



Federal Bureau of Investigation

Intelligence Analyst Selection Process

Candidate Information Packet



Fidelity · Bravery · Integrity



Table of Contents.

Chapter 1: General Information

- Welcome
- Mission, Priorities, and Values
- The Big Picture
- IA Selection Process
- Minimum Qualifications for the Intelligence Analyst
- Backgrounds of Interest
- FBI Employment Requirements
 - Employment Disqualifiers
 - Employment Drug Policy
 - Background Investigation Process
- Critical Skills and Abilities
- Intelligence Analyst Career Path
- In the Field or at Headquarters

Chapter 2: Preparing for the Assessments

- Testing Guidelines
- Test Taking Tips

Chapter 3: Phase I Testing

- Overview of the Phase I Testing
- Analytical Thinking Skills -1 Sample Questions
- Analytical Thinking Skills-2 Sample Questions
- Personal Experiences Inventory (PEI) Sample Questions

Chapter 4: Phase II Writing Assessment

- Tips for the writing assessment
- Writing assessment instructions

Chapter 5: Phase III Structured Interview

- Tips for the Interview

Chapter 6: Retesting

- Phase I Retesting
- Phase II Retesting
- Phase III Retesting

Chapter 7: Frequently Asked Questions



Chapter 1

General Information





Welcome.

Now more than ever, 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 (IA) career paths, rigorous selection processes and comprehensive training programs.

FBI IAs are on the frontline 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-Qa'ida program, etc.)
- Discover 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, and leverage it to prepare briefings, reports, and communications for senior FBI executives and other Intelligence Community and Law Enforcement entities

The purpose of this manual

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



Quick Fact

On August 31, 2011, the FBI had a total of 35,477 employees. That included 13,928 special agents and 21,549 Professional Staff, such as intelligence analysts, language specialists, scientists, information technology specialists, and other professionals.



Mission. Priorities. Values.

The mission of the Federal Bureau of Investigation is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

The priorities of the Federal Bureau of Investigation are:

1. Protect the United States from terrorist attack
2. Protect the United States against foreign intelligence operations and espionage
3. Protect the United States against cyber-based attacks 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
9. Support federal, state, local and international partners
10. Upgrade technology to successfully perform the FBI's mission

The core values of the Federal Bureau of Investigation are:

- Rigorous obedience to the Constitution of the United States
- Respect for the dignity of all those we protect
- Compassion
- Fairness
- Uncompromising personal integrity 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



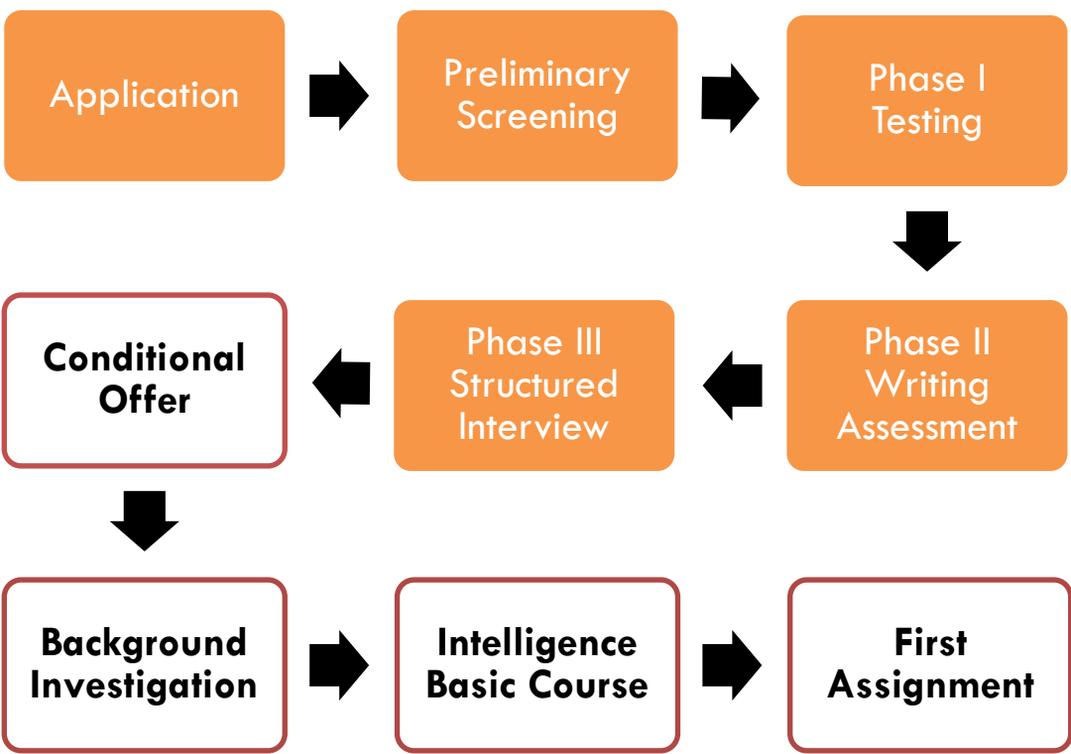
Quick Fact

Along with our Headquarters in Washington, D.C., we have 56 field offices located in major cities throughout the U.S., nearly 400 smaller offices called resident agencies in cities and towns across the nation, and more than 60 international offices called “legal attachés” in U.S. embassies worldwide.



The Big Picture.

The Intelligence Analyst Selection Process (IASP) is the result of a comprehensive study on 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.





IA Selection Process (IASP).

Application

There are various ways in which an applicant can apply for the Intelligence Analyst (IA) position including, but not limited to, university career fairs and/or career sites, job fairs, organizations where the FBI recruits, and USAJOBS.gov and FBIJOBS.gov for current openings. Applicants can also submit their resumes directly to FBI recruiters.

Before proceeding, note that the following factors will automatically disqualify you from consideration as an Intelligence Analyst:

- 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)

Testing/interview

Applicants who pass 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 analytical thinking, logical reasoning and personal experiences

Phase II: Written exercise simulating the IA'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

Conditional job offer

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



IA Selection Process (IASP).

FBI Background Investigation

Candidates who receive a conditional job offer will need to get a Top Secret/SCI security clearance from the FBI in order to start working as an Intelligence Analyst.

The background investigation includes a polygraph examination, credit and arrest checks, and interviews with associates, references, past employers and neighbors, and verification of educational achievements.

The average background investigation takes approximately 120 days, but may take longer depending on where an applicant has lived, worked, or traveled.

Intelligence Basic Course (IBC)

All new-hire Intelligence Analysts must attend and successfully complete the FBI Intelligence Basic Course (IBC) at the FBI Academy in Quantico, Virginia. The IBC is a mandatory ten (10) 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 IBC may result in dismissal from the FBI.

Placement

Upon successful completion of the background investigation and IBC, 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.



Reminder

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



Minimum Qualifications.

The FBI recruits and hires Intelligence Analysts of all levels of experiences, from college seniors to highly experienced professionals. 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; experienced hires generally enter at the GS-11 level or above.

Education and experience requirements vary depending on the job role and grade (GS) of the position. The Intelligence Analyst position is part of the **0132 job series**. For detailed qualification standards, please see www.opm.gov.

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 receive a Top Secret-SCI security clearance.

Quick Fact

More information on the education and experience requirements for the Intelligence Analyst position, which is part of the 0132 job series, can be found at www.opm.gov.



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 IA position:

WORK EXPERIENCE AND/OR AREAS OF STUDY

- Area Studies (Middle-East, Asia, Africa, China, Far East)
- Biochemistry
- Biology
- Bio-Terrorism
- Chemistry
- Counterterrorism
- Criminal Justice
- Cyber Security
- 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
 - Caucasian languages
 - 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 IA backgrounds. Additional backgrounds and experiences are encouraged and hired into the FBI on an as-needed basis.



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 security 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 FBI.

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)

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.



Important
You are not eligible for employment with the FBI if you meet any of the disqualifiers listed above.



Employment Drug Policy.

The FBI is firmly committed to a drug-free society and work place. Therefore, the unlawful use of drugs by FBI employees is not tolerated. Furthermore, applicants for employment with the FBI who currently use illegal drugs will be found unsuitable for employment. The FBI does not condone any prior unlawful drug use by applicants. We realize, however, some otherwise qualified applicants may have used drugs at some point in their pasts.

The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish the FBI's intelligence and law enforcement missions. Applicants who do not meet the listed criteria should not apply for any FBI position.

Criteria

You can easily determine whether you meet the FBI's illegal drug policy by answering the following questions:

- Have you used marijuana at all within the last three years?
- Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
- Have you ever sold, distributed, manufactured, or transported any illegal drug?
- Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within three years (36 months) preceding the date of the preliminary application for employment?



Important
If you answered Yes to any of the questions above, you are not eligible for employment with the FBI.



Background Investigation.

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 security clearance before they can begin employment with the FBI.

Once you have been instructed to do so, you will initiate the FBI background investigation process by completing the appropriate FBI Background Investigation forms (SF-86, FD-979, FD-1052 and DOJ-555) which can be found at www.fbijobs.gov.

As soon as the FBI receives a fully complete set of background investigation forms (your Human Resources point-of contact will provide you with an address), the FBI will commence with your background investigation.

The investigation includes :

- a polygraph examination
- a test for illegal drugs
- 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 to schedule your interview, drug test, 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 colleagues, neighbors, friends, professors, etc.

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 security clearance.



Critical Skills and Abilities.

FBI Intelligence Analysts are on the frontline 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, there are certain critical skills and abilities that are required of all Intelligence Analysts:

Analytical Thinking

- Gather and analyze information, and draw sound conclusions
- Re-evaluate conclusions and hypotheses based on new information
- Seek out, evaluate and integrate a variety of perspectives
- Identify multiple possible causes for a problem

Interpersonal Skills

- Assessing individual/situations and adjusting own interpersonal style to deal effectively with others
- Persuading others and gaining cooperation from them
- Treating others in a respectful and diplomatic fashion
- Compromising when appropriate to resolve disagreements
- Maintaining professional role and demeanor in emotional situations

Initiative and Motivation

- Work independently with minimal supervision
- To be reliable and responsible
- Work hard and productively without regard to accomplishments being recognized
- Believe in one's ability to accomplish goals or tasks

Organizing, Planning, and Prioritizing

- Setting priorities appropriately;
- Adopting a systematic and methodological approach to planning;
- Marshaling and using available personnel, time, and other resources effectively;
- Anticipating problems and developing contingencies to avoid them



Critical Skills and Abilities, Cont.

Adapting to Changing Situation

- Adjust to unanticipated events and circumstances
- Act effectively in uncertain situations where the full picture is not known
- Produce quality work under time or other types of pressure
- Think quickly and adapt strategies to current situation or environment

Communicating

- Adapting speaking style and comments to the audience
- Speaking clearly, audibly, and fluently, using appropriate grammar, effective vocabulary; and non-verbal communication
- Listening and attending to others
- Persuading others as appropriate to accept and work towards objectives

Writing effectively

- Write clearly and concisely, using appropriate grammar, punctuation, style and level (for the audience and purpose)
- Extract pertinent details from various sources of information and summarize them logically and effectively in writing
- Communicate abstract concepts in writing or graphically



Intelligence Analyst Career Path.

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

Tactical Analyst Career Path: 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 collection opportunities
- Bridge operational squads by identifying collection opportunities and gaps, and helping to assure timely and accurate reporting of intelligence

Collection/Reporting Analyst Career Path: Work to understand, assess and corroborate intelligence.

- Enhance FBI 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 Career Path: 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 Attachés located throughout 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 FIG

IAs 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.

IA 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 Criminal Investigation Division guides Field Office investigations against criminal enterprises and individuals both in the United States and internationally.



In the Field or at Headquarters.

Cyber Division (CYBER)

CYBER addresses cyber threats 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. The Cyber Division 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.



Chapter 2

Preparing for the IASP





Testing Guidelines.

When and Where

Phases I and II are administered at various locations throughout the United States. The FBI has partnered with *pan*, A TALX Company, to administer the Intelligence Analyst assessments at local testing sites for the convenience of applicants.

Scheduling

Applicants will receive an invitation from *pan*, on behalf of the FBI, to schedule themselves for Phases I and II. Applicants will have up to 14 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 (e.g., dictionaries, textbooks, etc.)
- Pens and/or pencils (these will be provided)
- Reading materials (e.g., books, magazines, newspapers, etc.)
- Work-related materials
- Briefcases
- Papers (e.g., resumes, notification letters, notes, blank paper, etc.)
- Cellular phones, pagers, beepers, etc. (Alarms on watches must be turned off)
- Other electronic devices (e.g., calculators, tape recorders, cameras, compact disc players, radios, etc.)
- Firearms (i.e., 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 90 minutes
- Phase II – Approximately 90 minutes
- Phase III – Approximately 60 minutes



Testing Guidelines, Cont.

Basic Testing Rules

- **Tardiness** – Please arrive on time. If you are late, you will not be permitted to participate in the testing process.
- **Eating/Drinking** – Eating and drinking is not allowed during testing.
- **Smoking** – Neither smoking nor chewing tobacco will be permitted during testing.
- **Restroom Use** – You may not use the restroom during administration of the tests.
- **Telephone Use** – You are not permitted to use a telephone 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 your being disqualified from the process.
- **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 and interview questions with anyone during or after the testing 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 at 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, determined to do your best. 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-taking Tips, Cont.

Suggested Reading and Preparation Activities

- Many test preparation guides contain sections on effective studying and test-taking tips. Reading these materials and following their suggestions will help you prepare, in a general way, for the Intelligence Analyst assessment. Well-known test preparation guides include those published by ARCO, Barron's, Kaplan Learning, Learning Express, and the Princeton Review for standardized tests such as the GED, ACT, SAT, GATB, and ASVAB. These books are available in most libraries and bookstores. These books will not provide specific information about the Intelligence Analyst assessment, but they may give you a better sense for testing in general or for similar types of tests.
- You may also find it helpful to take a course in critical or analytical thinking skills, particularly if you know that your skills are weak in these areas. Such courses may be available through a local high school, adult learning center, community college, or as a self-guided study course.
- Thoroughly review the Candidate Information Packet before scheduling your test appointment.

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 which is 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 match with the critical skills and abilities required of Intelligence Analysts.



Chapter 3

Phase I Testing





Phase I Overview.

The Phase I testing will take approximately **90 minutes** to complete. Candidates will take three 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. There are 3 different tests:

Test Name	# of Questions	Time Limit
Analytical Thinking Skills – Part 1 (ATS-1)	40	35 minutes
Analytical Thinking Skills – Part 2 (ATS-2)	25	30 minutes
Personal Experiences Inventory (PEI)	160	25 minutes
		<hr/> 90 minutes total

All questions use a multiple-choice response format. For Analytical Thinking Skills – Parts 1 and 2, there is only one correct answer per question. For the Personal Experiences Inventory, there is no single "correct" answer, but some answers are worth more points than others.

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.

You must pass Phase I to be considered for Phase II. Passing Phase I does not guarantee that you will be invited to Phase II or that you will receive a job offer.

Individuals who fail Phase I may not take it again until the standard retest period of 12 months has elapsed.



Phase I: ATS – I.

Directions for the **Analytical Thinking Skills - Part 1 Test** are as follows:

This test measures logical thinking skills using materials similar to those encountered in the Intelligence Analyst job. It consists of 9 passages, each of which presents a set of facts. All of the facts in the passages should be accepted as true and accurate for the purposes of this test. The information provided may not reflect actual FBI policies or practices.

Each passage is followed by 4 or 5 statements which represent inferences one might draw from the facts given in the passage. The test-taker must read each passage carefully and then decide whether each statement immediately following each passage is:

- **TRUE**, that is, the statement follows necessarily from the facts given in the passage.
- **FALSE**, that is, the statement is incompatible with the facts given in the passage.
- **INDETERMINABLE**, that is, the facts in the passage do not contain sufficient information to determine whether the statement is definitively true or definitively false.

In this test, it is essential that you use **ONLY** the information provided in each passage when judging the statements. Do not base your answer on your own knowledge of the subject or make any assumptions beyond the facts presented in the passage. No prior knowledge of the subjects described in the passages is required to make accurate judgments about the statements.

How to prepare

You can prepare by:

- Searching for information on logic-based reasoning tests. Several federal agencies use this type of test in their hiring process and provide sample test questions on their agency website.
- Searching for online tools or reading books that explain how to solve logic-based problems (e.g., deductive reasoning problems). There are many test preparation guides available and many include sections and/or separate workbooks designed to improve reasoning skills.
- 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 review the Candidate Information Packet before scheduling your test



ATS - I Sample Questions.

Sample Passage 1

Facts: Cellular telephone fraud is a growing problem. One form of fraud involves the duplication of both the mobile identification and electronic serial numbers (MIN and ESN, respectively) of a valid subscriber. Once duplicated, the suspect will program another cellular telephone with the counterfeit numbers. Cellular telephone services that have been obtained using this method are then resold. This is typically known as a “cash per call” scam. All cellular telephones used in the scam are programmed with the two counterfeit identification numbers. Suspects who run this scam attract many customers, such as illegal immigrants and drug traffickers, who make international calls frequently and regularly.

From the information given above, indicate whether each statement below is TRUE, FALSE, or INDETERMINABLE.

Conclusion 1: A cellular telephone cannot both be involved in a “cash per call” scam and be programmed with both the ESN and MIN of the subscriber.

Correct answer: FALSE

Explanation: The facts state that the “cash per call” scam *is* based on duplication of both the ESN and MIN of a valid subscriber.

Conclusion 2: There are some illegal immigrants who are also involved in drug trafficking.

Correct answer: INDETERMINABLE

Explanation: The facts state that illegal immigrants and drug traffickers may be customers for a “cash per call” scam, but the facts say nothing about whether some illegal immigrants are also involved in drug trafficking. You may believe that this fact *is or could be* true based on other things you’ve seen or read, but nothing in *this* fact set addresses the issue. This is an example of the careful reasoning that Intelligence Analysts must do.

Conclusion 3: At least some international calls that are made by illegal immigrants are made using counterfeit identification numbers.

Correct answer: TRUE

Explanation: The facts state that at least some of the customers for “cash for call” scams are illegal immigrants who make many international calls. The facts also state that at least some “cash for call” scams are based on the use of counterfeit identification numbers. Therefore, at least some international calls made by illegal immigrants must involve counterfeit identification numbers.



ATS - I Sample Questions, Cont.

Sample Passage 2

Facts: Research demonstrates that for many computer-related crimes the severity of punishment is the strongest predictor of whether an individual becomes a repeat offender. In a study of 500 individuals convicted of hacking into corporate financial networks, it was determined that if offenders were sentenced to time in prison or fined large sums of money, they would tend not to repeat their crimes. Five years after the study, it was found that only 20% of the offenders in the study repeated their crimes.

From the information given above, indicate whether each statement below is TRUE, FALSE, or INDETERMINABLE.

Conclusion 1: According to the results of the study, offenders who are neither fined nor imprisoned are certain to become repeat offenders.

Correct answer: INDETERMINABLE

Explanation: The facts do not say anything about the behavior of offenders who are neither fined nor imprisoned. They might become repeat offenders or they might not.

Conclusion 2: All study participants who repeated their crimes during the five years that followed the study had been convicted of hacking into corporate financial networks.

Correct answer: TRUE

Explanation: The conclusion focuses only on participants in the study, all of whom had been convicted for hacking into corporate financial networks. Therefore, all of the repeat offenders mentioned in this fact set had been convicted of hacking into corporate financial networks.

Conclusion 3: In the context of computer-related crimes, research has demonstrated that whether one becomes a repeat offender is determined entirely by the severity of punishment.

Correct answer: FALSE

Explanation: The facts state that severity of punishment is the strongest predictor of whether or not a person repeats a computer-related crime, but do not state that severity of punishment is the *only* predictor. Therefore, whether or not a person becomes a repeat offender is not necessarily determined *entirely* by severity of punishment. This statement must be false.



Phase I: ATS – 2.

The validity of this testing relies, in part, on the fact that the test questions are novel and new to the test taker. Therefore, sample questions will not be provided in this packet.

This test measures analytical reasoning skills using an approach that reduces reliance on reading and verbal skills and requires participants to solve novel problems. The 25 item test is designed to measure your ability to process and manipulate information, draw inferences, integrate information, and make sound decisions.

One type of test item involves analogies that do not require an extensive vocabulary. These items include very common, basic English words (e.g., table, lamp), simple nonsense words (e.g., gath, munt), and/or pictures. Another type of test item involves graphical figures or patterns. You must complete the pattern or identify particular relationships among the figures.

How to prepare

You can prepare by:

- Searching for information on how to understand analogies, particularly if the analogies use nonsense terms or graphics.
- Searching for information on non-verbal or figural reasoning tests. Focus on tests that measure *reasoning* skills, not on tests that measure the ability to visualize objects that have been disassembled or rotated.
- Reading books or taking a course to improve your reasoning skills.



Phase I: PEI.

The Personal Experiences Inventory measures 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" and "incorrect" answers.

Some questions ask about experiences during school. 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.

How to prepare

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.
- Reading general study guides on how to respond to personality and attitude inventories.

Caution

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 PEI, this could be grounds for withdrawing a job offer.



PEI Sample Questions.

Directions

Respond to each statement by choosing the level that describes you best.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

Sample Questions

1. I work best when I'm under pressure.
2. I thrive in work situations where there are no clear instructions, goals, or expectations.
3. My friends often tell me their secrets.
4. I have read non-fiction books about a wide variety of topics.
5. I tend to overreact to bad news.
6. The organization I work for should be responsible for helping me develop job-related skills.
7. I make meaningful contributions to any team that I am on.
8. I get very little satisfaction out of tasks that are very easy for me to complete.
9. Stressful situations energize me.
10. When working toward a deadline, I usually am working right up to the last minute to finish on time.



PEI Sample Questions, Cont.

Directions

Respond to each statement by choosing the level that describes you best.

- Very Often
- Often
- Sometimes
- Never

Sample Questions

11. You have trouble concentrating when operating under tight deadlines.
12. Others have confided in you about things that could have been very embarrassing for them.
13. At times you have been so stressed out at work that you were unable to do anything productive.
14. You are more productive when allowed to work on your own.
15. You arrange for someone to review your work products before turning them in.
16. You often find yourself following others' suggestions when working on a project.
17. When you were in school, you looked at a classmate's test to see if they gave the same answers that you did.
18. You strongly prefer working on tasks that are familiar to you.
19. After learning a secret, you have found it difficult to keep from telling others.



Chapter 4

Phase II Writing Assessment





Phase II: Writing Assessment.

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.

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 which is 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.



Chapter 5

Phase III Structured Interview





Phase III: Structured Interview.

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 score each interview when completed.

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.



Chapter 6

Retesting





Exam 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 re-apply online for the Intelligence Analyst position after the one-year waiting period has elapsed.

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 re-apply online for the Intelligence Analyst position after the one-year waiting period has elapsed.

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 re-apply online for the Intelligence Analyst position after the one-year waiting period has elapsed.



Important

Applicants who fail any part of the IA Selection Process must wait a minimum of 12 months before retesting.



Chapter 7

Frequently Asked Questions





Frequently Asked Questions.

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

The Intelligence Analyst position requires a Top Secret-SCI security 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 of 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)

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

As a threat-based, intelligence driven organization the FBI hires IAs 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 USAJOBS.gov 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.



Frequently Asked Questions.

4. When do I receive an offer?

Candidates who pass the IASP will be notified via telephone by an employee from the Staffing Unit at FBI Headquarters. These candidates will receive a conditional job offer for employment as an Intelligence Analyst. The conditional job offer will include the position title; GS pay grade, salary and optional recruitment incentive information. The FBI offers recruitment incentives to some candidates with hard-to-fill critical skills that include topical expertise in vital subjects and in-depth knowledge of specific cultures. Some new hires may qualify for student loan repayment, which covers up to \$10,000 a year for up to three years, however this is not guaranteed. Conditional job offers are contingent upon signing the FBI mobility agreement, a favorable adjudication in the background process, budgetary requirements, and meeting the critical skills needed by the FBI.

5. What is the FBI's policy on relocation?

While the FBI attempts to reduce the need for relocation, all Intelligence Analysts will be required to sign a **mobility agreement**. This means that Intelligence Analysts accept the possibility of relocation as a condition of employment in order to meet the organizational and programmatic needs of the FBI. If you are not willing to relocate, you should not accept the conditional job offer.

6. 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.

7. How are GS levels determined?

The FBI follows specific internal and OPM guidelines when determining an applicant's GS level. Your background and experience determine 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; experienced hires generally enter at the GS-11 level or above. The final decision on which your GS 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.



Frequently Asked Questions.

8. 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. For more information on the government pay scale, please visit the Office of Personnel Management's Salaries and Wages page.

9. What happens if I do not pass the Intelligence Basic Course (IBC) Training?

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

10. Will I be paid while I am at IBC 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 duty location.

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.