

Federal Bureau of Investigation

Intelligence Analyst Selection Process Candidate Information

FIDELITY / BRAVERY / INTEGRITY



TABLE OF CONTENTS

GENERAL INFORMATION

Welcome	4
Mission, Priorities, Values.....	5
The Big Picture.....	6
Intelligence Analyst Selection Process (IASP).....	7
Minimum Qualifications for the Intelligence Analyst	9
Backgrounds of Interest	10
Critical Skills and Abilities	11
Intelligence Analyst Career Paths	16
In the Field or at Headquarters	17
FBI Employment Requirements.....	18

PREPARING FOR THE ASSESSMENTS

Testing Guidelines	20
Test-Taking Tips.....	22

PHASE I: TESTING

Overview.....	23
Working Style and Preferences Part I.....	24
Problem Solving Part I.....	27
Problem Solving Part I Answer Key	32
Problem Solving Part II.....	33
Working Style and Preferences Part II	34

FBI Intelligence Analyst Selection Process

PHASE II: WRITING ASSESSMENT

Overview.....	35
Tips for the Writing Assessment	35

PHASE III: STRUCTURED INTERVIEW

Overview.....	36
Tips for the Structured Interview	36
Travel Arrangements for Phase III	36
Failure to Report for Phase III	37

RETESTING

Phase I Retesting.....	38
Phase II Retesting.....	38
Phase III Retesting.....	38

FREQUENTLY ASKED QUESTIONS



General Information

Welcome

Now more than ever, members of the global intelligence workforce must seamlessly combine their talents to protect the nation. The FBI continues to evolve into a threat-based, intelligence-driven organization that has expertise in identifying risks to our national security and an unrivaled ability to mitigate them. At the FBI, we work diligently to play our part in the global Intelligence Community. We execute our intelligence strategy via defined Intelligence Analyst career paths, rigorous selection processes and comprehensive training programs.

FBI Intelligence Analysts are on the front line of protecting America's national security. They piece together disparate bits of information to form integrated views on issues of national security and public safety by:

- » Utilizing language, cultural and historical knowledge to combat international threats by working within specifically defined geographical and/or functional areas (e.g., China program, Weapons of Mass Destruction program, Al-Qaeda program, etc.)
- » Discovering threats by leveraging local and national intelligence databases, analyzing intelligence collected in the Field Offices and developing fact-based conclusions and intelligence reports.
- » Shaping intelligence policies by maintaining extensive networks and partnering with local, national and international contacts within the intelligence and law enforcement communities.
- » Leveraging contacts and information to prepare briefings, reports and communications for senior FBI executives and other Intelligence Community and Law Enforcement entities.

The purpose of this guide is to assist individuals who are preparing for the Intelligence Analyst Selection Process (IASP). This guide is organized into sections according to testing and hiring requirements.

Mission. Priorities. Values.

The mission of the Federal Bureau of Investigation (FBI) is to protect the American people and uphold the Constitution of the United States.

The priorities of the FBI are to:

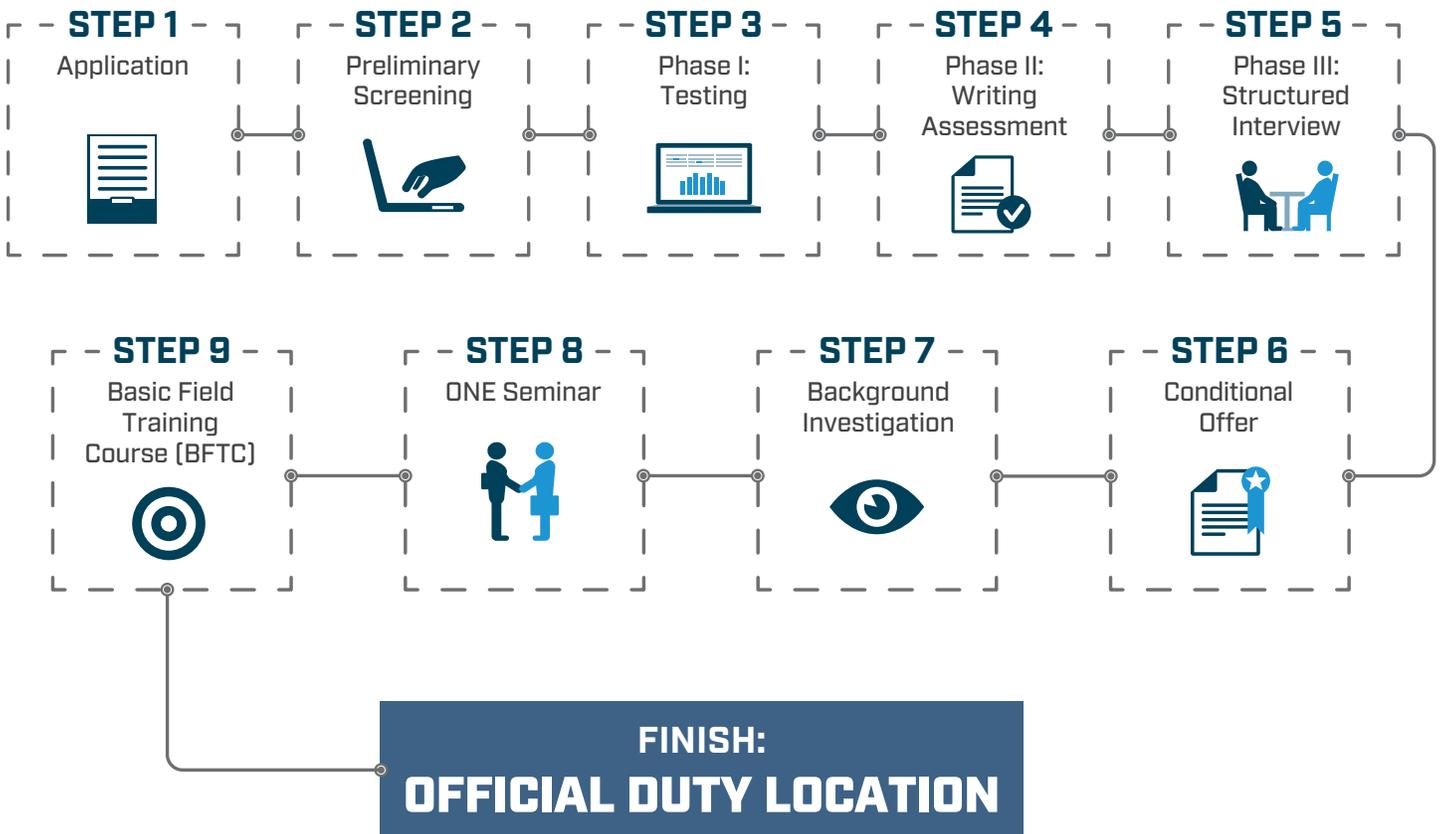
1. Protect the United States from terrorist attacks.
2. Protect the United States against foreign intelligence operations and espionage.
3. Protect the United States against cyberattacks and high-technology crimes.
4. Combat public corruption at all levels.
5. Protect civil rights.
6. Combat transnational/national criminal organizations and enterprises.
7. Combat major white-collar crime.
8. Combat significant violent crime.

The core values of the FBI are:

- » Rigorous obedience to the Constitution of the United States.
- » Respect for the dignity of all those we protect.
- » Compassion
- » Fairness
- » Uncompromising personal and institutional integrity.
- » Accountability by accepting responsibility for our actions and decisions, and the consequences of our actions and decisions.
- » Leadership, both personal and professional.
- » Diversity

The Big Picture

The Intelligence Analyst Selection Process (IASP) is the result of a comprehensive study of the competencies required for the Intelligence Analyst position at the FBI. This flow chart is a snapshot of the IASP. A more in-depth explanation of the critical skills and abilities required, as well as an explanation of the steps in the process to becoming an Intelligence Analyst, can be found on the next page.



Intelligence Analyst Selection Process (IASP)

Steps 1-2: Application and Preliminary Screening

You must attach all necessary forms (as listed in the vacancy announcement) to your application. Applications are screened for eligibility and suitability.

Steps 3-5: Testing and Interview

Applicants who pass the preliminary screening, as outlined in the job posting, will be contacted to begin the three-phase selection process. Candidates must successfully complete one phase before moving to the next.

- » **Phase I:** Computer-based tests focused on problem solving, work styles and personal preferences.
- » **Phase II:** Written exercise simulating the Intelligence Analyst's role in reviewing intelligence and preparing an intelligence product.
- » **Phase III:** Structured interview assessing oral communication, interpersonal skills, organizing and planning and analytical thinking.

Step 6: Conditional Job Offer

Candidates who pass all three phases are eligible to receive a Conditional Job Offer (CJO) for employment as an Intelligence Analyst. The CJO will include the position title, GS pay grade and salary. Conditional job offers are contingent upon signing the FBI mobility agreement, a favorable adjudication in the background investigation process, budgetary requirements and meeting the critical skills needed by the FBI.

Step 7: FBI Background Investigation

Candidates who receive a conditional job offer will need to obtain a Top Secret/SCI (Sensitive Compartmented Information) Clearance from the FBI in order to start working as an Intelligence Analyst. The background investigation includes a polygraph examination, credit and arrest checks, interviews with associates, references, past employers and neighbors and verification of educational achievements.

Timeframe: The average background investigation takes approximately six to 18 months, but may take longer depending on where an applicant has lived, worked or traveled.

Step 8: ONE Seminar

All new or current employees with the Bureau, regardless of job or duty station, attend a four-day onboarding seminar at the FBI Academy in Quantico, VA, during their first week. This includes learning about the FBI's mission, history, structure and culture; briefings on ethics, security and Equal Employment Opportunity (EEO); a tour of Quantico; and opportunities to begin developing an FBI network. The FBI's Leadership Doctrine is emphasized as well — new employees are introduced to the meaning of leadership in the FBI.

Step 9: Basic Field Training Course (BFTC)

All newly hired Intelligence Analysts must attend and successfully complete the FBI Basic Field Training Course (BFTC) at the FBI Academy in Quantico, VA. The BFTC is a mandatory 12-week training course designed to ensure that graduates attain the necessary proficiencies in the specialized knowledge, skills and abilities needed to effectively perform the duties of an FBI Intelligence Analyst.

As a condition of continued employment, all FBI Intelligence Analysts will be required to successfully complete the course. Successful completion of the course is defined as meeting both academic and suitability standards. Failure to successfully complete the BFTC may result in dismissal from the FBI.

For more information about the BFTC, see Frequently Asked Questions ([page 39](#)) and the [BFTC Guide](#) on the Special Agents career page.

Finish: Placement

Upon successful completion of the background investigation and BFTC, candidates officially join the FBI as Intelligence Analysts. New Intelligence Analysts may be placed either at Headquarters or in a specific Field Office based on the posting applied for and/or the needs of the FBI. Placement is at the discretion of the FBI and based on Bureau needs at that time.



IMPORTANT

Successful completion of the Basic Field Training Course is mandatory for all incoming Intelligence Analysts.

Minimum Qualifications for the Intelligence Analyst

The FBI recruits and hires Intelligence Analysts of all levels of experience, from college seniors to highly experienced professionals. Intelligence Analysts generally enter the FBI at the GS-7 level with an undergraduate degree and at the GS-9 level with a graduate degree. Candidates should keep in mind that if they apply to a vacancy for a GS-7 to GS-9, they will be considered only for those grades listed in the vacancy.

Education and experience requirements vary depending on the job role and grade of the position. The Intelligence Analyst position is part of the **0132 job series**.

Serving as an Intelligence Analyst is a very demanding job with strict entry requirements. To become an FBI Intelligence Analyst, you must be a U.S. citizen, able to pass the FBI Background Investigation and obtain a Top Secret Sensitive Compartmented Information (SCI) Clearance and maintain the clearance throughout your FBI career.

Backgrounds of Interest

Education and experience requirements vary depending on the job role and grade (GS) of the position. Below is a list of potential backgrounds of interest for the Intelligence Analyst position:

Work Experience and/or Areas of Study

- » Area Studies (Middle East, Asia, Africa, China, Far East)
- » Biochemistry
- » Biology
- » Bioterrorism
- » Chemistry
- » Counterterrorism
- » Criminal Justice
- » Cybersecurity
- » Engineering (Aeronautical, Chemical, Electrical, Mechanical, Nuclear)
- » English
- » Finance
- » Forensic Accounting
- » Forensic Science
- » Geography (Concentration in Geospatial Information Science)
- » History
- » Intelligence
- » International Law
- » International Relations/International Studies
- » Political Science
- » Physics
- » Telecommunications
- » Terrorism/International Terrorism

Domain Expertise

Culture

- » Central Asia
- » China
- » Korea
- » Middle East

Languages

- » Albanian
- » Arabic
- » Chinese
- » Dari
- » Farsi
- » Hebrew
- » Indonesian
- » Korean
- » Pashto
- » Punjabi
- » Russian
- » Urdu
- » Vietnamese

Each position requires its own unique subject matter expertise; however, the aforementioned are examples of sought-after Intelligence Analyst backgrounds. Candidates with additional backgrounds and experiences are encouraged and hired into the FBI on an as-needed basis.

Critical Skills and Abilities

FBI Intelligence Analysts are on the front line of protecting America's national security. They piece together disparate bits of information to form integrated views on issues of national security and public safety. Most Intelligence Analysts spend time writing intelligence reports to share with the wider Intelligence Community. The ability to communicate and partner with Special Agents, analysts and other members of the intelligence workforce ensures that intelligence is disseminated to the proper stakeholders. As a result, certain critical skills and abilities are required of all Intelligence Analysts:

Oral Communication

- » Adapt speaking style and comments to the audience.
- » Speak clearly, audibly and fluently, using appropriate grammar and appropriate vocabulary.
- » Listen and attend to others.
- » Speak in a concise and logical manner.

Nonverbal Communication

- » Use nonverbal behavior to convey a message or signal.
- » Use appropriate nonverbal behavior when delivering oral briefings.
- » Accurately interpret nonverbal behavior or cues from others.

Written Communication

- » Write clearly and concisely in English, using appropriate spelling, grammar, punctuation, style and level of detail for the intended audience and purpose.
- » Communicate abstract concepts in writing with the use of graphs or other visual elements where appropriate.
- » Extract pertinent details from various sources of information and summarize them logically and effectively in writing.

Maintain a Professional Image

- » Maintain a professional demeanor at all times to represent the FBI professionally in all situations.
- » Conduct one's self in a way that develops trust and confidence in others.
- » Maintain a sense of honesty, integrity, responsibility and optimism.
- » Maintain a professional demeanor in emotionally charged situations.

Critical Thinking and Information Evaluation

- » Gather and analyze information and draw well-reasoned conclusions.
- » Use a logical and systematic approach to analyze data, problems and situations.
- » Differentiate between relevant and irrelevant information.
- » Discern relevance, merits and deficiencies in logic and evaluate the credibility of information.
- » Integrate diverse information to detect relationships, patterns and trends.

Adaptive Analytic Thinking

- » Re-evaluate conclusions and hypotheses based on new information.
- » Recognize “dead ends” and redirect analytic efforts to more promising lines of inquiry.
- » Quickly change course based on new information.

Proactive Analytic Thinking

- » Conceptualize the “next steps” required to move processes/analyses forward.
- » Maintain the logical progression required to complete an analytic process.
- » Identify the point at which enough data has been collected/analyzed to come to a sound judgment or decision.
- » Proactively identify the root causes of problems.
- » Integrate ideas to formulate next steps.
- » Progress quickly and easily to logical conclusions.
- » Use existing information to develop new questions or lines of inquiry.

Synthesize Information

- » Seek, evaluate and integrate a variety of perspectives to increase your own and others’ understanding of an issue based on new information and alternative viewpoints.
- » Integrate information from multiple sources.
- » Connect or relate dissimilar concepts to create new ideas.
- » Maintain awareness of changing conditions, current events and the cultural and historical contexts that may affect one’s work.
- » Forecast next steps based on gathered data and a current understanding of the situation.

Problem Detection

- » Identify multiple possible causes of a problem.
- » Separate larger problems into meaningful parts and use logic and judgment to determine the accuracy and relevance of observations.

Problem Resolution

- » Use abstract concepts to solve problems.
- » Decide on and commit to a reasonable course of action.
- » Generate alternative solutions to a problem, consider risks and choose the best alternative.
- » Make reasonable judgments or interpretations when dealing with incomplete or conflicting information.

Structure and Plan Own Work Activities

- » Set priorities appropriately for own work and resources.
- » Determine short- or long-term goals for own work and develop strategies to achieve those goals.
- » Coordinate own work with other parts of the organization to accomplish goals.
- » Monitor progress of own work and evaluate outcomes.
- » Use available time and resources effectively.
- » Anticipate problems and develop contingencies to avoid or deal with them.
- » Manage multiple activities simultaneously to complete all within prescribed times.
- » Estimate amount of time required to complete own work assignments.
- » Organize own work and determine resource requirements.
- » Create an organized plan for work activities (e.g., briefings, investigations).

Relate Effectively with Others

- » Assess individuals/situations and adjust own interpersonal style to interact effectively with others.
- » Build rapport and trust with others.
- » Compromise when appropriate to resolve disagreements.
- » Work well and cooperate with others to accomplish group assignments and meet deadlines.
- » Exhibit willingness to help coworkers.
- » Relate well to people with diverse cultural and other backgrounds, work experiences and organizational roles.
- » Exercise tact and diplomacy when interacting with others.
- » Exhibit patience with others.

Demonstrate Interpersonal Sensitivity

- » Interact with others in a respectful and unbiased manner.
- » Listen to others' ideas, comments and suggestions.
- » Demonstrate sensitivity to the needs of others.
- » Demonstrate awareness of the impact of own behavior on others.
- » Demonstrate empathy with challenging situations or difficult topics.

Detail Orientation

- » Notice and focus on the details of a situation.
- » Record information accurately.
- » Include all details in an analysis, including those from other people or resources.
- » Ensure work is complete, accurate and without error.

Initiative and Motivation

- » Demonstrate the effort and initiative necessary to accomplish a job or task.
- » Persist until tasks are completed, even in difficult or trying situations.
- » Work independently with minimal supervision.
- » Maintain focus with ambiguous or monotonous job duties.
- » Work for long periods of time when necessary without tiring.
- » Maintain focus and vigilance while working on a single task for a long period of time.

Selfless Service Orientation

- » Work hard and productively without regard to accomplishments being recognized.
- » Exhibit a personal conviction to selfless service.
- » Demonstrate a willingness to volunteer for collateral duties and/or less desirable assignments.
- » Demonstrate a mission- or team-first attitude.
- » Demonstrate loyalty to the organization and its mission.

Dependability

- » Act reliably and responsibly.
- » Follow through on commitments.
- » Meet deadlines and provide output in a timely manner.
- » Focus on providing a high-quality, useable product.

Self-Confidence

- » Believe in own ability to accomplish goals or tasks.
- » Act with sureness and certainty.
- » Demonstrate courage to state and defend own assessment and opinions.
- » Assert a point of view when appropriate.
- » Display a willingness to act when necessary despite uncertainty or ambiguity.
- » Demonstrate confidence in own analysis and decision-making process, even when one's opinion or recommendation is in the minority.

Adapt to Changing Situations

- » Adjust to unanticipated events and circumstances.
- » Act effectively in uncertain situations where the dynamics of the situation are not fully known.
- » Produce quality work under pressure (e.g., reactive environment, working in less than ideal conditions, time constraints).
- » Quickly evaluate and adapt strategies as the situation and environment changes.

Stress Tolerance

- » Remain calm and focused in stressful situations.
- » Work effectively in a high-stress and/or high-risk environment.
- » Focus on the behaviors and actions that are needed to accomplish a mission or task without interference from strong emotions.
- » Manage stressful tasks and assignments.
- » Be able to rebound from critical feedback.

Integrity and Ethics

- » Conform to accepted professional standards of conduct.
- » Be truthful and refrain from making misleading statements.
- » Demonstrate fairness and consistency in dealings with others.
- » Exhibit integrity in conveying views and making/ executing decisions, even in the face of potentially adverse personal consequences.
- » Manage and use confidential, classified and/or personal information appropriately.

Intellectual Curiosity

- » Take initiative to analyze and form own logical conclusions.
- » Anticipate and ask informed and curious questions.
- » Learn about topics proactively.
- » Ask questions to develop fully formed thoughts and ideas.
- » Explore the connections between seemingly disparate ideas.
- » Demonstrate curiosity about how things work.

Collaboration

- » Seek out ways to collaborate with others within and across teams and seniority levels.
- » Take initiative to reach out across agencies or teams.
- » Liaise with different departments and understand how to leverage their strengths when needed.
- » Solicit and accept feedback and integrate it into own work.
- » Maintain professional and collegial working relationships in challenging situations.
- » Be an effective leader or follower when appropriate.

Humility

- » Demonstrate a willingness to admit uncertainty in order to help identify where more information needs to be gathered.
- » Admit to and learn from mistakes and quickly adjust behavior accordingly.
- » Demonstrate a willingness to make mistakes.
- » Demonstrate a willingness to ask for help when appropriate.
- » Demonstrate a willingness to accept direction and constructive criticism from others.
- » Recognize own biases and work to overcome them.

Willingness to Learn

- » Demonstrate a desire to learn.
- » Seek out opportunities for self-development.
- » Enjoy the learning process.
- » Take advantage of learning opportunities.
- » Apply learned information and experiences to new situations and circumstances.
- » Demonstrate initiative in developing skills needed to do the job well.
- » Exhibit patience when learning new and challenging analytical techniques.
- » Maintain openness to suggestions and criticism.
- » Ask for feedback on projects.

Acclimate to New Cultures

- » Take action to learn about and understand the climate, orientation, needs, values, etc., of other groups, organizations or cultures.
- » Effectively integrate into groups with different values, customs or cultures.
- » Willingly adjust behavior or appearance as necessary to comply with or show respect for others' values and customs.
- » Understand the implications of own actions within other groups, organizations or cultures and demonstrate flexibility to maintain positive relationships.

Intelligence Analyst Career Paths

As an Intelligence Analyst at the FBI, you will specialize in one of three career paths:

Tactical Analyst

- » Embedded on investigative squads and units in the field or at Headquarters to provide support on active cases.
- » Assess and communicate real-time analytic judgments regarding specific threats and intelligence gaps.
- » Understand emerging threats to enhance domain knowledge and exploit intelligence collection opportunities.
- » Bridge operational squads by identifying intelligence collection opportunities and gaps, and helping to ensure timely and accurate reporting of intelligence.

Collection/Reporting Analyst

- » Work to understand, assess and corroborate intelligence.
- » Enhance FBI intelligence collection capabilities, disseminate raw intelligence against priority collection requirements and intelligence gaps.
- » Report raw intelligence in a timely manner through various forms of media, documents and general information to determine patterns.
- » Identify human and technical source collection opportunities.

Strategic Analyst

- » Consolidate comprehensive information into strategic analytic products that contextualize intelligence and enhance each division’s understanding of threats, gaps and vulnerabilities.
- » Perform domain analysis to articulate the existence of a threat in the area of responsibility.
- » Perform enterprise-wide strategic analyses.
- » Conduct studies to identify threats and trends.

CAREER PATH	HEADQUARTERS	FIELD*
Tactical	Embedded IA Validation IA	Embedded IA Fusion Center IA Tactical Source Identification IA
Collection/Reporting	Collection Manager HQ Reports Officer Source Identification IA	Chief Reports Officer Reports Officer Collection Management Coordinator Collection IA Source Identification IA
Strategic	Strategic IA Domain Manager	Domain IA Domain Management Coordinator

* Please note that “field” refers to all 56 Field Offices, Resident Agencies, Embassies, Joint Task Forces and Legal Attaches located all over the world.

In the Field or at Headquarters

Newly appointed Intelligence Analysts are assigned to FBI Headquarters in Washington, D.C., or to one of the FBI's 56 Field Offices located across the country. Opportunities may exist for in-grade and promotional transfers.

Field Offices and the Field Intelligence Group (FIG)

Intelligence Analysts in the 56 FBI Field Offices are either embedded in squads or work in Field Intelligence Groups (FIGs), which are intelligence entities designed to fully integrate the intelligence cycle into field operations and manage the Intelligence Program in coordination with the Directorate of Intelligence (DI).

Each FIG is composed of Intelligence Analysts, Special Agents, Language Analysts and other FBI specialists. In addition, many FIGs work hand in hand with officers and analysts from other federal and local intelligence and law enforcement agencies.

Intelligence Analyst Headquarters Division Assignments

Counterterrorism Division (CTD)

CTD prevents acts of international and domestic terrorism against the United States. The priorities of the Division include detecting, disrupting and dismantling terrorist cells and support networks in the United States before they act, as well as identifying and preventing acts of terrorism by individuals acting independently.

Counterintelligence Division (CD)

CD protects the United States against foreign intelligence operations and espionage. The Division accomplishes this by interacting with U.S. law enforcement agencies and Intelligence Community partners in order to neutralize the intelligence activities of foreign countries and other entities that pose a significant threat to the United States.

Criminal Investigative Division (CID)

CID coordinates, manages and directs investigative programs involving federal violations, focusing on financial crime, violent crime, drug-related crime, organized crime, public corruption and violations of individual civil rights. The CID guides Field Office investigations against criminal enterprises and individuals both in the United States and internationally.

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 emailing FBI_IASP@fbi.gov.

Every test in the hiring process is evaluated differently. Therefore, you must submit a reasonable accommodation request for each test, if needed. Reasonable accommodations are granted on a case-by-case basis. Your request will receive an individualized assessment; requests will be processed in the order they were received.

Cyber Division (CYBER)

CYBER addresses cyberthreats in a coordinated manner, working with law enforcement agencies, intelligence community partners and the private sector. This cooperation allows the FBI to stay ahead of adversaries that threaten the technological infrastructure of the United States. CYBER also simultaneously supports FBI priorities across division lines when aggressive technological investigative assistance is required.

Weapons of Mass Destruction (WMD) Directorate

WMD is located within the National Security Branch of the FBI. The WMD Directorate employs an integrated strategy of analysis and investigation in order to identify and disrupt WMD operations and threats, working with FBI Headquarters, Field Offices, other government agencies, industry, academia and strategic foreign partners.

Directorate of Intelligence (DI)

The mission of DI is to collect, produce and disseminate actionable intelligence that enables the FBI to identify and counter current and emerging threats.

FBI Employment Requirements

Employment Disqualifiers

The mission of the FBI is vital to the safety and security of our nation and its citizens. Often, our work is very sensitive in nature. Therefore, all FBI positions require at least a Top Secret Clearance. How do you obtain such a clearance? Once you have received and accepted a conditional offer of employment, the FBI will initiate an intensive background investigation that you must pass before you can join the Bureau.

There are also certain employment requirements that all candidates must meet in order to be eligible for consideration for employment with the FBI. Before applying for any FBI position, please make sure that the FBI Employment Disqualifiers do not apply to you.

The FBI Employment Disqualifiers are:

- » Non U.S. citizenship.
- » Conviction of a felony.
- » Violation of the FBI Employment Drug Policy.
- » Default on a student loan insured by the U.S. government.
- » Failure of a urinalysis drug test.
- » Failure to register with the Selective Service System (male applicants only — exceptions apply, visit [FBIJobs.gov](https://www.fbi.gov/jobs) for more details).



IMPORTANT

Please note that if you are disqualified by any of the above criteria, you are not eligible for employment with the FBI. All of these disqualifiers are extensively researched during the FBI Background Investigation Process. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you apply for an FBI position.

Employment Drug Policy

The FBI is firmly committed to a drug-free society and workplace. Applicants for employment with the FBI who are currently using illegal drugs, misusing or abusing legal drugs or other substances at the time of the application process will be found unsuitable for employment.

While the FBI does not condone any prior unlawful drug use by applicants, the FBI realizes some otherwise-qualified applicants may have used illegal drugs at some point in their past. For a complete listing of disqualifying criteria, Please see: [FBIJobs.gov/working-at-FBI/eligibility](https://www.fbi.gov/jobs/working-at-fbi/eligibility).

A candidate will be found unsuitable for employment and automatically disqualified if he or she deliberately misrepresents his or her drug history in connection with his or her application for employment.

Background Investigation Process

After you receive a conditional FBI offer of employment, the next step is to begin the background investigation process. All candidates must receive an FBI Top Secret Clearance before beginning employment with the FBI.

Once you have been instructed to do so by the local Field Office, you will initiate the FBI background investigation process.

As soon as the FBI receives a completed set of background investigation forms (your local Field Office point of contact [POC] will provide you with an address), the FBI will commence with your background investigation.

The investigation includes:

- » A polygraph examination.
- » Urinalysis
- » Credit and records checks.
- » Extensive interviews with former and current colleagues, neighbors, friends, professors, etc.

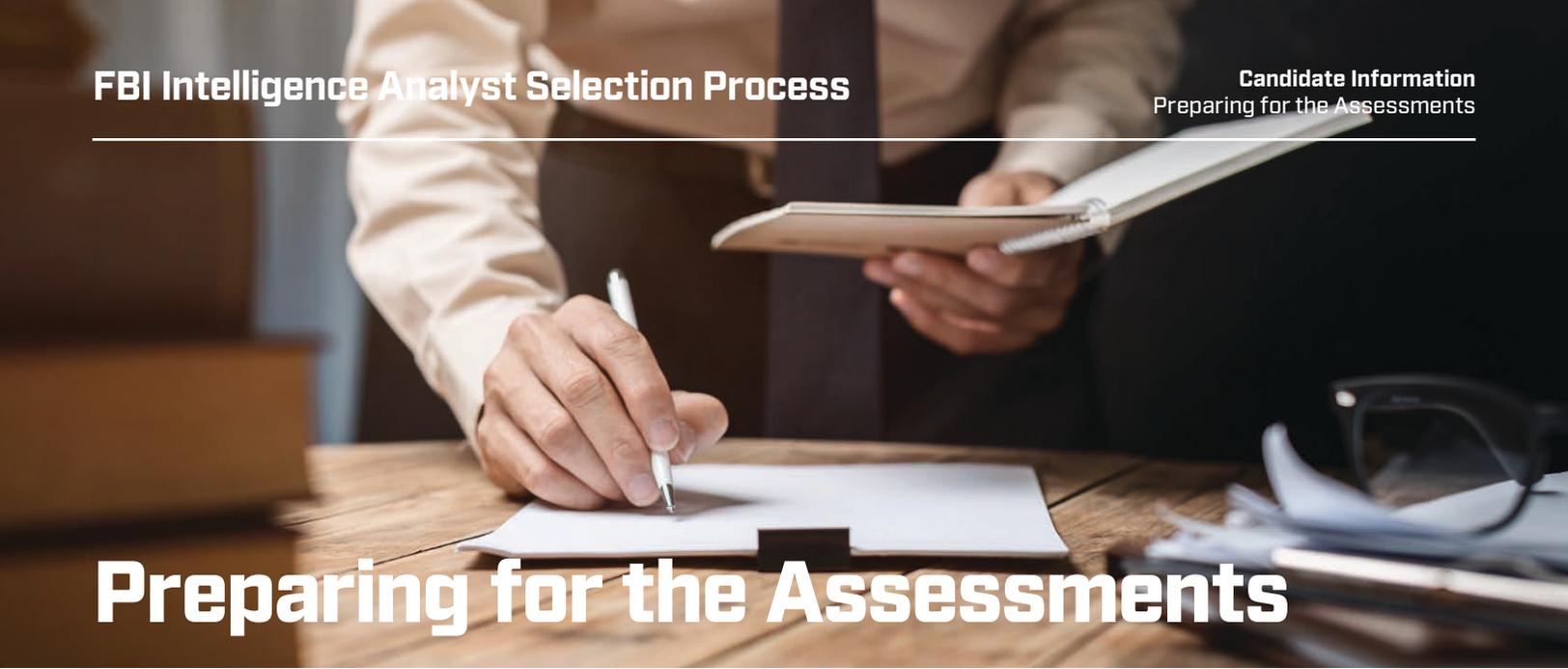
You will be contacted by the FBI Office that is processing your background investigation to schedule your interview, urinalysis and polygraph examination.

The polygraph will check the truthfulness of all of your responses on the FBI Background Investigation Forms. In the next phase of the process, the FBI will perform extensive records checks (e.g., credit checks, police records checks, etc.) and FBI investigators will interview current and former associates.



IMPORTANT

Please note that because of the thoroughness of the background investigation process, it can take several months or more to receive your FBI Top Secret Clearance.



Preparing for the Assessments

Testing Guidelines

When and Where

Phases I and II are administered at various locations throughout the United States. The FBI has partnered with PSI Services (PSI) to administer the Intelligence Analyst assessments at local testing sites for the convenience of applicants. All testing is conducted stateside.

Scheduling

Applicants will receive an invitation from PSI, on behalf of the FBI, to schedule themselves for Phases I and II. Applicants will have up to 10 days from the date of invitation to schedule and complete each phase.

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. Candidates are not permitted to participate in the testing process without proper 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 — Wear casual, comfortable clothing that is suitable for an office environment.
- » Phase II — Wear casual, comfortable clothing that is suitable for an office environment.
- » Phase III — Dress in a professional manner. Business attire is recommended.

How Long the Phases Take to Complete

- » Phase I — Approximately 110 minutes.
- » Phase II — Approximately 90 minutes.
- » Phase III — Approximately 60 minutes.

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 sending an email to FBI_IASP@fbi.gov. 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 Intelligence Analyst 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.

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.

Tips for the Writing Assessment

- » Read the Written Exercise instructions carefully. Make sure you understand what the exercise requires. Do not go beyond the material provided. That is, do not make up facts.
- » You may write on the printed materials.
- » You should ask the administrator any questions you have regarding the instructions for the test.
- » Please be detailed and thorough in the written report required in this exercise.

Tips for the Interview

- » Be yourself.
- » The evaluators will be taking notes during the interview to assist them in documenting the results. *Do not let this distract you.*
- » Provide detailed information when answering the interview questions. Do not be modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences, not just the most recent ones. Experiences can be from work or school.
- » Remember that the interview panel has no applicant information about you. They have not seen your application. They only know your name.
- » Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.
- » Study your resume and be able to speak about how your experiences align with the critical skills and abilities required of Intelligence Analysts.

Phase I: Testing

Overview

The Phase I test is a computerized exam that takes approximately 110 minutes to complete.

Candidates will take four different tests that will measure the kind of thinking and reasoning skills required to perform the Intelligence Analyst job, as well as background experiences that indicate whether or not the Intelligence Analyst work environment would be a good fit. The four tests are:

TEST NAME	# OF QUESTIONS
Working Style and Preferences Part I	74
Problem Solving Part I	24
Problem Solving Part II	12
Working Style and Preferences Part II	26

All questions use a multiple-choice response format. For Problem Solving Part I, there is only one correct answer per question. For the Working Style and Preferences Part I and Problem Solving Part II, there are no single “correct” answers, but some answers are worth more points than others. For the Working Style and Preferences Part II, there are no “correct” answers. Your responses will show whether the personality traits you possess are aligned with those that are important to the Intelligence Analyst role.

The tests are administered under timed conditions. If you finish a test before the allotted time limit, you may spend the remaining time proofreading your answers or you may choose to begin the next test. Some tests do not allow you to return to previous answers, so you will have to move on to the next test once the test you are working on is complete.

You must pass Phase I to be considered for Phase II. Individuals who fail Phase I may not take it again until the standard retest period of 12 months has elapsed.

Working Style and Preferences Part I

Working Style and Preferences Part I measures your ability to respond to situations that may be encountered in the Intelligence Analyst work role. It also measures your behavioral preferences. Thus, the test will ask you to respond to two types of questions. The two types of questions will be presented together in a random order.

The first type of question will ask you to provide information about your preferred or typical ways of behaving at work. When you answer, you should think of work, school, or similar situations rather than domestic or social situations. For these questions, you will be presented with several statements. Your task will be to rate how well each statement represents your own behavior.

The second type of question will ask about your attitudes and responses related to potential interactions you might have in an Intelligence Analyst job role. For each question, you will choose the one answer that best describes how you would most likely respond. While some of the questions or possible answers may not sound exactly like something you might experience on the job, they are intended to be generally applicable to everyone and do not require any special training or experience to answer them.

You can prepare by:

- » Thinking about how you interact with others in the workplace, in school, or in other work-like activities. Think about the way you worked with others on group projects or on teams, and how you worked with supervisors or professors.
- » Thinking about how you have typically handled assignments, your approach to completing them and how you handled problems or obstacles.
- » Thinking about the way you typically communicate with coworkers, professors, supervisors, fellow students or fellow volunteers. Think about the way you tried to explain things to others or how you persuaded them to do something.
- » Reading general study guides on how to respond to situational judgment tests and personality and attitude inventories.



IMPORTANT

Some study guides will advise you to answer in ways to “beat the test” even if it means 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 on the Working Style and Preferences Part I and II, this could be grounds for withdrawing a job offer.

The following questions measure several personal characteristics and tendencies related to performing effectively in an Intelligence Analyst job. It contains a number of statements and questions. You must read each statement or question carefully and decide which of the possible answers is most accurate for you. There are no "correct" or "incorrect" answers.

If the question does not ask about school experiences, then please think of work experiences when choosing a response. For example, if a question involves getting into arguments with others, think in terms of getting into arguments with coworkers. If you do not have any job experience, then you may base your answers on experiences in school, doing volunteer activities, or from your personal life.

Question Type 1 Samples

1. When the work environment is in flux, I like to slow down and re-evaluate my strategy.

- 1 = Very untrue of me
- 2 = Untrue of me
- 3 = Somewhat untrue of me
- 4 = Neutral
- 5 = Somewhat true of me
- 6 = True of me
- 7 = Very true of me

2. As projects change, I update my plan to complete my work activities.

- 1 = Very untrue of me
- 2 = Untrue of me
- 3 = Somewhat untrue of me
- 4 = Neutral
- 5 = Somewhat true of me
- 6 = True of me
- 7 = Very true of me

3. I am at my most productive when I am working on several projects at a time.

- 1 = Very untrue of me
- 2 = Untrue of me
- 3 = Somewhat untrue of me
- 4 = Neutral
- 5 = Somewhat true of me
- 6 = True of me
- 7 = Very true of me

Question Type 2 Samples

The following are sample scenarios for the second question type.

1. You are running late for an appointment after work. You pack up all of your things and accidentally grab classified information and go home. The next day you realize you have taken the classified information home. How are you most likely to respond?
 - A** Do nothing but take extra steps to ensure it does not happen again.
 - B** Call a trusted coworker to ask what they would do in this situation.
 - C** Put the information in your car and lock it so that it is safeguarded.
 - D** Contact your supervisor and report the incident to security personnel.

2. You are working with people in your organization whose work overlapped with yours but whose goals and work culture are different or even contradictory to your own. This has caused several conflicts and has made your work slow and laborious. How are you most likely to respond in order to do your job most effectively?
 - A** Establish a weekly call to settle major conflicts but otherwise work in parallel to avoid spending too much time debating.
 - B** Consider their culture and goals as paramount and pursue those first and your original goals as secondary.
 - C** Learn about their culture and determine where there is common ground. Use that common ground to create mutually beneficial actions.
 - D** Consider your goals and culture as paramount and pursue those first and their goals as secondary.

3. A member of your team confided in you that when he was in college he stole someone's report and submitted it in his name. How are you most likely to respond?
 - A** Advise the team member that he should self-report this incident and retake the training class on integrity and ethics.
 - B** Report the team member to your supervisor.
 - C** Tell the team member that the past is the past and as long as he understands that it was wrong, he should no longer harbor the guilt.
 - D** Have a discussion with the team member regarding his actions and why they were wrong.

Problem Solving Part I

In Problem Solving Part I, you will encounter either pattern-based or memory-based questions.

Sample Pattern-Based Questions

For the pattern-based questions, you will be using your problem solving and decision-making skills to answer questions on various figures. The figures presented will contain shapes, lines, and patterns. You will be asked to identify one of the following: the correct missing piece, the figure or shape that does not belong, or the next step in a series of figures.

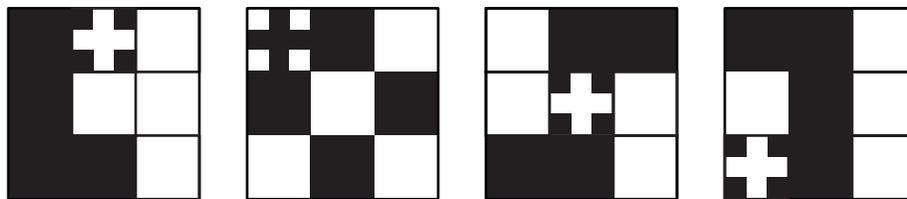
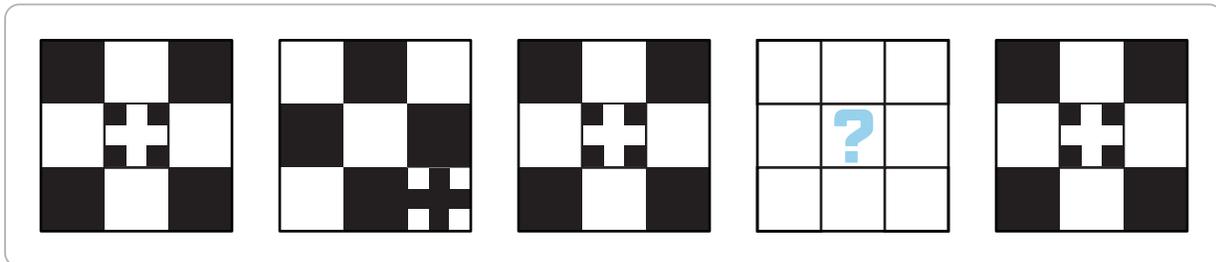
All of the information you need to answer these questions will be provided in the accompanying figures. After each question, there are four or five response options. There is one correct answer to each question.

You can prepare by:

- » Improving your spatial awareness through practice problems and pattern recognition exercises.
- » Reading general study guides on how to prepare for abstract reasoning and figural or pattern tests.
- » For complex patterns, you can simplify the figures by focusing on one element at a time.

Sample 1

Choose the response that completes the sequence:



A

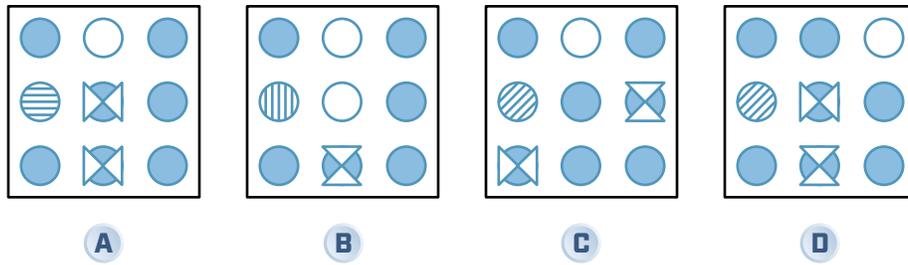
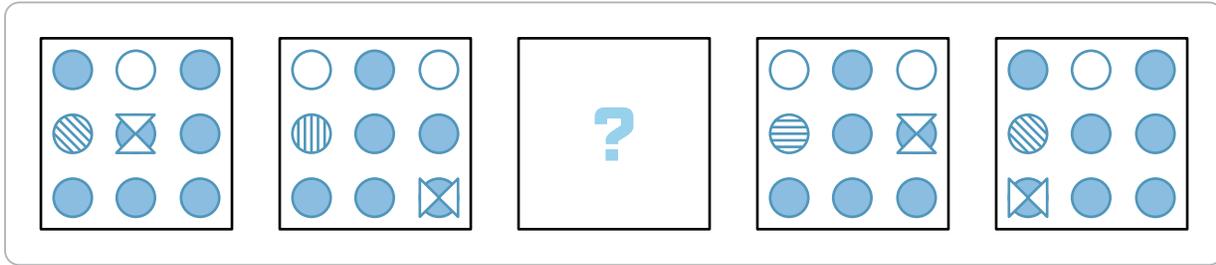
B

C

D

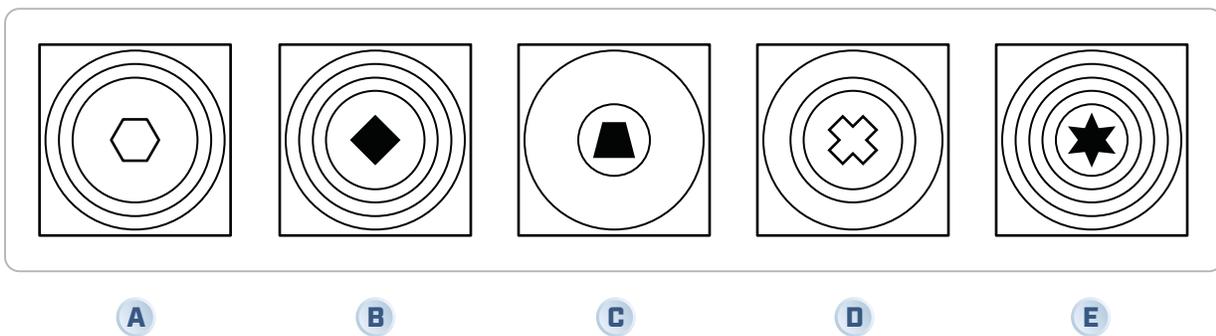
Sample 2

Choose the response that completes the sequence:



Sample 3

Which of the five does not belong? Choose the response that does not follow the rules of the other four:



Sample Memory-Based Questions

For the memory-based questions, you will be using your working memory skills. Working memory is an important component of the process of reacting and thinking quickly while processing information, which Intelligence Analysts are required to do regularly.

You will be presented with an image or a set of sentences and/or numbers. Your working memory will be tested on the next screen with questions about the previously presented information. Please listen to the questions carefully and choose the best answer for each question. There are between one and four questions about each set of information. There is one, and only one, correct answer to each question.

You can prepare by:

- » Improving your memory through practice problems and memory recall exercises.
- » Reading general study guides on how to prepare for working memory tests.

Sample 1

Investigators found a document showing how many credit card numbers had been stolen from the card readers at different retail stores.

Randy's Warehouse had 44 card numbers stolen.

Mean Machines had 3 card numbers stolen.

InXcess had 23 card numbers stolen.

Crafter's had 0 card numbers stolen.

Which of the following stores did not have any credit card information stolen?

- A Amber Cave
- B InXcess
- C Crafter's
- D Traveler's

Sample 2

First, you will hear a word, such as “Donkey.” Next you will be presented with a math problem. The math problem will be something like: “Is 10 divided by 2 plus 2 equal to 7?” and you should determine whether the given answer is correct or incorrect. If the answer is correct, respond yes; if the answer is incorrect, respond no.

After the math problem, you will repeat the process several times — that is, hearing a single word followed by a math problem.

At some point, you will be asked to recall all the words from the series. This means you should indicate the order in which the words were presented. Any mistake (recalling too many items, recalling too few items, or recalling items in the wrong order) counts as incorrect.

Below is an example of a question that you might hear in this test.

Banana

Is $4 * 2 + 7 = 15$? Yes No

Awake

Is $10 / 2 + 2 = 7$? Yes No

Bicycle

Is $35 / 7 - 4 = 3$? Yes No

Jaw

Is $5 + 6 + 7 = 17$? Yes No

What were the words presented in the previous set, in the proper order?

- A Banana, Awake, Bicycle, Jaw
- B Awake, Banana, Bicycle, Jaw
- C Bicycle, Banana, Jaw
- D None of the above

Sample 3

Select whether the sentences shown make sense AND remember the LAST word in the sentence. After you select a response, a new sentence will be read aloud. At some point, you will be asked to recall the last word in each sentence.

Below is an example of a question that you might hear in this test.

The agency and its partners gathered a large amount of evidence and used an array of investigative techniques.

Makes Sense Nonsense

In 1982, the first major drug bust after the Bureau was given concurrent jurisdiction with the DEA over narcotics violations.

Makes Sense Nonsense

By employing the same suite of tools and approaches used by the FBI to address organized crime.

Makes Sense Nonsense

Select the words you remember in the order that you saw them.

- A** Techniques, violations, crime
- B** Abilities, violence, criminal
- C** Capabilities, criminal, violation
- D** None of the above

Problem Solving Part I Answer Key

Sample Pattern-Based Answers

1. **B** Squares on the outside move clockwise in the outer border of the grid. The square in the center containing a cross moves diagonally.
2. **C** The top row of dots alternates blue and clear fill, the middle left column dot has stripes that rotate clockwise 45 degrees, and the hourglass is always sideways in the middle row and upright in the bottom row.
3. **E** An even number of concentric circles indicates the shape is black, an odd number of concentric circles indicates the shape is white.

Sample Memory-Based Answers

1. **C** Crafter's had 0 credit card numbers stolen.

2.

Yes. $4 \times 2 + 7$ is 15

Yes. $10/2 + 2$ is 7.

No. $35/7 - 4$ is not 3.

No. $5 + 6 + 7$ is not 17.

1. **A** Banana, awake, bicycle, jaw.

3.

Makes Sense

Nonsense

Nonsense

1. **A** Techniques, violations, crime.

Problem Solving Part II

In Problem Solving Part II, you will be using your problem solving and reasoning skills to analyze scenarios and draw logical conclusions. These skills are important for analyzing information and making decisions in the Intelligence Analyst role. There are multiple correct answers to each question, but you must decide the most plausible or best answer to the question.

Below are examples of questions that you might see in this test. The answers worth the most points are in bold.

You can prepare by:

- » Searching for online tools or reading books that explain how to think about abductive reasoning problems.
- » Solving practice questions published in reasoning and logic skills workbooks. Such workbooks are available in most libraries and bookstores.
- » Taking a course to improve your reasoning skills.
- » Thoroughly reviewing this Candidate Information Packet before scheduling your test.

Sample Questions

Sample 1

A woman is found out of breath on the ground. She is next to a bicycle, has an emergency medical bracelet on, and has an inhaler in her pocket. During the investigation, you learn that her inhaler was empty. Choose the most plausible explanation.

- A** She was involved in an accident.
- B Her workout triggered the asthma attack.**
- C** The medication in the inhaler did not work.
- D** Pollen triggered the asthma attack.

Sample 2

A nurse notices an increase in new patient referrals in her office. The vast majority of the new patients are retired with a fixed income and are 65 and older with a disability. These patients' visits occur exclusively at their homes and are more expensive than office visits. You suspect fraud may be occurring. Choose the question you would ask to further the investigation.

- A Do these patients have health insurance?**
- B** Where are the patients' homes located?
- C** What is the age of the neighborhood population?
- D** How many retirement homes are near the office?

Sample 3

You find out that many of the patients had federal insurance for those 65 and older with a disability. With this new information, what question would you ask next to further the investigation?

- A Are all of the home visits covered by insurance?**
- B** What is the general health of these patients?
- C** How often is the doctor in the medical office?
- D** How many nurses work in the medical office?

Working Style and Preferences Part II

For Working Style and Preferences Part II, you will be presented with three statements simultaneously and will need to rank them in terms of which statements are most and least like you. While there is no “correct” answer, your responses will show whether the personality traits you possess are aligned with those that are important to the Intelligence Analyst work role.

You can prepare by:

- » Thinking about how you interact with others in the workplace, in school, or in other work-like activities. Think about the way you worked with others on group projects or on teams and how you worked with supervisors or professors.
- » Thinking about how you have typically handled assignments, your approach to completing them and how you handled problems or obstacles.
- » Thinking about the way you typically communicate with co-workers, professors, supervisors, fellow students, or fellow volunteers. Think about the way you tried to explain things to others or how you persuaded them to do something.



IMPORTANT

Some study guides will advise you to answer in ways to “beat the test” even if it means 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 on the Working Style and Preferences Part I and II, this could be grounds for withdrawing a job offer.

Sample Questions

An example of this triplet format is shown below:

- | | Most | Least |
|--|-----------------------|-----------------------|
| I persuade other people to do things my way. | <input type="radio"/> | <input type="radio"/> |
| I find ways to remove obstacles to doing my work, regardless of the risks. | <input type="radio"/> | <input type="radio"/> |
| I cooperate with others on my team even if I do not agree with them. | <input type="radio"/> | <input type="radio"/> |

You will then need to select which statement is “Most like you” and which statement is “Least like you.” You can only select one statement for Most and one for Least.



Phase II: Writing Assessment

Overview

Phase II is a timed writing assessment that simulates the Intelligence Analyst's role in reviewing intelligence and preparing intelligence products. A standard script that explains the instructions for the exercise, the allotted time, etc., will be part of the computer program and read by the applicant. The applicant will be given a set of materials to read at the start of the assessment. After reading the materials, the applicant will be required to write a passage regarding what he or she has read.

You must pass Phase II to be considered for Phase III. Passing Phase II does not guarantee that you will be invited to Phase III.

Tips for the Writing Assessment

- » Read the Writing Assessment instructions carefully.
Make sure you understand what the exercise requires.
Do not go beyond the material provided; that is, do not make up facts.
- » You may write on the printed materials.
- » You should ask the administrator any questions you have regarding the instructions for the test.
- » Please be detailed and thorough in the written report required in this exercise. You will have 90 minutes to complete this test.



Phase III: Structured Interview

Overview

Phase III is a one-hour structured panel interview that assesses oral communication, interpersonal skills, organizing and planning and analytical thinking. Each panel will consist of three senior-level Intelligence Analysts and all interviews will be recorded. Each panel will read a standardized script to the applicant before the interview begins and will score each interview when completed.

You must pass Phase III to receive a Conditional Job Offer (CJO). Passing Phase III does not guarantee that you will receive a CJO.

Tips for the Structured Interview

- » Be yourself.
- » The evaluators will be taking notes during the interview to assist them in documenting the results. Do not let this distract you.
- » Provide detailed information when answering the interview questions. Do not be modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences, not just the most recent ones. Experiences can be from work or school.
- » Remember that the interview panel has no applicant information about you. They have not seen your application. They only know your name.
- » Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.
- » Study your resume and be able to speak about how your experiences match with the critical skills and abilities required of Intelligence Analysts.

Travel Arrangements for Phase III

Applicant Coordinators are responsible for:

- » Making all travel and lodging arrangements for an applicant processing within their area of region (AOR) to attend Phase III testing. It is the responsibility of the Applicant Coordinators to secure the most cost-effective and efficient mode of transportation for the applicant.
- » Completing any travel budget preauthorization requests or forms, as required by the Finance Division (FD), on behalf of the applicant prior to travel and must assist in completing any necessary forms or vouchers once travel is completed. Expenses will be reimbursed using the standard government rates that are listed on the GSA website.

Failure to Report for Phase III

Applicants faced with emergency situations that prevent them from attending scheduled Phase III testing must contact their POC as soon as possible. Applicants who fail to report for scheduled Phase III testing without providing acceptable explanations will not be offered other opportunities to test and will be permanently deactivated from the IASP. New Agent/Analyst Testing and Selection Unit (NAATSU) Management will review all cancellations and determine if an acceptable explanation has been provided.

Retesting

Phase I Retesting

Applicants for the Intelligence Analyst position who fail Phase I testing may be eligible for one retest at least one year after their initial test date. Applicants interested in retesting for Phase I should reapply online for the Intelligence Analyst position after the one-year waiting period has concluded.

Phase II Retesting

Applicants for the Intelligence Analyst position who fail Phase II testing may be eligible for one retest at least one year after their initial test date. Applicants interested in retesting for Phase II should reapply online for the Intelligence Analyst position after the one-year waiting period has concluded.

Phase III Retesting

Applicants for the Intelligence Analyst position who fail Phase III testing may be eligible for one retest at least one year after their initial test date. Applicants interested in retesting for Phase III should reapply online for the Intelligence Analyst position after the one-year waiting period has concluded.



IMPORTANT

Applicants who fail any part of the Intelligence Analyst Selection Process must wait a minimum of 12 months before they are eligible to retest.



Frequently Asked Questions

1. What will disqualify me from becoming an Intelligence Analyst?

The Intelligence Analyst position requires a Top Secret SCI Clearance from the FBI. The following factors will **automatically disqualify** you from receiving this clearance:

- » Non U.S. citizenship.
- » Conviction of a felony.
- » Violation of the FBI Employment Drug Policy.
- » Default on a student loan insured by the U.S. government.
- » Failure of a urinalysis drug test.
- » Failure to register with the Selective Service System (male applicants only; exceptions apply.) Visit [FBIJobs.gov](https://www.fbi.gov/jobs) for more details.

2. Can I apply for a specific Division (Counterterrorism, Cyber, etc.) or a specific career path (Strategic, Collection/Reporting and Tactical)?

As a threat-based, intelligence driven organization, the FBI hires Intelligence Analysts into divisions and career paths based on Bureau needs. There is no guarantee that you will be placed in your desired role or position. Please review vacancy announcements on [FBIJobs.gov](https://www.fbi.gov/jobs) for specific opportunities.

3. What can I expect in the interview?

Applicants can expect a number of competency questions. The FBI worked with industry human resources experts to develop a competency-based approach to drive the human resources continuum that includes the selection and hiring process. The panel uses behavioral interview questions and screening tools to assess your competency in critical areas. Candidates who indicated specialized experience (e.g., foreign language proficiency) may be scheduled for additional testing in their field of expertise. During the interview, applicants will be asked a number of standard screening and competency questions.

4. When do I receive an offer?

Candidates who pass the IASP will be notified by email and will receive a conditional job offer for employment as an Intelligence Analyst. The conditional job offer will include the position title, GS pay grade and salary. Conditional job offers are contingent upon signing the FBI mobility agreement, a favorable adjudication in the background investigation process, budgetary requirements and meeting the critical skills needed by the FBI.

5. Are there opportunities to travel as an Intelligence Analyst?

Depending on the Division and assignment, there are numerous opportunities for travel, both domestically and internationally. Opportunities include attending Intelligence Community conferences, meeting with U.S. and foreign intelligence and law enforcement agencies and temporary engagements at other Field Offices.

6. How are grade levels determined?

The FBI follows specific internal and Office of Personnel Management (OPM) guidelines when determining an applicant's grade level. Your background and experience determines the grade level(s) for which you are qualified.

Intelligence Analysts without work experience generally enter the FBI at the GS-7 level with an undergraduate degree, and at the GS-9 level with a graduate degree. The final decision on your grade level is based on the needs of the FBI and your specific qualifications for the Intelligence Analyst position. Once you have accepted a conditional job offer, the grade level offered is the one at which you will be hired. You cannot renegotiate your grade level after being hired.

7. Are there opportunities for advancement into management and executive positions as an Intelligence Analyst?

Throughout their career with the FBI, Intelligence Analysts can qualify for additional training and for promotion to a variety of managerial and executive positions. Promotions to supervisory, management and executive positions are available in grades GS-14, GS-15 and SL scale, as well as in the FBI Senior Executive Service (SES). For more information on the government pay scale, please visit the [Office of Personnel Management's Salaries and Wages](#) page.

8. What happens if I do not pass the Basic Field Training Course (BFTC)?

As a condition of employment as an Intelligence Analyst, candidates must pass the BFTC in order to be further considered for the Intelligence Analyst position. Failure to successfully pass the BFTC may result in dismissal.

9. Are there dress code or grooming restrictions at the BFTC?

The FBI relies upon the trust and confidence of the American public to effectively perform its mission. Your personal appearance as an FBI Intelligence Analyst must inspire that trust and confidence. Specific dress and grooming standards will vary depending on the area of the country where you work and your specific assignments. During your career, you may encounter various restrictions on your manner of dress, personal grooming and personal adornment based upon the business needs of the FBI.

During new analyst training, you should expect strict dress and grooming standards. These standards are intended to foster safety, esprit de corps, uniformity, accountability, a sense of discipline and to eliminate any unnecessary distractions from the training environment. Some restrictions/requirements are as follows:

- » Trainees must be clean-shaven throughout training.
- » Facial piercings are not permitted. (The only exception is for female trainees who are authorized to wear earrings, but jewelry and piercings must be small, simple in design and not present a safety hazard.)
- » If a tattoo is determined to be disruptive to the learning environment, the trainee will be required to cover the tattoos by acquiring similarly colored long sleeves or a long-sleeved shirt to wear under his or her polo.
- » Hair must be of reasonable length without faddish or exaggerated style or color.
- » Men's hair must not be longer than the bottom of the collar, without adornments such as buns, ponytails or braids.

If you need an exception from these standards due to your religion or disability, you may request an accommodation prior to beginning the BFTC.

10. Will I be paid while I am at BFTC training?

Yes, you will be considered an FBI employee while in training and be paid the base salary plus the locality (Cost of Living Adjustment) of your training location (Washington D.C.).

11. Will the FBI consider matching my salary?

No, the FBI will not be matching salaries unless you are a current or former federal employee; you will need to provide your most recent SF-50.