

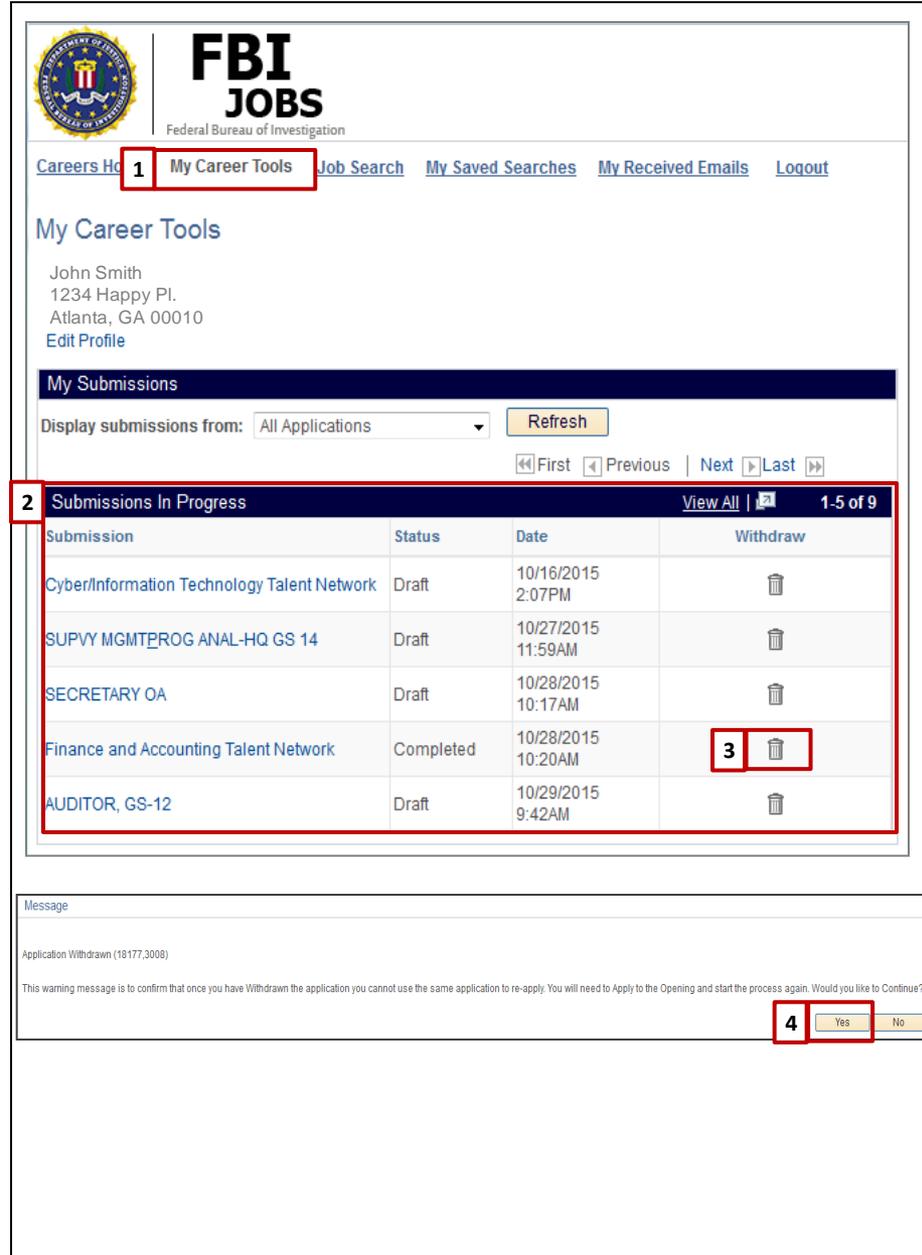


# Talent Acquisition Quick Start Guide: How to Withdraw or Edit an Application

## HOW TO WITHDRAW AN APPLICATION

After submitting an application, applicants may want to withdraw from the application process. Follow the steps below to complete this process.

1. From the FBIJOBS homepage, navigate to the **My Career Tools** page to view your submissions.
2. Find the submission that you would like to withdraw from in the **Submissions in Progress** section.
3. Select the Withdraw icon (  ).
4. A message screen will appear. Select **Yes** to continue.



The screenshot shows the FBIJOBS interface. At the top, the FBI logo and 'FBI JOBS Federal Bureau of Investigation' are visible. A navigation bar includes 'Careers Home', '1 My Career Tools', 'Job Search', 'My Saved Searches', 'My Received Emails', and 'Logout'. The 'My Career Tools' section displays user information for John Smith and a 'My Submissions' table. The table has columns for Submission, Status, Date, and Withdraw. The 'Finance and Accounting Talent Network' row is highlighted, with a '3' and a trash icon in the 'Withdraw' column. Below the table is a 'Message' box with the text: 'Application Withdrawn (18177,3008). This warning message is to confirm that once you have Withdrawn the application you cannot use the same application to re-apply. You will need to Apply to the Opening and start the process again. Would you like to Continue?'. At the bottom right of the message box, there is a '4' and 'Yes' button.

Submission	Status	Date	Withdraw
Cyber/Information Technology Talent Network	Draft	10/16/2015 2:07PM	
SUPVY MGMTPROG ANAL-HQ GS 14	Draft	10/27/2015 11:59AM	
SECRETARY OA	Draft	10/28/2015 10:17AM	
Finance and Accounting Talent Network	Completed	10/28/2015 10:20AM	3
AUDITOR, GS-12	Draft	10/29/2015 9:42AM	



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## HOW TO WITHDRAW AN APPLICATION (CONT'D)

- From the **Application Withdrawal** page, select a reason from the **Withdraw Reason** dropdown that is most applicable.
- Select **Submit**.
- When you return to the **My Career Tools** page, note that the status of your application has been changed to **Withdrawn**.

**5** Application Withdrawal Page

Withdraw Reason:

- Accepted another opportunity
- No longer interested
- Not Eligible
- Reapplying

**6**

**7** Withdrawn

Submission	Status	Date	Withdraw
CyberInformation Technology Talent Net	Withdrawn	10/16/2015 2:07PM	
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## HOW TO EDIT AN APPLICATION

*Submitted applications are Read-Only. To make changes after submission, the applicant must withdraw their application & reapply.*

- 1-4. Follow Steps 1-4 in this job aid to withdraw an application.
5. From the **Application Withdrawal** page, select **Reapplying** from the **Withdraw Reason** dropdown.
6. Select **Submit**.
7. Reapply to the posting, following the same guidelines found in the “Apply to a Job Posting” Job Aid (not shown).

**FBI  
JOBS**  
Federal Bureau of Investigation

### Application Withdrawal Page

Withdraw Reason:

- Accepted another opportunity
- No longer interested
- Not Eligible
- 5** Reapplying

**6** Submit Cancel