Q. How would you create a Jira Component?

Ans. To create a Jira Component, go to the desired project, select "Components" from the top menu, and choose "Create Component." Provide the necessary details, such as the component's name and description.

Q. What is the purpose of Jira's "Affects Version" field?

Ans. The "Affects Version" field in Jira is used to specify the version(s) of the software or product affected by an issue. It helps with identifying the scope and impact of the issue.

Q. How would you configure Jira's Time Tracking settings?

Ans. To configure Jira's Time Tracking settings, go to the Jira Administration section, select "System," and choose "Time Tracking." Customize the settings, such as the time format and default estimation statistic.

Q. Explain the concept of a Jira Agile Board Sprint Report.

Ans. A Sprint Report in Jira Agile provides an overview of the progress and performance of a sprint. It includes information on completed issues, burndown charts, velocity, and other relevant metrics.

Q. What is the purpose of Jira's "Resolution" field in reporting?

Ans. The "Resolution" field in Jira is often used for reporting to track the final status or outcome of resolved issues. It helps analyze resolution trends and measure the team's performance.

Q. How would you perform a Jira Agile Board Quick Search?

Ans. To perform a Jira Agile Board Quick Search, open the Agile board, and start typing in the search box located at the top-right corner of the board. The board will update in real-time as you type.

Q. Can you explain the concept of a Jira Project Key?

Ans. A Jira Project Key is a unique identifier assigned to a project. It consists of a few letters or abbreviations and serves as a concise reference when working with issues and projects in Jira.

Q. How would you create a Jira Filter?

Ans. To create a Jira Filter, go to the Issue Navigator, click on the "Advanced" search option, and define the search criteria using JQL. Save the search as a filter by clicking on the "Save as" button.

Q. What is the purpose of Jira's "Issue Link" field?

Ans. The "Issue Link" field in Jira displays the relationship between an issue and its linked issues. It provides a convenient way to navigate and understand the connections between different issues.

Q. Explain the concept of a Jira Agile Board Card Layout.

Ans. A Jira Agile Board Card Layout defines the information displayed on the cards representing issues on an Agile board. It includes fields, colors, and other visual elements to convey relevant details.

Q. What is the purpose of Jira's "Priority" field?

Ans. The "Priority" field in Jira indicates the relative importance or urgency of an issue. It helps with prioritization and guides the order in which work is addressed by the development team.

Q. How would you configure Jira's Time Tracking permissions?

Ans. To configure Jira's Time Tracking permissions, go to the Jira Administration section, select "System," and choose "Global Permissions." Modify the permissions associated with time tracking.

Q. Explain the concept of a Jira Agile Board Quick Edit.

Ans. Jira Agile Board Quick Edit allows you to update multiple issues on an Agile board quickly. By selecting the desired issues and using the Quick Edit option, you can modify fields, assignees, and other attributes simultaneously.

Q. What is the purpose of Jira's "Resolution" field in issue transitions?

Ans. The "Resolution" field in Jira issue transitions allows you to specify the resolution status when transitioning an issue to a particular status. It helps track the progress and outcome of the issue.

Q. How would you create a Jira Version?

Ans. To create a Jira Version, go to the desired project, select "Releases" from the top menu, and choose "Create Version." Provide the necessary details, such as the version name and release date.

Q. Explain the concept of a Jira Agile Board Velocity Chart.

Ans. A Velocity Chart in Jira Agile displays the amount of work completed by the development team during each sprint. It helps estimate the team's capacity and predict future iterations.

Q. What is the purpose of Jira's "Summary" field?

Ans. The "Summary" field in Jira provides a brief description or title of an issue. It helps identify the issue at a glance and provides a concise summary of its purpose or nature.

Q. How would you configure Jira's Issue Link Types?

Ans. To configure Jira's Issue Link Types, go to the Jira Administration section, select "Issues," and choose "Issue Linking." Add, edit, or delete link types, and define their inward and outward descriptions.

Q. Can you explain the concept of a Jira Agile Board Column?

Ans. A Jira Agile Board Column represents a stage or status in the workflow of an Agile board. It visually represents the progress of issues as they move across the board from one column to another.

Q. How would you add an attachment to an issue in Jira?

Ans. To add an attachment to an issue in Jira, open the issue, scroll down to the attachments section, and click on the "Attach files" button. Select the file(s) you want to attach from your computer.

Q. What is the purpose of Jira's "Resolution" field in issue searching?

Ans. The "Resolution" field in Jira issue searching allows you to filter issues based on their resolution status. It helps narrow down search results and find issues with specific resolution outcomes.

Q. Explain the concept of a Jira Agile Board Work in Progress (WIP) limit.

Ans. A Work in Progress (WIP) limit on a Jira Agile Board sets a maximum number of issues allowed in a particular column or status. It helps optimize flow and encourages focus on completing work.

Q. How would you perform a Jira Agile Board Rank operation?

Ans. To perform a Jira Agile Board Rank operation, open the Agile board, navigate to the desired column, and use the drag-and-drop functionality to reorder the issues within the column based on priority or preference.