Federal Bureau of Investigation

Special Agent Selection Process

Testing Overview

FIDELITY / BRAVERY / INTEGRITY

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General Information

Logistics and Guidelines

When and Where

Phase I and the Phase II writing assessments are administered at various locations throughout the United States. The FBI has partnered with PSI Services (PSI) to administer the Special Agent Phase I tests at local testing sites for the convenience of applicants.

The Phase II structured interview is held at one of nine regional testing sites, located near airports in major U.S. cities. Complete travel and booking guidelines will be provided prior to testing. Applicants will be reimbursed for travel expenses upon completion of travel and timely submission of receipts.

Scheduling

For Phase I, applicants will receive an invitation from PSI, on behalf of the FBI, to schedule the test. Applicants will have up to 21 days from the date of invitation to schedule and complete the test.

For the Phase II Writing Assessment, applicants will receive an invitation from PSI, on behalf of the FBI, to schedule the written portion of Phase II testing. Applicants will have up to 14 days from the date of invitation to schedule and complete this assessment. The Phase II Structured Interview is scheduled after the Writing Assessment has been completed.

The invitation will be sent via email. Please check all email folders including spam and junk mail.

What to Bring

Candidates must bring a driver's license to the assessment. If your driver's license does not have a photo, you must provide an additional form of photo identification.

What NOT to Bring

- Reference materials (dictionaries, textbooks, etc.).
- Pens and/or pencils.
- Reading materials (books, magazines, newspapers, etc.).
- Work-related materials.
- Briefcases, backpacks and purses.
- Papers (resumes, notification letters, notes, blank paper, etc.).
- Cellular phones (alarms on watches must be turned off).
- Other electronic devices (calculators, tape recorders, cameras, radios, etc.).
- Firearms (if you are currently in a law enforcement position, you may not bring your firearm into FBI space or the testing facility).

What to Wear

» **Phase I and Phase II Writing Assessment** — Wear casual, comfortable clothing that is suitable for an office environment.

» **Phase II Structured Interview** — Dress in a professional manner; business attire is recommended.

How Long the Phases Take to Complete

» **Phase I** — Approximately three hours.

» **Phase II Writing Assessment** — Approximately two and a half hours.

» **Phase II Structured Interview** — Approximately one hour.

Basic Testing Rules

Tardiness — Please arrive on time. If you are late, you will not be permitted to participate in testing.

Eating/Drinking — Eating and drinking is not allowed during testing.

Smoking — Smoking and chewing tobacco are not permitted during testing.

Restroom Use — You may not use the restroom during administration of the tests unless it's an emergency.

Cellphone Use — You are not permitted to use a cellphone during the testing process.

Time Limits* — Time limits are strictly enforced. When time has elapsed, you must immediately stop what you are doing and await further instructions. Failure to comply will result in you being disqualified from the process.

** Special accommodations are available for those with a disability or impairment that will require a time extension.*

Reasonable Accommodations — The FBI provides reasonable accommodations to qualified individuals with disabilities. If you believe you have a disability that will require special arrangements during the hiring process, you may request a reasonable accommodation at any time by notifying your Applicant Coordinator. Each test in the hiring process is evaluated differently. Therefore, you must submit a reasonable accommodation request for each test, if needed. The decision to grant reasonable accommodations will be made on a case-by-case basis.

Talking — There will be no talking to other applicants once testing has begun.

Cheating — Any attempt to see another applicant's answers; obtain assistance verbally or in writing; or record, document or otherwise retain/discuss the questions/answers to the assessments is considered cheating. Those caught cheating are discontinued from further consideration for the Special Agent position.

Discussing the Tests — Candidates are not permitted to discuss any part of the tests or interview questions with anyone during or after the testing process. We discourage discussing your prospective FBI employment on any social media or social networking sites. You should remain discreet about your application, including all interview and testing information, during the entire FBI hiring process. This ensures other potential applicants are not given an unfair advantage or disadvantage in the selection process. Applicants are required to sign a nondisclosure form prior to the assessment. If an applicant is found to have violated this agreement, he or she will be disqualified.

Leaving the Premises — Candidates are not permitted to leave the testing premises during testing.

Phase I Testing

Overview

The Phase I test is a computerized exam that takes approximately three hours to complete.

Phase I is comprised of five assessments that measure the critical thinking and reasoning skills required to perform the Special Agent job, as well as background experiences that indicate whether or not the Special Agent work environment would be a good fit. The five assessments focus on Logic-Based Reasoning, Figural Reasoning, Personality Assessment, Preferences and Interests and Situational Judgment.

The Phase I test is taken in a proctored environment offered by PSI. PSI's web-based registration and scheduling system allows you the flexibility to select the date, time and test center near you. Be sure to read all PSI emails carefully.

Your test will be administered by PSI's trained proctors. Proctors and testing centers are not affiliated with the FBI. Proctors will not answer position- or test-related questions. Contact the Applicant Coordinator or a recruiter at your Processing Field Office (PFO) with any questions about the Special Agent position.

Before leaving for your scheduled appointment, check the Test Center Closures site (secure.vitapowered.com/fbi/Closures.aspx) to verify that your center is open.

You need to arrive at the test center 15 minutes prior to the beginning of your Phase I test appointment. In most cases, you will not be allowed to enter the center until 15 minutes prior to your appointment.

You may only cancel or reschedule your appointment, without penalty, up to 48 hours before your scheduled appointment.

Phase I Expirations: Applicants are limited to two invitations before being deactivated unless a valid reason is provided. Applicants must wait a minimum of 90 days from the expiration date before a new invitation will be issued. Applicants who allow two Phase I invitations to expire without providing acceptable explanations may be deactivated from the Special Agent Selection System (SASS).

Phase I No-Shows: Applicants are limited to two no-shows before being deactivated unless a valid reason is provided. Applicants must contact their Field Office Applicant Coordinator as soon as possible and provide a written statement that details the reason for not taking the Phase I test. The FBI will ascertain the facts and circumstances regarding an applicant's failure to report for Phase I testing. If the reason is deemed acceptable, the FBI will reschedule the applicant for testing. If the reason is not deemed acceptable, the applicant may be deactivated.

If there is a major test disturbance (power or internet outage, fire drill, etc.) declared by PSI, you may be given the option to reschedule. If you have any concerns, contact your local Field Office Applicant Coordinator or recruiter immediately.

Applicants who do not pass Phase I are eligible to retest 90 days after their final test session. Not all applicants will be invited for a retest. Applicants who fail the Phase I Test twice will be deactivated and ineligible for future consideration for the Special Agent position.

Test-Taking Tips

Before the Test Session

» Plan ahead so you are well-rested before the test session.

» Make sure you know the exact location and time of the test session, allow plenty of time to get to the test site, use the restroom and relax.

» Wear something comfortable; test sites may be slightly warm or cool so dress for a range of temperatures.

» Reduce test anxiety and tension by breathing deeply and stretching before the test.

» Start the test session with a positive attitude, determination to do your best and focus on what you do know, not on what you do not know.

During the Test Session

» Read all of the test instructions carefully and follow them exactly.

» Be sure you understand the test instructions before you start, if you need to ask questions, do so.

» Read each question and all of the response options completely before choosing your answer.

- Be careful not to add or skip any words in the question or response choices.
- Pay attention to words like NOT and EXCEPT.
- Do not over-interpret questions or try to find hidden meanings, the questions are not designed to be tricky.

» If you have time remaining at the end of a test, proofread your answers.

» Try to stay relaxed; if you have trouble concentrating or become tense, pause and take a few deep breaths.

Test Preparation

The FBI does not endorse any test preparation materials beyond what can be found on FBIJobs.gov or within this guide.

Phase I Test Components

The Phase I Test is comprised of five assessments that measure critical thinking and reasoning skills, as well as background experiences that indicate whether or not the Special Agent work environment would be a good fit. The five assessments focus on Logic-Based Reasoning, Figural Reasoning, Personality Assessment, Preferences and Interests and Situational Judgment.

IMPORTANT
Do not attempt to "beat the test" by claiming qualities or experiences that you do not really have. Clearly, the FBI does not wish to hire candidates who provide unrealistic or false responses. If, during later portions of the hiring process, such as a background check, the FBI determines that you falsified your responses at any point in the Special Agent Selection System, you may be permanently barred from employment.

Logic-Based Reasoning

The Logic-Based Reasoning Test assesses your ability to read a set of facts and use problem solving and reasoning skills. You must draw logical conclusions about the inferences that can and cannot be made based on the presented facts. The questions in this section consist of a short paragraph followed by a multiple choice question which requires interpretation of the information in the paragraph. Based on the information provided, test takers must choose the correct answer from five multiple choice options. No pen and paper or calculations are necessary to identify the correct answer.

Duration: This section contains 11 questions.

Preparation: Thoroughly read through the descriptions, statements and questions. Read carefully and attentively. Use the information from the description ONLY; do not introduce outside information to make the final selection. Pay attention to words such as MUST or ONLY and answer accordingly.

Types of Statements

Statements that include the word "all" or "every" indicate that the facts that apply to one group also apply to another group. However, the statement does not allow you to infer that the facts that apply to the second group also apply to the first group.

"All" Statements

Example Statement: *All employees in the payroll department work part time.*

Invalid Inference: *All part-time employees work in the payroll department.*

Valid Inference: *Some part-time employees work in the payroll department.*

"No" Statements

Statements that include the word "no" or "none" indicate that the facts that apply to one group do not apply to another group. "No" statements allow you to infer that there is no overlap between the two groups.

Example Statement: *None of the employees in the payroll department play on the company softball team.*

Invalid Inference: *Some of the members of the company softball team work in the payroll department.*

Valid Inference: *None of the members of the company softball team work in the payroll department.*

"Some" Statements

Statements that include the word "some," "many" or "few" indicate that the facts presented only apply to a portion of the groups/people in one group. "Some" statements do not allow you to make inferences about the remaining people in the group.

> ***Example Statement:*** *Some of the employees in the payroll department also work from home.*
>
> ***Invalid Inference:*** *Some of the employees in the payroll department do not work from home.*
>
> ***Valid Inference:*** *Some of the employees who work from home are in the payroll department.*

"If-then" Statements

Statements that include "If-then," "whenever" or "every time" provide information about sequence of events. "If-then" statements do not allow you to reverse the order of the statements. Additionally, in order to negate the sequence of events, both events must be negated.

> ***Example Statement:*** *If the employees in the payroll department finish their work, then they can take Friday off.*
>
> ***Invalid Inference:*** *If the employees in the payroll department take Friday off, then they can finish their work.*
>
> ***Invalid Inference:*** *If the employees in the payroll department do not finish their work, they can take Friday off.*
>
> ***Valid Inference:*** *If the employees in the payroll department do not finish their work, they cannot take Friday off.*

Sample Questions

Shannon is in the produce section of his grocery store and he asks about the general cost differences across the various types of produce. If he learns that the below statements are factual, which of the response options also MUST be true?

Bananas are cheaper than oranges.

Blueberries are cheaper than raspberries.

Raspberries are more expensive than oranges.

Grapefruits are more expensive than blueberries.

- **A** Blueberries are the cheapest fruit available.
- **B** Bananas are cheaper than raspberries.
- **C** Blueberries are more expensive than bananas.
- **D** Raspberries and grapefruits are the same price.
- **E** Oranges are less expensive than grapefruits.

Correct Answer

Based on the information provided, raspberries are more expensive than oranges and oranges are more expensive than bananas. Oranges are the key piece of information that provides sufficient information to compare raspberries and bananas. With this information, the statement that raspberries are more expensive than bananas is the accurate choice (Option B).

There has been a rash of money laundering cases in a particular region. These cases are overseen by either Team A or Team B. Cases that are valued under 1 million dollars will not be overseen by Team A. Some of the investigations will be overseen by Team A.

Based on the information above, which of these statements MUST be true?

- **A** Some money laundering investigations valued under 1 million dollars are overseen by Team A.
- **B** None of the money laundering investigations are valued under 1 million dollars.
- **C** Some money laundering investigations are not valued under 1 million dollars.
- **D** Every money laundering case valued over 1 million dollars is overseen by Team A.
- **E** None of the money laundering cases valued under 1 million dollars are cases handled by Team B.

Correct Answer
The correct answer is C. Based on the information provided in the passage, Team A will not oversee cases valued under 1 million dollars. In other words, Team A will oversee cases valued at 1 million dollars or greater. Meanwhile, there is less explicit information about what Team B is doing. Therefore, C is the correct response.

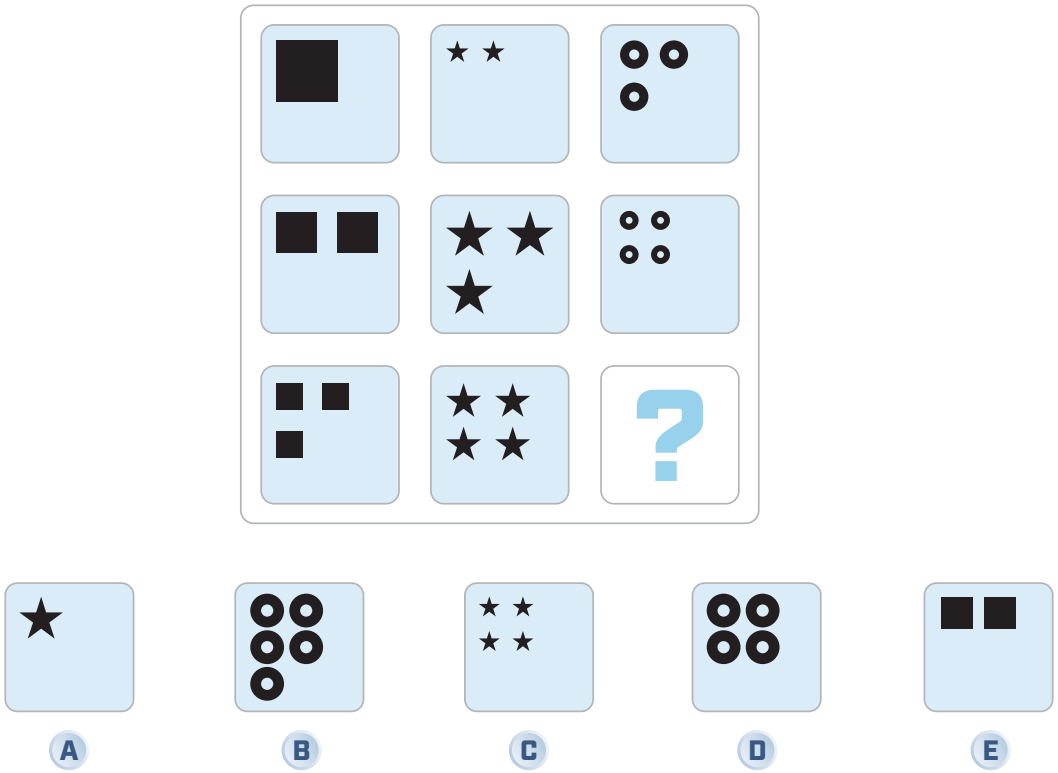
Figural Reasoning

The Figural Reasoning Test assesses your ability to use problem solving and reasoning to identify the shape or image that logically fits the pattern. The Figural Reasoning questions contain images that include a sequence of shapes and patterns. As seen in the sample multiple choice questions below, one section of the arrangement is missing. Your goal is to determine the next picture that logically fits within the pattern. Patterns may follow the three rows or columns, and may involve any aspect of the figures, including shape, color, number of shapes or sides, or other characteristics.

Duration: This section contains nine questions.

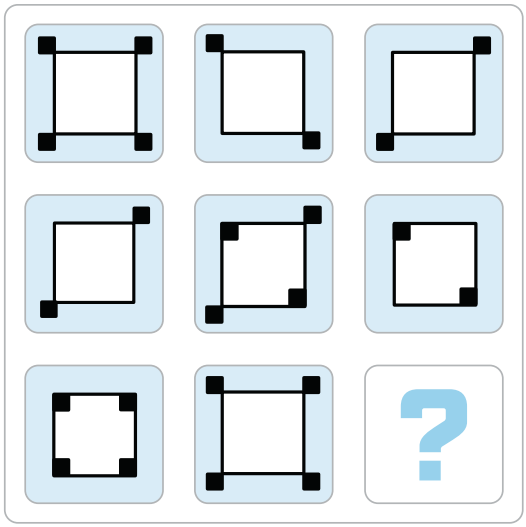
Preparation: Comprehensively review the sequenced shapes and patterns. Take a moment to determine the arrangement. Recheck your selection before moving on to the next sequence.

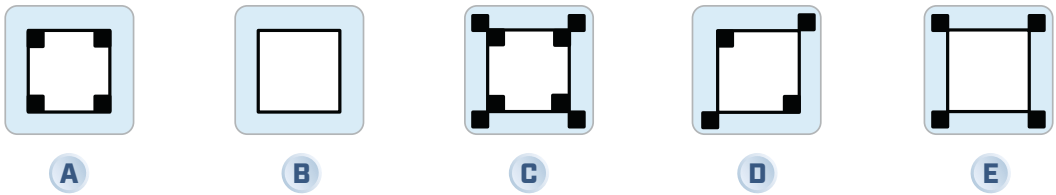
Sample Questions



Correct Answer

The correct answer is B. The pattern adds one of each shape to each row across columns. For example, the left column—in descending order by row—is made up of one square, then two squares, then three squares. The middle column—in descending order, is made up of two stars, then three stars, then four stars. As the right column contains circles, B is the only option that satisfies that pattern. The other possible pattern is to solve by row. The top row—from left to right by column—is made up of one square, then two stars, then three circles. The middle row—from left to right—is made up of two squares, then three stars, then four circles. Again, B is the only response option that satisfies that pattern.





Correct Answer
Two shapes in each row are combined—or laid over each other—to create a new shape. Overlapping shapes are eliminated so that only the unique blocks from the two shapes remain. For example, in the top row, the second and third pictures combine and make the first picture. In the second row, the first and third images combine to make the second/middle image. C is the only shape that fits this pattern as it is a combination of both shapes in the bottom row.

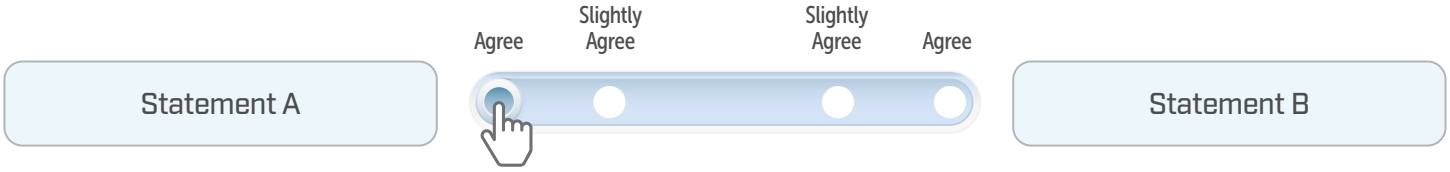
Personality Assessment

The Personality Assessment measures aspects of your personality to identify those that possess traits necessary to be a successful Special Agent. You will be presented with five pairs of statements on each screen. You will be asked to use the slider to indicate the degree to which you agree with one of the two statements. This test is adaptive, so your responses on the previous questions will be used to determine the next set of questions you are presented with. Note that you will not be able to choose a neutral position.

Duration: This section contains 100 statements.

Preparation: Read each statement completely and carefully. At times, it may be hard to choose because you agree or disagree with both statements. This is a normal part of the assessment. This section does not contain any explanatory answers, as the answers are based on your personal characteristics.

The closer you move the selector toward a statement indicates a greater level of agreement with that statement than the other. For each pair of statements, you must move the selector left or right, you cannot leave it in the middle.



Sample Questions

	Agree	Slightly Agree		Slightly Agree	Agree	
I enjoy helping others.	○	○	◉	○	○	I am a very organized person.
People I interact with can usually tell how I am feeling.	○	○	◉	○	○	I enjoy working with others to solve complex problems.
I enjoy solving problems that require a high level of detail-orientation.	○	○	◉	○	○	If I disagree with someone, I have no issue letting them know.
I respect people with different opinions, even if they disagree with me.	○	○	◉	○	○	I usually finish tasks on time, even if I end up making a mistake or two.
The people close to me know my strengths, as well as my weaknesses.	○	○	◉	○	○	I am motivated to advance far in my career.

Preferences and Interests

The Preferences and Interests Test gathers information about your personal attitudes toward a variety of statements. Similar to the personality assessment, this test identifies those that possess the dispositional qualities to be successful as a Special Agent. You will be presented with a statement and a rating scale with five response options ranging from "Strongly Agree" to "Strongly Disagree." Choose the response option that most closely indicates your level of agreement with the statement.

Duration: This section contains 37 questions.

Preparation: Do not dwell on the statements. Answer with the response option that reflects your agreement with the statement. Try not to "read into" the statement. Remember to choose the option that most accurately describes you.

Sample Questions

I tend to lose interest when attempting to pay attention to small details for a long period of time.

- **A** Strongly Agree
- **B** Agree
- **C** Neither Agree nor Disagree
- **D** Disagree
- **E** Strongly Disagree

When working on a team, it's more important to ensure the work product exceeds expectations than it is to make sure everyone is doing the same amount of work.

- **A** Strongly Agree
- **B** Agree
- **C** Neither Agree nor Disagree
- **D** Disagree
- **E** Strongly Disagree

Situational Judgment

The Situational Judgment Test measures your judgement in response to everyday situations. You will be presented with various scenarios, each of which will have five response options to choose from. The scenarios describe situations and problems that you are likely to encounter in a typical work environment. Each response option will propose a different way of responding to the scenario. You should choose the response option that is most consistent with how you would actually respond.

Duration: This section contains 19 questions.

Preparation: Do not dwell on the statements or scenarios. Answer with the statement that closely reflects how it applies to you. Try not to "read into" the statement. Remember the choice is not right or wrong, but instead what is best for you.

Sample Questions

You and a coworker are developing guidance materials covering how to properly file and update issues into a new tracking system. The materials are important, as they will be distributed to the broader team. You completed your project tasks. However, your coworker informed you today that while he is close to finishing, he is unable to complete the task due to other project commitments. Which of the following would you be MOST likely to do?

- **A** Inform your manager that your coworker did not complete his part of the project.
- **B** Respond by asking that your coworker set aside other tasks to complete his task on time.
- **C** Submit your completed work along with your coworker's incomplete work.
- **D** Finalize the work your coworker was asked to complete so that the new process is implemented on time.
- **E** Ask your manager to extend the deadline.

There are a variety of specialized teams with different initiatives at your organization. Your current supervisor has given you the opportunity to join one project outside of your immediate team in order to gain exposure to other parts of the organization. Which one of the following options are you most likely to do?

- **A** Join a project team with senior leaders so you have an opportunity to make a good impression.
- **B** Join a project review task force that helps to ensure that the organization is meeting public needs.
- **C** Decline the opportunity so that you can focus on your workload.
- **D** Join a project that has a light workload so that it doesn't disrupt your current work schedule.
- **E** Join a team with people that you don't know so you can expand your network of colleagues.

Practice Test

Practice Test

This section is a practice test, which includes questions similar to those on the actual Phase I test. Once you complete the test, you can check your answers on the cognitive items (Questions 1–20) using the answer key provided at the end of this guide. Questions 21–50 are not included in the answer key as they are dependent upon personal characteristics.

For Questions 1–10, choose the response option that best answers the question using only the information presented in the scenario.

1. A consulting firm has established a new recruiting policy in an effort to reduce travel expenses for applicants. Specifically, some applicants now interview with a recruiter virtually, using videoconferencing equipment. However, applicants who live within a 25-mile radius of a company office are not eligible to interview virtually.

   Based on the information above, which of these statements MUST be true?

   A Some applicants who live within a 25-mile radius of a company office are eligible to interview virtually.

   B A few applicants who live within a 25-mile radius of a company office do not interview virtually.

   C None of the applicants interview with a recruiter virtually.

   D All of the applicants interview with a recruiter virtually.

   E None of the applicants who live within a 25-mile radius of a company office are eligible to interview with a recruiter virtually.

2. Due to the size of its workspace, a bakery is only able to produce a few of its products on any given day. It makes four specialty items, but only focuses on two for any one day.

   Breads are produced on Mondays and sold throughout the week.

   Cupcakes are made on Mondays, Wednesdays, and Fridays.

   Pastries cannot be made on the same days as cupcakes.

   Cookies and pastries are always made on the same day.

   Which of the following can be made on the same day?

   A Breads and cookies.

   B Cupcakes and breads.

   C Cookies and cupcakes.

   D Pastries and breads.

   E Cupcakes and pastries.

3. The Board of Directors of a public company is considering an acquisition of a highly sought-after company in a very niche market. In order for the decision to be approved, it must request approval from its shareholders before 1:00 p.m.

   Based on the information above, which of these statements MUST be true?

   - **A** If the company was acquired, the Board of Directors must have made its request for approval after 1:00 p.m.
   - **B** If the company was acquired, the Board of Directors must have made its request for approval before 1:00 p.m.
   - **C** If the company was not acquired, the Board of Directors must not have made a request for approval.
   - **D** If the company was not acquired, the Board of Directors must have made its request for approval after 1:00 p.m.
   - **E** If the company was not acquired, the Board of Directors must have made its request for approval before 1:00 p.m.

4. A restaurant specializes in freshly sourced ingredients. The restaurant chef can only purchase the ingredients for their menu according to what is available on specific days at the local market. The restaurant offers five different dishes every week. Based on the guidelines stated below, what are the three food options that can be served on any Tuesday?

   Grilled asparagus and lemongrass salad may be served any day except for every other Tuesday and every other Thursday.

   Pasta primavera with garlic bread can be served only on Mondays and Wednesdays.

   Blackened sea bass with quinoa can be served on Tuesdays, Wednesdays and Fridays.

   Barbecued chicken with garbanzo beans cannot be served on Fridays.

   Sautéed mushrooms in garlic sauce cannot be served on Wednesdays.

   - **A** Pasta primavera with garlic bread, blackened sea bass with quinoa and sautéed mushrooms in garlic sauce.
   - **B** Barbecued chicken with garbanzo beans, sautéed mushrooms in garlic sauce and blackened sea bass with quinoa.
   - **C** Grilled asparagus and lemongrass salad, barbecued chicken with garbanzo beans and pasta primavera with garlic.
   - **D** Sautéed mushrooms in garlic sauce, barbecued chicken with garbanzo beans and pasta primavera with garlic bread.
   - **E** Barbecued chicken with garbanzo beans, grilled asparagus and lemongrass salad and blackened sea bass with quinoa.

5. The controller's office is allotting funds to both the federal and state road departments. Funds will be allocated based on the jurisdiction of each road in a given state. In reviewing the records, the controller's office found that every toll road is under the jurisdiction of the federal road department. Some of the toll roads are also under the jurisdiction of the state road department. What MUST be true?

   A All of the toll roads that are under the jurisdiction of the federal road department are under the jurisdiction of the state road department.

   B All toll roads that are under the jurisdiction of the state road department are under the jurisdiction of the federal road department.

   C None of the toll roads that are under the jurisdiction of the state road department are under the jurisdiction of the federal road department.

   D Some toll roads that are under the jurisdiction of the federal road department are not under the jurisdiction of the state road department.

   E Several toll roads that are under the jurisdiction of the state road department are not under the jurisdiction of the federal road department.

6. A law firm has recently changed its policy about the length of time certain client communications must be retained after a case is closed. All notarized documents are part of the new document retention policy. None of the documents that are mailed to a client using noncertified mail is a notarized document. What MUST be true?

   A Every notarized document is sent to the client using noncertified mail.

   B Every document that is not notarized is sent to a client using noncertified mail.

   C Any document that is notarized is not a document that is sent to a client using noncertified mail.

   D No document that is mailed to the client using certified mail is not a notarized document.

   E Every document sent using noncertified mail is a notarized document.

7. A Risk Management Officer is evaluating the type of business vendors in its vendor tracking system (VTS). Each vendor in the VTS is a private limited liability company (PLLC). None of the companies in the VTS is funded through private investors. What MUST be true?

   A Every company in the VTS that is funded through private investors is a PLLC.

   B Any PLLC in the VTS is a company that is not privately funded.

   C Some companies in the VTS that are funded through a private investor are a PLLC.

   D Every company in the VTS that is not a PLLC is funded through a private investor.

   E All PLLCs in the VTS are funded through a private investor.

8. Any employee on the web design team has received at least one design industry award for his or her work. Several of these employees have received an award from *Dzyne* Magazine. What MUST be true?

   A All employees on the design team have received an award from *Dzyne* Magazine.

   B Some employees on the design team who received a *Dzyne* Magazine award have not received a design industry award.

   C A few employees on the design team who have received an industry award have received an award from *Dzyne* Magazine.

   D Employees who have not received a *Dzyne* Magazine award have not received a design industry award.

   E Employees on the design team who have not received an industry award have received a *Dzyne* Magazine award.

9. A work team is considering adding another member and just concluded their interview process of five candidates. The five candidates are Frederick, Katherine, Stella, Jameson and Paul. The existing work team came to consensus on the rank order of the five candidates. According to the below information, which candidate did the team rank second?

   Frederick was ranked in the lower 50%.

   Stella outscored Jameson, but not Paul.

   Katherine was the highest ranked but is taking a role in another division.

   Jameson was not the lowest ranked candidate.

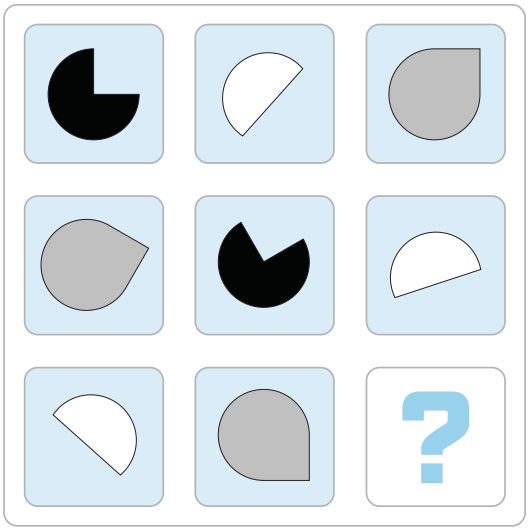
   A Frederick
   B Katherine
   C Stella
   D Jameson
   E Paul

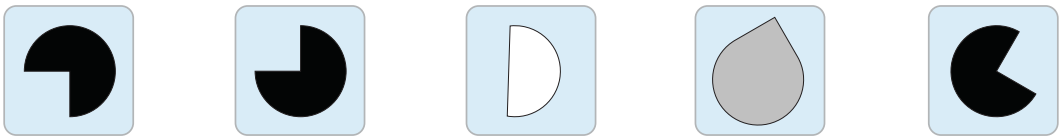
10. David is planning to take some time off to go on an extended vacation. His boss will approve the vacation request if David finishes his current project. If his boss approves the request, then he will be able to take the vacation that he wants.

   A If David does not finish his current project, he cannot go on vacation.
   B If David is allowed to go on vacation, then he may not have finished his current project.
   C If David has finished his current project, then he can take his vacation.
   D If David is not allowed to go on vacation, then he finished his current project.
   E If David is allowed to go on vacation, then he did not finish his current project.

For Questions 11–20, choose the pattern that completes the sequence.

11.





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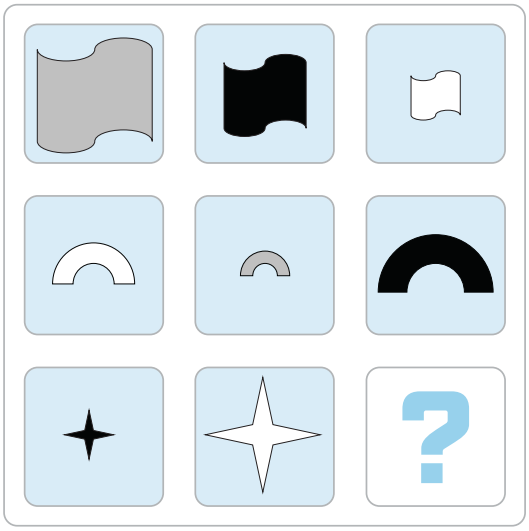

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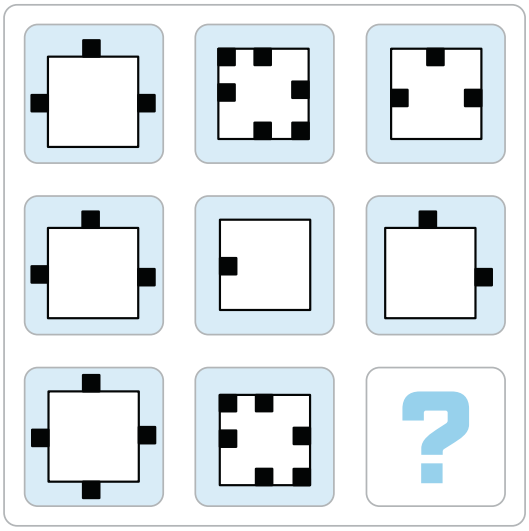

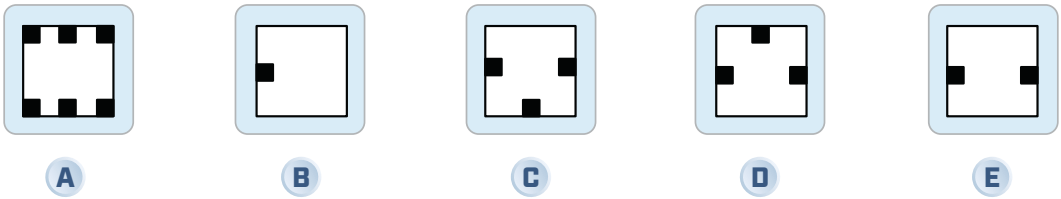

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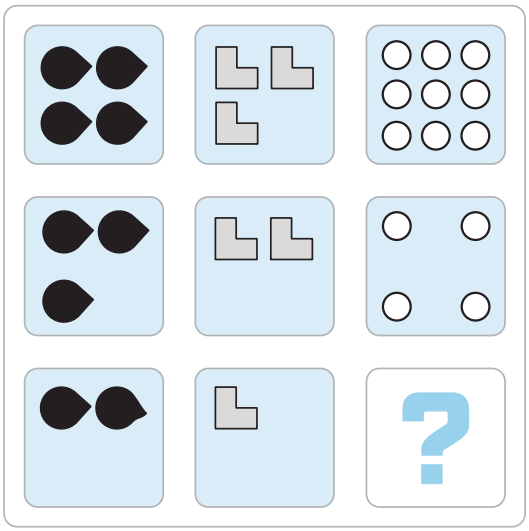

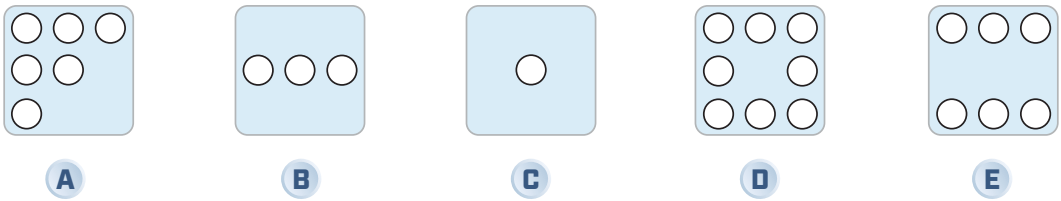

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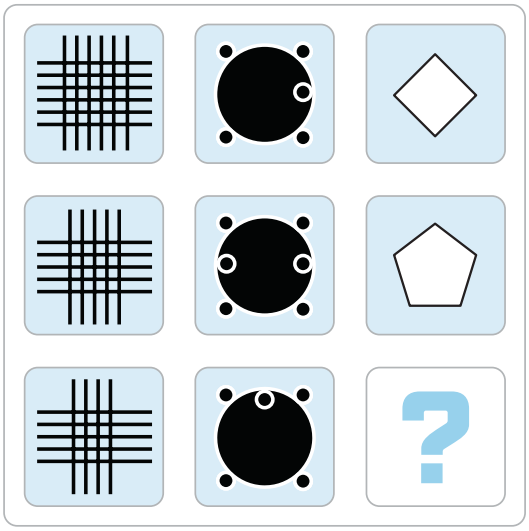

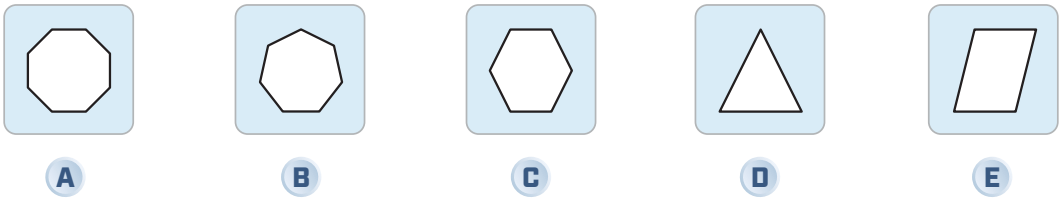

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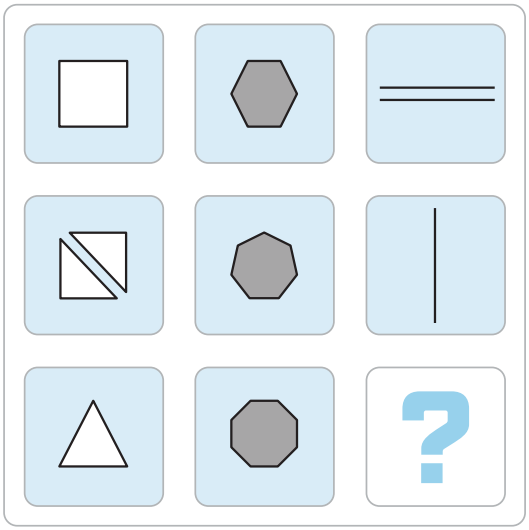

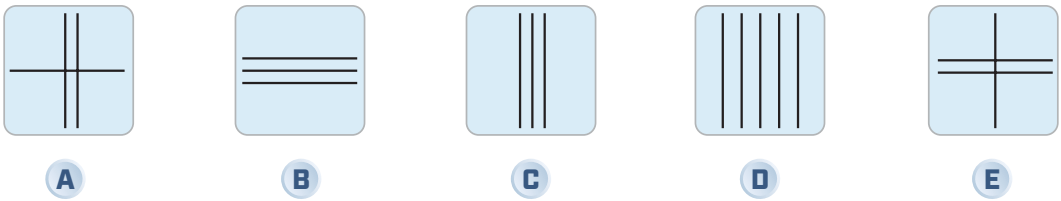

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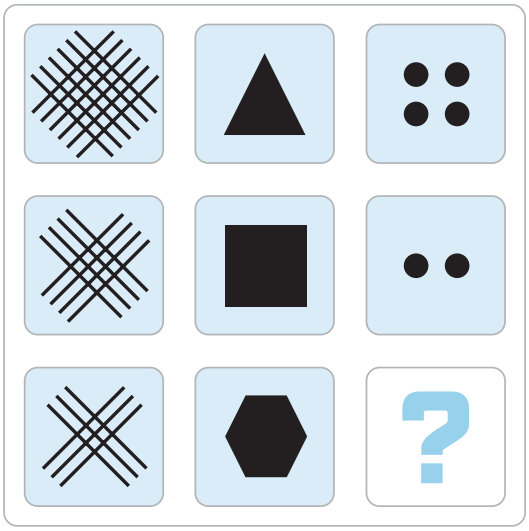

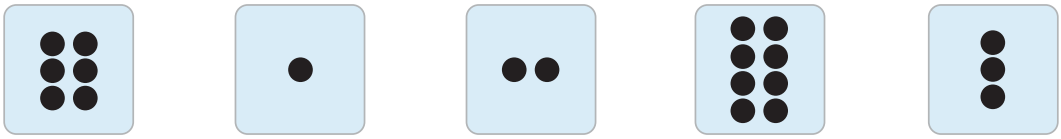

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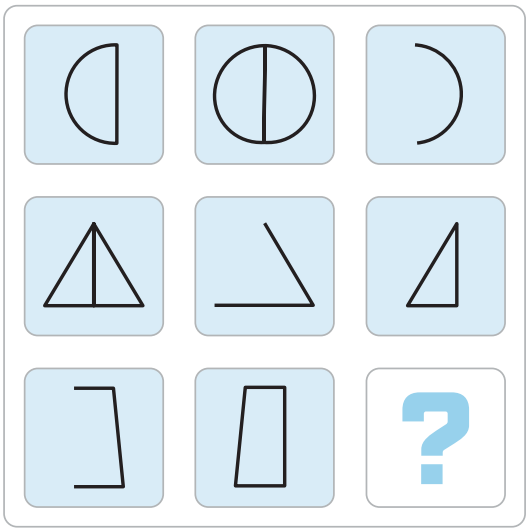

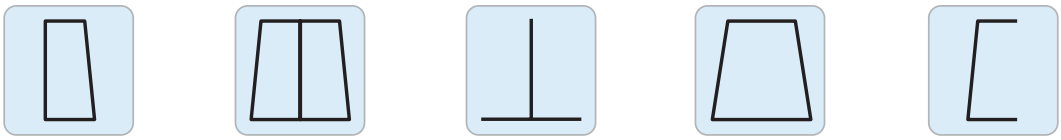

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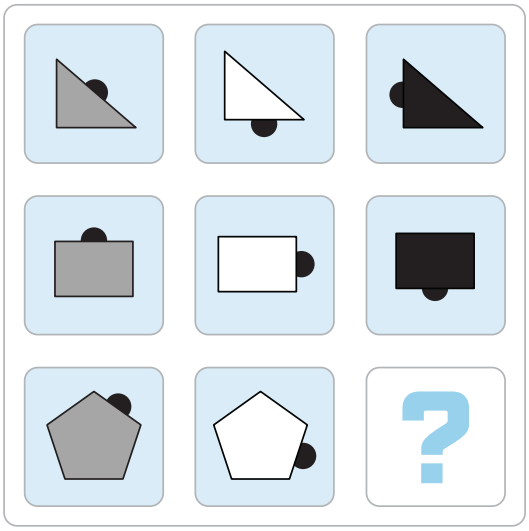

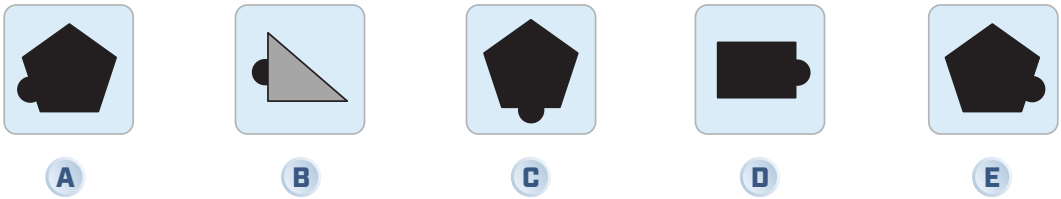

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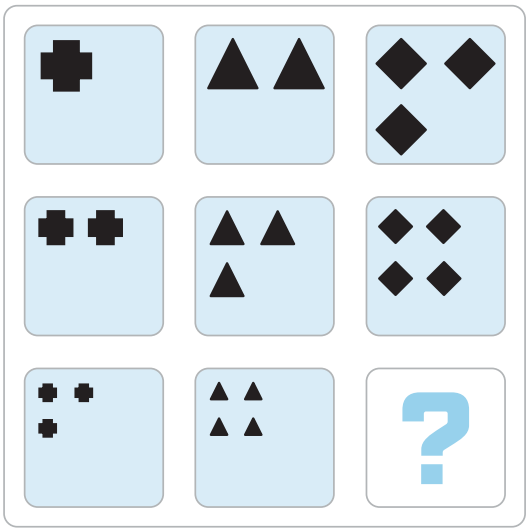

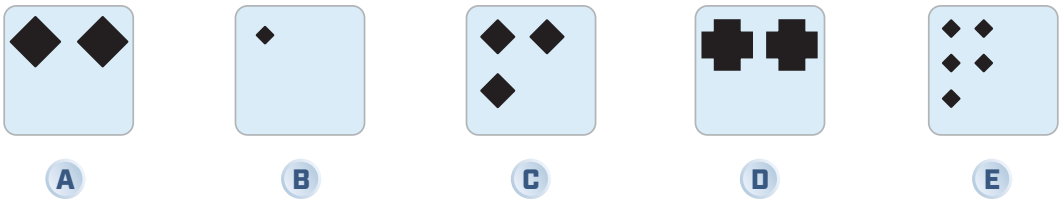

For Questions 21–30, choose the response option that most closely reflects your level of agreement with the statement.

21. If I did not have enough time during my work hours, I would sacrifice my own personal time to ensure the quality of my work.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

22. Others may find it difficult to work with me because I can be meticulous about the details.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

23. I put less effort and attention into activities at work that I find to be boring.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

24. I enjoy the sense of satisfaction that comes from pushing myself to accomplish a difficult task.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

25. I never submit anything unfinished, even if it means putting in extra time and effort to meet a tight timeline.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

26. If I notice that someone seems stressed or anxious, I try to talk to him or her to improve their mood and make his or her day better.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

27. When in a group setting, I am able to read the body language of others and recognize when people are not in agreement.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

28. When someone does not share my point of view, I tend to openly confront the disagreement.

    A Strongly Agree
    B Agree
    C Neither Agree Nor Disagree
    D Disagree
    E Strongly Disagree

29. I enjoy holding spontaneous conversations with the people I work with.

    A Strongly Agree

    B Agree

    C Neither Agree Nor Disagree

    D Disagree

    E Strongly Disagree

30. I find it difficult to maintain an active interest in the problems of other people.

    A Strongly Agree

    B Agree

    C Neither Agree Nor Disagree

    D Disagree

    E Strongly Disagree

For Questions 31–40, choose the response option that most closely reflects how you would respond to the scenario.

31. An elderly neighbor stops you and inquires if you can assist her in shoveling snow from her driveway. You are cognizant that if you stop to assist her you will be late for a meeting at work. How would you handle this situation?

    A Suggest she asks the teenager next door to help her.

    B Go next door and pay the teenager living there to help her.

    C Apologize to her and explain that you are running late for work.

    D Assist her and explain the situation to your boss.

    E Pretend that you did not hear her and carry on your way.

32. One of your colleagues approaches you and requests your help in planning the annual holiday celebration. You have an extensive workload so aren't certain that you are available to contribute. What would you do in this situation?

    A Reprioritize your work so you are able to assist with the party.

    B Assist with the party planning on your own time.

    C Decline to help, saying that you can't take on any more work.

    D Inform your colleague that you're not a good party planner.

    E Agree that you'll help if you're able to lighten your workload.

33. Several weeks ago, you submitted a lengthy report to your supervisor who praised the thoroughness of your work. After rereading the report yesterday, you realize that you made a small error. However, no one else noticed the mistake and the report has already been filed. In addition, your team is currently working on a different, time-sensitive assignment. Which of the following actions are you most likely to take?

    A Complete your current assignment before correcting the error.

    B Notify your supervisor of the error and send them a corrected document.

    C Continue with your work without addressing the error as it would only make more work for your supervisor.

    D File a corrected document directly without notifying your supervisor.

    E Ask a colleague to correct and resubmit the report on your behalf.

34. One of your colleagues, who is dealing with personal issues, has started coming in to work late and his performance has declined. Your supervisor asks you to explain why the performance of your team is down. How are you most likely to respond?

    A Explain your colleague's situation to your supervisor and ask her how to proceed.

    B Tell your supervisor that it is temporary and talk to your colleague about his performance.

    C Take personal responsibility for the decrease in performance.

    D Ask your supervisor to talk to your colleague.

    E Talk to the rest of your team about the situation and figure out how you can all work together to cover for your colleague's responsibilities.

35. One of your teammates, who is often late to work, criticizes you for a minor rule infraction and files a complaint with your supervisor. Your supervisor then asks you to explain yourself. Which of the following actions are you most likely to take?

    A Point out that the person complaining is often late to work.

    B Accept the criticism and talk to your teammate.

    C Work out the situation with your teammate on your own.

    D Apologize to your supervisor and assure her that you take the rules seriously.

    E Accept the criticism and work toward reducing the cause of the complaint.

36. A colleague of yours is going through a tough divorce. He has been showing up for work late, leaving early, and handing off his work assignments to other people. His supervisor comes to you and asks if you've noticed any of these issues. Which one of the following actions are you most likely to take in this situation?

    A Deny any knowledge of inappropriate behavior.

    B Tell his supervisor that it's none of your business and you don't want to be caught in the middle.

    C Tell his supervisor only what you have directly observed, leaving out anything you've heard from others.

    D Tell his supervisor that you don't feel right talking about the situation until you talk to your colleague first.

    E Ask if you can discuss the issue later, then go to your colleague and let him know what's happening.

37. You notice that a coworker smells like alcohol after he returns from lunch each day. You are uncertain about whether or not he is actually consuming alcohol and, if he is, you have no reason to believe it's impacting his work performance. Which of the following actions are you most likely to take?

    A Do nothing because it is none of your business and you shouldn't get involved.

    B Tell some of your coworkers and hope that one of them does something about it.

    C Speak directly to the individual and express your concerns.

    D Report the situation to your supervisor so she can address the issue.

    E Look into the situation further to determine if your coworker is indeed drinking at lunch.

38. You have been experiencing severe financial difficulties, so you search for a part-time job to supplement your income. After searching for several weeks, you learn about a great opportunity; however, the job is with a competitor of your full-time employer. Which one of the following actions are you most likely to take in this situation?

    A Look into the part-time opportunity further so you have more information on which to base a decision.

    B Ask your boss for a raise so you don't need two jobs.

    C Follow up on the part-time opportunity and take the job if it's offered to you.

    D Explain the situation to your boss and ask for her permission to pursue the part-time opportunity.

    E Disregard the opportunity and continue to search for another part-time job.

39. It has been a very busy month for everyone in your department and everyone has been working more hours than usual. At the end of a particularly long day, your supervisor mentions that there is a potential problem in a report being prepared for distribution to other departments in the organization. Which one of the following options are you most likely to do?

    A Send a note to your colleagues informing them that they may need to double check their work.

    B Wait until the next day to schedule a meeting with members of the project team, then investigate the issues in more detail.

    C Ask your supervisor to clarify the potential problem with the report and immediately begin generating options to address the issue.

    D Allocate time to investigate the potential problem if your supervisor asks for your help.

    E Ask people to stay late and review all of the documents for errors.

40. Your manager has assigned a number of minor tasks that need to be completed but are not directly related to the team's largest project. Her attention is solely focused on these larger projects and she just expects these minor assignments to be completed by others. With a full workload, these minor assignments are not the most time sensitive of all your responsibilities. Which one of the following options are you most likely to do?

    A Begin working longer hours to ensure that these minor assignments can be completed as soon as possible.

    B Delay putting effort into these minor assignments until they can't be ignored.

    C Rearrange your daily schedule so that you can incorporate these minor assignments into your agenda.

    D Only work on these minor assignments when you happen to have additional free time at work.

    E Focus primarily on these minor assignments instead of other responsibilities so that you can get them out of the way.

For Questions 41–50, choose your level of agreement with one of two statements presented in each question. You will darken one circle for each question. During the computerized administration of Phase I, you will move a slider toward the statement with which you agree more.

Questions 41-45:

	Agree	Slightly Agree		Slightly Agree	Agree	
I like to work on tasks that require creativity.	○	○	○	○	○	I enjoy talking to people.
I am willing to select a challenging work assignment I can learn a lot from.	○	○	○	○	○	When I feel strongly, I am always willing to share my opinions, even if other people might not like it.
I can always be counted on to get things done right.	○	○	○	○	○	Even when times are difficult, I am always confident I can handle it.
I prefer to be a leader rather than a follower in a team.	○	○	○	○	○	In general, I tend not to let a bad experience ruin my day.
I like to set challenging goals for myself and I achieve the most of the time.	○	○	○	○	○	I enjoy working on tasks that require teamwork.

Questions 46-50:

	Agree	Slightly Agree		Slightly Agree	Agree	
I enjoy meeting new people.	○	○	○	○	○	I find it difficult to leave work undone.
Most people would describe me as effective under pressure.	○	○	○	○	○	I prefer to work by myself rather than as part of a team.
The people who know me well would describe me as highly motivated.	○	○	○	○	○	When I set out to do something, I persist until I achieve my goals.
If I have to be on a team, I insist on being the leader.	○	○	○	○	○	I get overwhelmed easily when people ask me to do more than I can do.
I prefer to work quickly, even if it means I occasionally make mistakes.	○	○	○	○	○	I prefer to work on tasks that I know I am good at, even if I do not learn much.

Practice Test Answer Key

Please review the answer key for questions 1–20, including explanations of the correct answers for each question.

Note: There are no correct or incorrect answers for questions 21 through 50; therefore, an answer key is not provided for these questions.

1. **E** We know from the information provided that although some applicants can interview with a recruiter virtually, none of the applicants who live within a 25-mile radius of the company can interview with a recruiter virtually. Therefore, E is the correct response.

2. **B** We are told that only two food items can be made in the same day. According to the information provided, we know that bread is produced on Mondays and that cupcakes are made on Mondays, Wednesdays, and Fridays. Since both bread and cupcakes are made on Mondays, the correct response is B.

3. **B** We are told that in order for the company to be acquired, the Board of Directors must make their request for approval before 1:00 p.m. This conditional statement is the key piece of information here. We know that if the company was acquired, the Board of Directors had to have made their request for approval before the 1:00 p.m. deadline. Therefore, B is the correct answer.

4. **B** Based on the question, we should look for foods that can be served on Tuesdays. Sautéed mushrooms in garlic sauce can be served on all days except for Wednesdays and barbecued chicken with garbanzo beans can be served on all days except for Fridays. Therefore, we can determine that both of these foods can be served on Tuesday. We are also told explicitly that blackened sea bass with quinoa can be served on Tuesday. Based on this information, we can deduce that B is the correct response.

5. **B** We know, based on the provided information, that the federal road department has control of all of the roads. In addition to being controlled by the federal government, some of these roads are also controlled by the state road department. Given this information, we can infer that because the federal road department has control of all roads, and that the state road department also controls some of those roads, the federal road department controls all of the roads that the state road department controls. Therefore, B is the correct response.

6. **C** We know from the question that none of the documents that are mailed to the client using noncertified mail is a notarized document. Based on this we can infer that any noncertified mail that is sent to the client is not a notarized document. Therefore, C is the correct response.

7. **B** Based on the information provided, here is what we know: All vendors in the vendor tracking system (VTS) are private limited liability companies (PLLC). We also know that none of the vendors that are a part of the VTS are funded through private investors. In other words, all VTS companies are PLLCs and none of the companies are privately funded. Therefore, none of the PLLCs in the VTS receive private funding. Therefore, the correct response option is B.

8. **C** We know that all employees on the team have received an award from within their industry. Of these employees, some have also received the *Dzyne* Magazine award. Based on this information, the correct response is C.

9. **E** We know from the information provided that although Jameson was outscored by Stella, he was not the lowest-ranked candidate, leaving Frederick to be ranked the lowest. We also know that Stella was outranked by Paul. Given that we are explicitly told that Katherine had the highest score, we can determine that Paul must have been ranked second, making E the correct response.

10. **C** We are told that if David finishes his current project, then his boss will approve his vacation request, which then allows David to take his vacation. Given that we are explicitly told that the middle statement is true, we can deduce that if David has finished his project, then he can go on his vacation, making answer C the correct response.

11. **B** In this image, we see that each row has one of each shape and that each shape is rotated an additional 45 degrees from the previous row. Based on this information, B is the correct response.

12. **B** In this image, we see that each row has the same shape, but that the size and color of that shape are varied across columns. Based on this pattern, B is the correct response.

13. **E** In this image, the small squares on the outside of the large square represent positive numbers, while the small squares on the inside of the large square represent negative numbers. Column 3 is the sum of columns 1 and 2. Based on this logic, if we combine 4 (the number of squares on the outside of the square) and -6 (the number of squares on the inside of the square), we are left with -2. Since E is the only option that has 2 squares inside the square, this is the correct response.

14. **C** In this image, the number of figures in the first and second column are multiplied. This value is then subtracted by the number of figures in the second column, which equals the number of figures in the third column. For example, in the top row, the first column has 4 figures, the second column 3 figures. When multiplied, this expression equals 12. 12 minus 3 (the number of figures in column 2) equals 9. Applying this same logic to the bottom row, multiplying 2 by 1 equals 2. Subtracting 1 from 2 leaves you with 1, making C the correct answer.

15. **D** In this image, the number of horizontal lines is added to the number of vertical lines in the first column. Then, the number of dots on the inside of the circle is subtracted from the number of dots on the outside of the circle in the second column. The value in column 1 is then divided by the value in column 2 to determine the number of sides the shape in column 3 will have. Based on this information, D is the correct response.

16. **D** In this image, if we subtract the number of sides in the first column from the number of sides in the second column, we are left with the number of lines in the third column. Based on this information, D is the correct response.

17. **B** In this image, if we divide the number of lines in the first column by the number of sides in the second column, we are left with the number of dots in the third column. Based on this information, B is the correct response.

18. **B** In this image, combining two of the simpler shapes within each row works to create the most complex shape within that same row, making B the correct response.

19. **C** In this image, the shape remains consistent across the row. Additionally, the color remains consistent down the column. What changes, however, is the placement of the dot. The dot rotates, clockwise, to the next side of the shape. Based on this information, C is the correct response option.

20. **E** There are two ways to solve this pattern. Within each row from left to right, each column adds one more shape from the preceding column, while the size of shapes remains constant within each row. In the bottom row, Columns 1 and 2 have 3 and 4 figures, respectively. The number of shapes in the bottom right square must be 5, making E the correct response. The number of shapes within each column also increases by 1 for each row from top to bottom. E is also the only option that satisfies this pattern.

Meet and Greet Session

Overview

Applicants who successfully pass the Phase I test and complete the Required Information portion of the application will be invited to a Meet and Greet session, which is held at their PFO. During the Meet and Greet session, applicants will be able to speak directly to an FBI Special Agent, learn about Bureau policy requirements, verify and expand on the information they provided in their resume and ask questions about the position and/or process. Applicants are expected to wear professional business attire to the Meet and Greet session.

After an applicant has completed the Meet and Greet session and submitted any additional required documentation, his or her application will be evaluated to assess competitiveness for Phase II. Applicants are evaluated based on the FBI Core Competencies in order to determine their competitiveness for Phase II. Only applicants deemed Competitive will be invited to take the Phase II assessment.

FBI Core Competencies

» Collaboration

» Communication

» Flexibility and Adaptability

» Initiative

» Interpersonal Ability

» Leadership

» Organizing and Planning

» Problem Solving and Judgment

Language Testing

Applicants who wish to be tested for proficiency in a foreign language should request a language test after passing Phase I.

Current FBI Employees

All current FBI employees must submit a Division Head Recommendation (DHR) before being allowed to move to the next step of the hiring process. DHRs should be requested from your Division Head after passing Phase I. For more information, contact your Applicant Coordinator.

Phase II Testing

Overview: Writing Assessment and Structured Interview

Applicants who successfully pass the Phase I test and successfully complete the Meet and Greet session will be assessed on their competitiveness for Phase II. Only candidates deemed Competitive will be invited to take the Phase II test.

The Phase II consists of two parts, a Writing Assessment and a Structured Interview. The Phase II Writing Assessment must be completed first in order to be eligible to receive an invitation for the Structured Interview. Once you receive an invitation for the Phase II Writing Assessment, you must sign up to take the test at a local PSI testing center and complete it within 14 days of receiving the invitation. After completing the Phase II Writing Assessment, you will receive an email invitation to the Phase II Structured Interview at one of the nine regional sites.

Applicants who fail Phase II testing may be eligible for one retest at least one year from their interview date. Not all applicants will be invited to retest.

Due to the overwhelming volume of Special Agent applicants, the FBI will only retest those applicants who meet the Bureau's current needs. Applicants who will exceed the age limit or who cannot be processed prior to their 37th birthday will not be retested. For more information, please see: "The Special Agent Selection Process: All You Need to Know to Apply" (page 14, Technical Explanations and Exceptions).

Applicants interested in retesting for Phase II should reapply to the current Special Agent posting.

Writing Assessment

The Writing Assessment exam is two and a half hours long and tests applicants' ability to analyze data and compose two well-written, comprehensive reports. Reports should demonstrate the applicant's ability to use proper grammar, spelling and punctuation without relying on a "spell check" software feature.

At the start of the Writing Assessment, applicants will be given detailed instructions and other materials to use. Applicants will read about a fictional scenario and provide typed written reports.

Time will be provided for an optional break midway through the written exam.

Writing Assessment Logistics

Similar to Phase I, the Phase II Writing Assessment is taken in a proctored environment offered by PSI. PSI's web-based registration and scheduling system allows you the flexibility to select the date, time and a test center near you. Be sure to read all PSI emails carefully.

Your test will be administered by PSI's trained proctors. Proctors and testing centers are not affiliated with the FBI. Proctors will not answer position- or test-related questions. Contact your PFO's Applicant Coordinator or recruiter with any questions about the Special Agent position.

Before leaving for your scheduled appointment, check the Test Center Closures site (secure.vitapowered.com/fbi/Closures.aspx) to verify that your center is open.

Please arrive at the test center 15 minutes before the beginning of your Phase II test appointment. In most cases, you will not be allowed to enter the center until 15 minutes prior to your appointment.

Writing Assessment Tips

Before the Test Session

- Plan ahead so you are well-rested before the test session.
- Make sure you know the exact location and time of the test session. Allow plenty of time to get to the test site, use the restroom and relax.
- Wear something comfortable; test sites may be slightly warm or cool so dress for a range of temperatures.
- Reduce test anxiety and tension by breathing deeply and stretching before the test begins.
- Start the test session with a positive attitude, determined to do your best and focus on what you do know, not on what you do not know.

During the Test Session

- Read instructions carefully and make sure you understand what the exercises require.
- Be detailed and thorough in your writing.
- Use only the facts provided — do not make up additional facts.
- Follow grammatical rules and spell words correctly. Software to check spelling and grammar will not be available during this exam.
- If you have time remaining at the end of each section, proofread your responses.
- Try to stay relaxed; if you have trouble concentrating or become tense, pause and take a few deep breaths.

Phase II Expirations: Applicants are limited to two invitations before being deactivated unless a valid reason is provided. Applicants must wait a minimum of 90 days from the expiration date before a new invitation will be issued. Applicants who allow two Phase II invitations to expire without providing acceptable explanations may be deactivated from the Special Agent Selection System (SASS).

Phase II No-Shows: Applicants are limited to two no-shows before being deactivated unless a valid reason is provided. Applicants must contact their Field Office Applicant Coordinator as soon as possible and provide a written statement that details the reason for not taking the Writing Assessment. The FBI will ascertain the facts and circumstances regarding an applicant's failure to report for Phase II testing. If the reason is deemed acceptable, the FBI will reschedule the applicant for testing. If the reason is not deemed acceptable, the applicant may be deactivated.

If there is a major test disturbance (power or internet outage, fire drill, etc.) declared by PSI, you may be given the option to reschedule. If you have any concerns, contact your local Field Office Applicant Coordinator or recruiter immediately.

Practice Writing Assessment — Sample Scenario

Practice Writing Assessment — Sample Scenario

The following scenario is a brief practice test that involves analyzing information, making decisions and communicating your thoughts in writing. After reading through the scenario, space is provided for you on the following page so that you can prepare a one-page report. This activity is not an exact replication of the Phase II Writing Assessment. If you take the Phase II Writing Assessment, you can expect to read and analyze a larger amount of information and your responses will require greater length.

You and a friend are planning a beach vacation. Both of you want to go somewhere warm that offers a variety of beach and water activities — especially beach volleyball. You want to spend 7 days/6 nights on vacation, but it's important to limit total spending to less than $2,000 per person, including meals (assume an average of $70 per day in meal and snack costs). Two well-known beach locations worth considering are Oceantown and Seaside. You decide to conduct research on the following important factors:

» Information about the cities, their beaches, and beach activities

» Flight information and prices

» Hotel information and prices

Your research leads to the following information:

Information about the cities. Approximately 500,000 tourists visit Oceantown per year and approximately 700,000 visit Seaside. During your research, you also learn about Shorefront City; however, no information is available in terms of number of tourists who visit there per year. The weather forecasts for Oceantown, Seaside, and Shorefront City are all the same — warm and sunny.

Flights. Round-trip flights to Oceantown are $200 per person. Round-trip flights to Seaside are $250 per person. Round-trip flights to Shorefront City are $300 per person.

Hotels. To stay within budget, you and a friend will split the cost of a hotel room on this trip. You have identified three hotels that will fit your budget. The Oceantown hotel will cost $125 per night, and offers the best in-room amenities, as well as a free breakfast. The Seaside hotel is $5 more expensive per night than the Oceantown hotel and offers a restaurant on-site with discounted prices for hotel guests. The Shorefront City hotel costs $15 less than the Oceantown hotel per night and offers a small café on-site.

Beaches and beach activities. All three cities offer beach volleyball courts. Oceantown and Shorefront City have three beaches with beach volleyball, and Seaside has five. The white sand beaches of Oceantown offer cabana rentals at $50/day, $40/hour Jet Ski rentals, and $200 parasailing excursions. There are lifeguard stands every 20 yards on the beaches. Seaside beaches offer free cabanas if you stay at a resort near the beach, and offer an introductory $50 surfing lesson, $75/hour Jet Ski rentals, and $150 windsurfing lessons. There are lifeguard stands every 50 yards on the beaches. Shorefront City offers snorkeling lessons at $200 per day, $60/hour Jet Ski rentals, and free coastal hiking trails that offer occasional glimpses of sea lions.

Given the information above, which beach vacation would you choose and why?

Compose Your Response to the Sample Scenario Here

Writing Assessment Sample Responses and Evaluations

Sample Response 1

I would go to Oceantown for our beach vacation to maximize our options while minimizing our costs. Oceantown flights are cheaper than both Seaside ($50 less) and Shorefront City ($100 less). These are fixed costs that we do not have any control over. While the Oceantown hotel is slightly more expensive than the Shorefront City hotel (approximately $90 more over the week, which my friend and I will split), it offers the best in-room amenities. In addition, the free breakfast will save us money on food costs throughout the week. Overall, Oceantown is superior in terms of the cost of essentials (transportation, lodging, and food).

Beach activities can be considered variable costs that we have some control over. All three options offer beach volleyball, which is the main activity we want to do. Seaside does offer more sand volleyball beaches, but Seaside also attracts more tourists, which offsets the higher number of beaches. I believe that three beaches with volleyball courts will be sufficient for our needs. Cabanas are available at only $50 per day if we are interested in renting them; however, because of the white sand beaches, we may forego this expense and enjoy the sand instead. Although cabanas are free at certain Seaside resorts, they are not free at all of them. There was no information available in terms of cabanas at Shorefront City.

Another benefit of visiting Oceantown is the cost of Jet Ski rentals ($40 per hour), which is less expensive than either Seaside or Shorefront City. Finally, Oceantown is the only location that offers parasailing excursions. Although this is expensive as far as beach activities go, I have never gone parasailing before, so this is worth a little extra money. Ultimately, based on cost and the amenities and activities offered, I would choose Oceantown.

Evaluation of Response 1

This is a positive, well-written example that clearly states the author's decision in the first sentence. One strength is that it incorporates specific information directly from the scenario. For example, the author accurately points out differences among flights, hotels and activities such as Jet Ski rentals. The writing also reflects that the author understands relevant information and how to balance it to make logical decisions. The author analyzed costs associated with each destination and noted a distinction between fixed and variable costs. Although the author ultimately recommends Oceantown, he or she acknowledges the benefits of other options or explains why possible advantages for one location are negated by other information (for example, noting that more volleyball beaches would be needed by Seaside to accommodate so many tourists). The response ends with a final summary of the reasoning behind the decision to visit Oceantown. One area of improvement for this response would be an analysis of total costs to stay within the $2,000 budget.

Sample Response 2

Oceantown and Shorefront City offer great beach vacation possibilities, but my review of the information suggests that Seaside is the top option. The flight ($250) and hotel ($130/night) costs are very reasonable for vacation destinations, especially for a location like Seaside that attracts nearly three-quarters of a million tourists each year. The Seaside hotel offers a restaurant on the premises, which is a great convenience while on vacation. Because they offer discounts for guests of the hotel, this could result in a significant cost savings. For example, if I assume average costs for dining out to be $70 per day, a discount of even 10% would save $7 per day, or almost $50 over the course of the week. A discount of 20% would double those savings. I would have to learn more about the restaurant, however, to decide how many meals per week I would want to eat there. If I ate only one meal per day at the Seaside hotel restaurant, the cost savings over the week might be rather small.

In terms of beach activities, Seaside has something for everyone. First, for those who love to relax on the beach, they offer free cabanas, which is very rare at vacation resorts. For safety, lifeguards are stationed every 50 yards. Secondly, for those who desire a more active vacation, Seaside offers many recreational opportunities, including surfing lessons, Jet Ski rentals and windsurfing lessons. Each of these activities are reasonably priced and the weather forecast suggests no sign of rain to ruin the fun. In summary, I would choose to vacation in Seaside because no other option can offer such a high caliber of accommodations and activities.

Evaluation of Response 2

This example has both strengths and weaknesses. One strength is the quality of the writing. The writing is very polished, with proper use of grammar, spelling and punctuation. The author considered and wrote about nearly every point of information provided about Seaside. What this response lacks, however, is a thorough analysis of the Seaside option compared to the other options. Instead of comparing and contrasting the three options, this author seems to compare the Seaside features and costs to his or her own experience, calling the flight and hotel costs "very reasonable for vacation destinations," beach activities "reasonably priced" and the possibility of free cabanas "very rare." Overall, the author's analysis does not reflect a comprehensive evaluation of all the information provided in the scenario. Instead, the author's main point of analysis is the nature of the cost savings achieved by dining at the Seaside hotel restaurant. Here, the author tends to digress, devoting several sentences to the analysis of meal costs. Lastly, the author appears to have missed an important detail in this scenario in making the decision — that the vacationers are especially interested in beach volleyball as an activity.

Sample Response 3

There are lots of things I would think about to select my beach vacation. Oceantown is cheaper in some ways but more expensive in other ways. Oceantown flights cost $50 less than Seaside flights but Oceantown hotel cost $40 more than Shorefront for the week. Therefore, it is hard to compare. If we go to Seaside or Shorefront, we might have to eat bagels with cream cheese and coffee at the hotel, but we would have better breakfasts in Oceantown.

If we go to Seaside, think about surfing, jetskiing and windsurfing. And the most beaches, but they only have lifeguard every 50 yards though, so Oceantown is better that way. Then again, we could get cabanas for free in Seaside but have to pay $50 to rent cabanas in Oceantown. Parasailing is less dangerous than surfing, so we're going to Oceantown.

Evaluation of Response 3

This is a poor example for a number of reasons. Several instances of poor writing are evident, such as inaccurate subject-verb agreement, missing punctuation, and incomplete sentences. Throughout the response, there is no consistent, logical argument behind the author's decision. In fact, the author's decision is not clear until the final sentence of the response.

Overall, the response makes use of irrelevant or tangential information (number of lifeguards) and misstates information from the scenario (hotel costs). In one case, the author appears to make up a fact to arrive at a final decision (the level of danger associated with surfing compared to parasailing). Finally, there is only limited analysis of information as it pertains to Shorefront City as an option.

Structured Interview

The structured interview is one hour long and is administered by a panel of three Special Agents.

It follows the standard performance-based interview format for government interviews. The panel uses standardized scoring criteria to measure the competencies that are important for the Special Agent position.

Structured Interview Tips

- Be yourself.
- Remember that the interview panel knows no information about you beyond your name.
- Provide detailed information when answering the interview questions. Provide the best examples of your skills and abilities, drawing from all of your life experiences, not just the most recent ones.
- The evaluators will be taking notes during the interview to assist them in documenting the results. Do not let this distract you.
- Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.

Applicants who fail the Phase II Test twice will be deactivated and ineligible for future consideration for the Special Agent position.

Test Preparation

The FBI does not endorse any test preparation materials beyond what can be found on FBIJobs.gov or within this guide.

IMPORTANT
An applicant will be deactivated for receiving advice beyond what is provided by the Applicant Coordinator and/or what is available at FBIJobs.gov. This includes information gathered from online sources or FBI employees.

Physical Fitness Test (PFT)

Taking the Official PFT

The FBI Special Agent position requires a commitment to physical fitness as part of daily life. In addition to the self-administered PFT you took prior to submitting your Special Agent application, you will take an official standard PFT at least two times during the application period and/or at the FBI Academy. Specifically:

» At your PFO shortly after passing Phase II.

» No more than 120 days prior to reporting to the Basic Field Training Course (BFTC) at the FBI Academy. If an applicant is scheduled to report to a BFTC within 120 days of passing his or her post-Phase II PFT, an additional PFT is not required.

» At least once while at the FBI Academy, during the first week of the BFTC.

The test, scoring scale and protocol are exactly the same with an addition of the standard pullups event. The score on pullups is not used for pass/fail purposes but is considered for fitness awards at the Academy.

The standard PFT consists of four main events, with a fifth event for candidates in the Tactical Recruitment Program (TRP). These events were chosen because they accurately measure an individual's overall fitness level relative to the essential tasks performed by FBI Special Agents. The events are administered in the following order with no more than five minutes of rest in between each event:

1. Maximum number of continuous situps in one minute.
2. Timed 300-meter sprint.
3. Maximum number of continuous pushups (untimed).
4. Timed 1.5-mile run.
5. Maximum number of pullups (untimed).*

**Note: Only candidates in the TRP will complete this event.*

Each event must be performed precisely according to the strictly defined protocol in order to be scored. In order to pass the standard PFT, applicants must achieve a minimum cumulative score of 12 points in the first four events, with at least one point in each of the first four events; therefore, it is possible for an applicant to receive a score of 12 (or more) and still fail the standard PFT by failing one of the individual events. TRP applicants must achieve a minimum score of 20 points and must score at least one point in each of the five events to pass the TRP PFT.

A video demonstrating proper PFT form is available at FBIJobs.gov/career-paths/special-agents (see *Physical Requirements* tab).

For more specifics on the PFT events, please refer to "The Special Agent Selection Process: All You Need to Know to Apply."

Conditional Appointment Offer

Next Steps

After passing Phase I, Phase II and the official Physical Fitness Test (PFT), qualified candidates will receive a Conditional Appointment Offer (CAO). This letter extends a conditional job offer for the Special Agent position to the candidate and provides details on the FBI background investigation, salary and next steps. Actual hiring is contingent on the successful completion of the remaining SASS components (medical, background investigation, graduation from the FBI Academy, etc.).

Flexibility is key at the FBI. You must be prepared and willing to be assigned according to the needs of the Bureau. All Agents must sign and adhere to a mobility agreement, which states that as a Special Agent you accept the possibility of transfer as a condition of your employment. However, once assigned to a Field Office, new Special Agents are generally not transferred unless they request voluntary transfer, apply for management positions, or as a result of an emerging or existing critical need.

Upon graduation from the FBI Academy, you will be assigned to one of the FBI's 56 Field Offices or satellite offices. Roughly one-third of new agents get their first choice. If you still aren't sure about the transfer process, keep in mind that the mission comes first. Over the past three years, on average, new Agents leaving Quantico have been assigned to one of their top five-ranked offices. Furthermore, the FBI's greatest need is in offices like New York, Los Angeles, San Francisco and San Juan. If that's where you want to be, we'll guarantee that's where you'll end up.