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FREQUENTLY ASKED QUESTIONS
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.

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
There are various ways in which an applicant can apply for the Intelligence Analyst position including, but not limited
to, university career fairs and/or career sites, job fairs, organizations where the FBI recruits and FBIJobs.gov for current openings.

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).

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 analytical thinking, logical reasoning and personal experiences.
» 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 new-hire 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 32) 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 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. 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 receive a Top Secret/SCI Clearance.
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
» 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 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:

**Analytical Thinking**
- Gather and analyze information and draw sound conclusions.
- Reevaluate 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**
- Assess individual situations and adjust your own interpersonal style to deal effectively with others.
- Persuade others and gain cooperation from them.
- Treat others in a respectful and diplomatic fashion.
- Compromise when appropriate to resolve disagreements.
- Maintain professional role and demeanor in emotional situations.

**Initiative and Motivation**
- Work independently with minimal supervision.
- Be reliable and responsible.
- Work hard and productively whether or not your accomplishments are recognized.
- Believe in your ability to accomplish goals or tasks.

**Organizing, Planning and Prioritizing**
- Set priorities appropriately.
- Adopt a systematic and methodological approach to planning.
- Marshal and use available personnel, time and other resources effectively.
- Anticipate problems and develop contingency plans to accomplish goals.

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

**Communicating**
- Adapt speaking style and comments to the audience.
- Speak clearly, audibly and fluently, using appropriate grammar, effective vocabulary and nonverbal communication.
- Listen and attend to others.
- Persuade others as appropriate to accept and work toward objectives.
FBI Intelligence Analyst Selection Process

Candidate Information

General Information

Writing Effectively

» Write clearly and concisely, using appropriate grammar, punctuation, style and vocabulary 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 clearly in writing or graphically.

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.

<table>
<thead>
<tr>
<th>CAREER PATH</th>
<th>HEADQUARTERS</th>
<th>FIELD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tactical</td>
<td>Embedded IA</td>
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<td></td>
<td>Validation IA</td>
<td>Fusion Center IA</td>
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<td>Tactical Source Identification IA</td>
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<tr>
<td>Collection/Reporting</td>
<td>Collection Manager</td>
<td>Chief Reports Officer</td>
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<td></td>
<td>HQ Reports Officer</td>
<td>Reports Officer</td>
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<td></td>
<td>Source Identification IA</td>
<td>Collection Management Coordinator</td>
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<td>Collection IA</td>
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<td></td>
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<td>Source Identification IA</td>
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<tr>
<td>Strategic</td>
<td>Strategic IA</td>
<td>Domain IA</td>
</tr>
<tr>
<td></td>
<td>Domain Manager</td>
<td>Domain Management Coordinator</td>
</tr>
</tbody>
</table>

* 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.

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 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.

The guidelines set forth in this policy should be followed for determining whether an applicant’s prior drug use makes him or her unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement and intelligence missions, by hiring the most qualified candidates to fill the FBI’s personnel needs.

A candidate will be found unsuitable for employment and automatically disqualified if he/she deliberately misrepresents his or her drug history in connection with his or her application for employment. Additionally, candidates are automatically disqualified under the following criteria:

Marijuana Use
Candidates cannot have used marijuana within the three years preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate’s home state). The various forms of marijuana include cannabis, hashish, hash oil and tetrahydrocannabinol (THC), in both synthetic and natural forms.

A candidate’s use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.

Illegal Drugs
Candidates cannot have used any illegal drug, other than marijuana, within the 10 years preceding the date of the application for employment.

Additionally, candidates cannot have been involved in the illegal purchase, manufacture, cultivation, trafficking, production, transfer, shipping, receiving, handling or sale of any drug or controlled substance, including prescription drugs.

Candidates cannot have used any illegal drug while employed in a position that carries with it a security clearance and/or a high level of responsibility or public trust.

Prescription Drugs/Legally Obtainable Substances
Candidates cannot have used anabolic steroids without a prescription from a licensed practicing physician within the past 10 years preceding the date of the application for employment.

Candidates cannot have engaged in more than experimentation with, or extensively misused or abused, any prescription drugs, over-the-counter substance or other legally obtainable substances.

Candidates cannot have used any prescription drugs or legally obtainable substances in a manner for which they were not intended, within the past three years preceding the date of the application for employment.

Candidates cannot have used any prescription drug in its original intended manner, but without the proper prescription or legal justification for use, within one year preceding the date of application for employment.

Candidates cannot have misused or abused legally obtainable substances while employed in any law enforcement or prosecutorial position or while employed in a position that carries with it a security clearance and/or a high level of responsibility or public trust.
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 (these will be provided).
» 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).
FBI Intelligence Analyst Selection Process

Preparing for the Assessments

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.

Basic Testing Rules

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

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

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

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

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

Time Limits* — Time limits are strictly enforced. When time has elapsed, you must immediately stop what you are doing and await further instructions. Failure to comply will result in you being disqualified from the process.
* Special accommodations are available for those with a disability or impairment that will require a time extension.

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

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

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

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.
» 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.
  • 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.

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. While they may not provide specific information about the Intelligence Analyst assessment, 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 Guide 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 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 first phase of the Intelligence Analyst assessment process, testing, will take approximately 90 minutes to complete. Candidates will take three 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 three different tests:

<table>
<thead>
<tr>
<th>TEST NAME</th>
<th># OF QUESTIONS</th>
<th>TIME LIMIT</th>
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<tr>
<td>Analytical Thinking Skills — Part 1 (ATS-1)</td>
<td>40</td>
<td>35 minutes</td>
</tr>
<tr>
<td>Analytical Thinking Skills — Part 2 (ATS-2)</td>
<td>25</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Personal Experiences Inventory (PEI)</td>
<td>160</td>
<td>25 minutes</td>
</tr>
</tbody>
</table>

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. Individuals who fail Phase I may not take it again until the standard retest period of 12 months has elapsed.
Analytical Thinking Skills – Part 1 (ATS-1)

This test measures logical thinking skills using materials similar to those encountered in the Intelligence Analyst job. It consists of nine 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 four or five statements that 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 websites.

» 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.
Analytical Thinking Skills – Part 1 (ATS-1)

Sample Questions

Sample Passage 1

**Facts:** Cellphone 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 cellphone with the counterfeit numbers.

Cellphone services that have been obtained using this method are then resold. This is typically known as a “cash per call” scam. All cellphones 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 cellphone 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 per call” scams are illegal immigrants who make many international calls. The facts also state that at least some “cash per 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.
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 percent 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.
Analytical Thinking Skills – Part 2 (ATS-2)

The validity of the ATS-2 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 for this section.

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 nonverbal 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.
Personal Experiences Inventory (PEI)

The Personal Experiences Inventory (PEI) 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 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 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 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 PEI, this could be grounds for withdrawing a job offer.
Personal Experiences Inventory (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 nonfiction 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.

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 he or she 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.
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.
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).

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 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.