



Quick Start Guide: Apply to a Job Posting

ACCESS THE CAREERS PAGE

- Launch your **web browser** (recommended: Mozilla Firefox).
- Enter the URL <https://www.FBIJobs.gov>. If you are experiencing issues launching the website, ensure there is a “s” in “https” of the web address.
- Select the **Job Opportunities** or **Login** button to navigate to the Careers page.

CAREERS WEBSITE: GETTING STARTED

1. Log into your account. Enter your credentials in the **User Name** and **Password** fields.
 2. Select the **Login** button.
- Note: If you don't have an account, register using the **Register Now** link. To learn more about this requirement, review the [Account Creation and Management](#) job aid.*

STEP 1: VIEW A JOB POSTING

3. Select the **External Job Opportunities (All Applicants)** or **Internal Job Opportunities (FBI Employees Only)** button.
4. Use the **Title**, **Open Date**, **Close Date**, **ID**, and **Location** columns to sort the retrieved postings.
5. Use the **First**, **Previous**, **Next**, **Last** and **View All** buttons to search through all retrieved postings.
6. When you find a Job Posting of interest, select the Job Posting name under the **Title** column.

STEP 2: USING SEARCH AND ADVANCED SEARCH

- *Optional:* Use the **Basic Search** section to search for a Job Posting by entering in the **Keywords** field and/or selecting a timeframe from the **Find Jobs Posted Within** drop down.
- Select the **Advanced Search** link to perform a detailed search using one or more of the following search criteria: **Keywords**, **Locations**, **Full/Part Time**, **Regular/Temporary**, **Job Opening ID**, **Posted Within**, **Displaying Results**
- Select **Search Tips** for additional tips on searching Job Openings.

The screenshot shows the FBI Jobs Careers page. Callout 1 points to the User Name and Password fields in the Login section. Callout 2 points to the Login button. Callout 3 points to the Submit Interest to Talent Networks and/or apply for Job Opportunities section. Callout 4 points to the External Job Opportunities (All Applicants) button. Callout 5 points to the pagination controls (First, Previous, Next, Last, View All) at the bottom of the job listing table.

Title	Open Date	Close Date	ID	Location
PHYSICAL SCIENTIST - FE, GS 11M12	02/23/2016	03/07/2016	3083	NATIONWIDE
FORENSIC ACCOUNTANT GS 12	02/22/2016	03/09/2016	2033	SAN DIEGO
ITSPEC, GS 13	02/18/2016	03/03/2016	3012	NATIONWIDE

The screenshot shows the FBI Jobs Advanced Search page. Callout 6 points to the Enter Keywords field.

Enter Keywords:

Select Locations: All Job Locations, ABERDEEN, ABILENE, ABU DHABI, ABUJA

Full/Part Time:

Regular/Temporary:

Job Opening ID:

Find Jobs Posted Within: Anytime

Posting Type:

Display Results Sorted By:



Quick Start Guide: *Apply to a Job Posting*

STEP 3: BEGIN AN APPLICATION

7. Review the **posting information** to understand the requirements of the FBI position.
8. Select the **Start** button to begin completing an application for the selected job posting.

Important Note: *If you have a question regarding the job posting, submit it through the "Need Help? Contact Us" button at the bottom of the Job Posting Description. Make sure to review the list of FAQs before submitting a question.*

STEP 4: SUBMIT A RESUME

9. Choose from the following options to insert your resume:
 - a) **Copy and Paste Resume Text**
 - b) **Apply without using a Resume**

*Note: If you already have a resume on file, you have an additional option to select **Use an existing resume**.*

BEST PRACTICES:

- ✓ *Copy and paste only unformatted plain text to avoid formatting issues. Use the formatting tools available on the HR Source page to format your resume.*
- ✓ *Resumes can only be copied and pasted, not uploaded.*

10. Select the **Continue** button.
11. If you selected the **Copy and Paste Resume Text** radio button, enter content in the **Title** field.
12. Paste the content of your resume in the **Resume** textbox.

*Note: **Rich text capability** and a **Spell Check** icon are available to you.*
13. Select the **Continue** button.

Important Note: *Once an application is submitted, the resume and application information cannot be edited. To edit a submitted application, applicants must navigate to their Career Tools page and select the **Trashcan Icon** in the "Withdraw" column.*



STEP 5: ANSWER PRE-APPLICATION QUESTIONNAIRE

14. Review the message in the **Pre Screen Explanatory Message** section.
15. Complete all the questions on the **Pre-Application Questionnaire** page.
16. Review the message in the **Terms and Agreements** section.
17. If you agree to the terms, select the **I agree to these terms** radio button. If you do not agree to the terms, select the **I do not agree to these terms** radio button.

*Note: The **Continue** button is only available for selection if the **I agree to these terms** radio button is selected. If you select **I do not agree to these terms**, your application will be discontinued.*
18. Select the **Continue** button.

*Note: You will see a notice about your Suitability for employment at the FBI. If you have passed, select the **Continue** button to proceed with your application.*

Pre-application Questionnaire

Pre Screen Explanatory Message

3822 INVESTIGATIVE SPECIALIST, GS 7/9 (External)

- 14 All applicants are required to answer questions regarding their suitability for a position in the Federal Bureau of Investigation (FBI).
Please answer the questions below and submit once completed.

Application Questionnaire

- 15 I am willing to undergo a pre-employment polygraph, physical examination, and a urinalysis drug test. Refusal to submit to an FBI urinalysis (drug test) or polygraph examination is grounds for disqualification from the applicant process.

Yes

No

I am willing to undergo a comprehensive background investigation which includes, but is not limited to, contact with all references, employers, coworkers, close personal associates, etc.; review of my driving record; credit history; criminal history; and service in the military.

Yes

No

Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?

Yes

No

Terms and Agreements

- 16 Following submission of this questionnaire we will provide notification to you of your eligibility to proceed with your application. Please indicate your agreement to these terms and condition by selecting 'I agree to these terms' or 'I do not agree to these terms'. Should you not be in agreement please select Cancel.

17 I agree to these terms

I do not agree to these terms

18

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STEP 6: RECORD SELF-PFT RESULTS (SPECIAL AGENT APPLICANTS ONLY)

Applicants applying to the Special Agent job posting are required to complete the **Self-PFT** prior to beginning the Special Agent application and record their results on the application. Visit FBIJOBS.gov for additional information regarding the FBI Physical Fitness Test Protocol.

Important Note: Applicants are unable to save a draft of their application at this stage; therefore, it is imperative to complete the Self-PFT prior to beginning the application.

19. Enter the number of completed **Sit-Ups**.
20. Enter your **300-Meter Time**.
21. Enter the number of completed **Push-Ups**.
22. Enter your **1.5 Mile Time**.
23. Enter the number of completed **Pull-Ups** (only required for Tactical Recruitment Program (TRP) applicants).
24. Select your **Gender** from the drop down menu.
25. Select the **Click Here to Score Self-PFT** button to view your results.
*Note: You see your **Pass/Fail** results, **Total Points** and **TRP Eligibility**.*

Important Note: The "Submit" button at the bottom of the page is not enabled until you select the "Click Here to Score Self-PFT" button.

26. Review the message in the **Terms and Agreements** section.
27. Select the **I agree to these terms** radio button.
*Note: The **Submit** button is only available for selection if the **I agree to these terms** radio button is selected. If you select **I do not agree to these terms**, your application will be discontinued.*
28. Select the **Submit** button.



Physical Fitness Test (PFT)

Self-PFT Explanatory Message

1068 SPECIAL AGENT
This is a self-evaluation to assess your preparedness for the FBI-administered Physical Fitness Test (PFT) required to advance in the Special Agent Selection System (SASS).
[Please visit our website](#) for information and a video regarding the PFT administration protocols, scoring scales, and applicable strength and conditioning guidelines.
If you have questions regarding the PFT, please contact your Applicant Coordinator.

Self-PFT Entry

YOU WILL NOT BE CONSIDERED FOR THE NEXT PHASE OF THE SPECIAL AGENT SELECTION SYSTEM (SASS) UNTIL YOU HAVE NOTIFIED THE FBI THAT YOU HAVE ACHIEVED A LEVEL OF FITNESS THAT WILL ALLOW YOU TO OBTAIN A PASSING SCORE ON AN OFFICIAL FBI-ADMINISTERED PFT.

A passing score requires a minimum of 12 total points* on the PFT with at least one point in each event.

* The passing score for Tactical Recruitment (TRP) Candidates is 20 points and includes pull-ups.

PLEASE NOTE:

All events must be concluded in the order listed in the chart below, with a break of no more than five (5) minutes between each event.

<p>19-24</p> <p>*Sit-Ups: <input type="text" value="50"/></p> <p>*300-Meter Time (S.S.S): <input type="text" value="50.2"/></p> <p>*Push-Ups: <input type="text" value="55"/></p> <p>*1.5 Mile Time (MM:S.S): <input type="text" value="11:10"/></p> <p>Pull-Ups (Optional-TRP Only): <input type="checkbox"/></p> <p>*Gender: <input type="text" value="Male"/></p> <p>TRP Eligible: <input type="text" value="No"/></p> <p>Total Points: <input type="text" value="17"/></p>	<p style="text-align: center;">Click Here to Score Self-PFT 25</p> <div style="background-color: #008000; color: white; text-align: center; padding: 10px; border: 2px dashed red; margin: 10px 0;"> <p style="font-size: 24px; margin: 0;">PASS</p> </div> <p style="text-align: center;">Last Scored: 07/01/2016 1:52:58 PM</p> <p style="font-size: 12px;">Gender is necessary to properly score performance in the physical fitness test (PFT) self-evaluation.</p>
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26-27 Terms and Agreements

I have viewed the PFT protocol video at <https://www.fbijobs.gov> and have conducted a PFT self-assessment. With my submission, I certify that I achieved the scores set forth above and that each event was completed in strict accordance with the FBI's testing protocols.

I understand that failure to achieve scores during an official PFT that are consistent with the scores recorded above could be viewed as a lack of candor during my background investigation and may be cause for my application being discontinued.

Please indicate your agreement to these terms and conditions by selecting "I agree to these terms" or "I do not agree to these terms." Should you not be in agreement please select "Cancel."

I agree to these terms

I do not agree to these terms

28



STEP 6 (cont): RECORD SELF-PFT RESULTS (SPECIAL AGENT APPLICANTS ONLY)

Applicants applying to the Special Agent job posting are required to complete the **Self-PFT** prior to beginning the Special Agent application and record their results on the application. Visit FBIJOBS.gov for additional information regarding the FBI Physical Fitness Test Protocol.

Important Note: After selecting the Submit button, applicants view a notice about their fitness for employment with the FBI.

28a. If you passed the Self-PFT, select the **Continue** button to proceed with your application.

28b. If you failed the Self-PFT, review the conditions to re-apply and select the **Ok** button to return to the Careers homepage.

The screenshot shows the 'Physical Fitness Test (PFT)' results page for a Special Agent applicant. At the top right, a green box displays the word 'PASS'. The page header includes the FBI logo and 'FBI JOBS Federal Bureau of Investigation'. The main heading is 'Physical Fitness Test (PFT)'. Below it, a dark blue bar reads 'Self-PFT Results'. The applicant's ID '1068' and position 'SPECIAL AGENT' are listed. The text states 'PASSED SELF-PFT: We have reviewed your responses to the questionnaire. A review of your responses indicates that you meet the fitness standards for employment with the Federal Bureau of Investigation (FBI). Please click "Continue" to complete your application. Use the "Save & Continue" button to navigate through the application and click the "Submit" button once you have completed all of the applicable pages.' At the bottom left, a red box highlights the '28a Continue' button.

The screenshot shows the 'Physical Fitness Test (PFT)' results page for a Special Agent applicant. At the top right, a red box displays the word 'FAIL'. The page header includes the FBI logo and 'FBI JOBS Federal Bureau of Investigation'. The main heading is 'Physical Fitness Test (PFT)'. Below it, a dark blue bar reads 'Self-PFT Results'. The applicant's ID '1068' and position 'SPECIAL AGENT' are listed. The text states 'DID NOT PASS SELF-PFT: We have reviewed your responses to the questionnaire. A review of your responses indicates that you did not meet the fitness standards for employment with the Federal Bureau of Investigation (FBI). The processing of your application has been discontinued. You may re-apply for the FBI Special Agent position once you are able to meet the fitness standards for employment with the FBI. Please select "Ok" to exit the application.' At the bottom left, a red box highlights the '28b Ok' button.



STEP 7: COMPLETE APPLICATION

The job application consists of five sections: Online Questionnaire, Education & Work Experience, * References, Federal Priority Placement, and Federal Preference.

Note: The References section is only displayed on an application where references are required.

Important Note: (Optional) To print the application, you can select File>Print or Ctrl + P. To print the complete application, you must repeat this action for every section of the application.

In the **Online Questionnaire** section:

29. Answer each question in the **Online Questionnaire** section.

30. Select the **Save & Continue** button to save your progress.

Note: Use the **Save as Draft** button to save a draft of your progress. Drafts are saved in the **My Career Tools** section of your profile. Review the image on the last page of this job aid as a reference.

Online Questionnaire Education and Work Experience References Federal Priority Placement Federal Preferences

On this page provide your answers to questions related to this application.

Application Questionnaire

29 Please select the response that best describes your ability to communicate orally.

- I do not have experience in this area.
- I have education and training in these functions but have not performed them on the job.
- Communicate orally, but on a limited basis with co-workers.
- Communicate orally but on a very general level, in order to conduct daily business.
- Communicate orally on occasion, as related to work assignments or activities outside of work.
- Conducts meetings before large audiences or held positions that require briefing higher level management officials regularly.

Please select the response that best describes your education or experience as it relates to this position.

- I do not have the education or experience as it relates to this position.
- I have one year of specialized experience equivalent to the GS 5 grade level as described in the vacancy announcement; or I have completed a bachelor's degree and meet the requirements for Superior Academic Achievement. I meet one of the following: (1) class standing as described in

No

Are you willing to attend a eight week training course?

Yes

No

Go Back **30 Save & Continue** Save as Draft Cancel Submit Careers Home



STEP 7 (cont): COMPLETE APPLICATION

The job application consists of five sections: Online Questionnaire, Education & Work Experience, References, Federal Priority Placement, and Federal Preferences.

In the **Education and Work Experience** section:

Note: Select the plus icon to add additional entries to the **Education and Self Reported Language** sections.

31. Select your desired option from the **Highest Education Level** drop down menu.
32. Select the **Add Education** link to add education information.
33. Enter your degree earned in the **Degree/Level Attained** textbox.
34. Enter the **Discipline** in the textbox.
35. Enter the **College/University** where you earned your degree.
Note: If you cannot locate your **College/University**, leave this field blank and annotate in your resume.
36. Enter your GPA in **Grade Point Average (GPA)** textbox.
Note: Select the **GPA N/A** checkbox if your school does not issue a GPA.
37. Select the **Graduated** checkbox if you earned a degree from this College/University.
38. Enter your **Graduation Date** in the textbox.
39. Select the **OK** button to return to the **Education and Work Experience** section.
40. Select the **Add Self-Reported Languages** link to add language information, as desired.
41. Enter **Self-Reported Language** and rankings or history, as desired.
42. Select the **OK** button to return to the **Education and Work Experience** section.
43. Select the **Save & Continue** link.

Online Questionnaire Education and Work Experience References Federal Priority Placement Federal Preferences

This section is optional – please note that once the section is completed, you will not need to re-enter it in other submissions.

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

31 Highest Education Level: Post-Master's Work

To add Education to your application, select the Add Education hyperlink below.

Add Education

You have not added any Education to your application

32 Add Education

Add Education

Details

33-38 *Degree/Level Attained: [] Discipline: [] College/University: [] *Grade Point Average (GPA): [] Graduated GPA N/A *Graduation Date: []

39 OK Cancel Apply and Add Another

To add Self-Reported Languages to your application, select the Add Self-Reported Languages hyperlink below.

Self-Reported Languages

You have not added any Self-Reported Languages to your application

40 Add Self-Reported Languages

Add Self-Reported Languages

Details

41 *Self-Reported Language: LANGCMN CHINESE - MANDARIN How would you rate yourself?: 5 - Functional native Rating Definition Describe your language history: First Language

42 OK Cancel Apply and Add Another

43 Go Back Save & Continue Save as Draft Cancel Submit Careers Home



STEP 7 (cont): COMPLETE APPLICATION

In the **Federal Priority Placement** section:

44. Select the **Add Priority Placement** link to enter priority placement information.
45. Select the **Save & Continue** button.

In the **Federal Preferences** section:

46. In the **Preferences** section, indicate location preference, U.S Citizenship status, your status as a current/previous federal civilian employee, and Veterans Preference.
47. Enter your Social Security Number in the **SSN** textbox.
48. Enter your Date of Birth in the **Date of Birth** textbox.
49. Select your option from the **Gender** drop down menu.
50. Select the **Birth Country** lookup to enter your Birth Country.
51. Enter content in the **Birth City** textbox.
52. Select your option from the **Do you have Dual Citizenship** drop down menu.

*Note: If you have multiple countries of citizenship, Select the **Add a new row** button to add additional countries.*



STEP 7 (cont): COMPLETE APPLICATION

In the **Federal Preferences** section:

53. Select an option from the **How did you learn of the job** drop down menu.

Note: There are five options to choose from:

- **Contract Linguist Regional Outreach**
- **Employee**
- **Indeed**
- **Other**
- **Recruiting Event/Recruiter**

*In the case you select the **Recruiting Event/Recruiter** option, please follow the additional steps below.*

53a. Select an option from the **Month** drop down menu.

53b. Select an option from the **Year** drop down menu,

53c. Select an option from the **State** drop down menu.

53d. Select the **Search** button.

53e. In the search results, locate your event and select the corresponding **Event Name** checkbox.

*Note: Once the checkbox for that Event Name is selected, the Event Name automatically appears in the **SubSource** field.*

53f. If you were referred by a current Bureau employee at the Recruiting Event, enter the employee's **Referral Name**, **Email Address**, and indicate what kind of **Member of Your Family** (if applicable).

54. Select an option from the **Are you a former employee** drop down menu.

55. Select the **Submit** button to submit your completed application.

Important Note: Once an application is submitted, the resume and application information cannot be edited. To edit a submitted application, applicants must navigate to their Career Tools page and select the Trashcan Icon in the "Withdraw" column.

Online Questionnaire | Education and Work Experience | References | Federal Priority Placement | Federal Preferences

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

53 How did you learn of the job: Recruiting Event/Recruiter

SubSource: 2016 Employment Expo Veterans Fair

Provided Referral Code:

53a-d Month: 05 - May | Select the month, year, and state in which your recruiting event occurred. Then click search and select the event you attended.

Year: 2016 | State: California | Search

53e

Select	Event Name	Start Date	End Date	State
<input checked="" type="checkbox"/>	2016 Employment Expo Veterans Fair	05/11/2016	05/11/2016	CA

53f Referral Name:

Email Address:

Member of Your Family: No

54 Are you a former employee: No

Required Field

55 [Go Back](#) [Save & Continue](#) [Save as Draft](#) [Cancel](#) [Submit](#) [Careers Home](#)



STEP 8: UPLOAD ADDITIONAL DOCUMENTS

- 56. Navigate to the **My Career Tools** link on the **Careers Home** page.
- 57. In the **Cover Letters and Attachments** section, select the **Add Attachment** link to add documents.

BEST PRACTICES:

- ✓ Use the Trashcan icon (located under the Withdraw column) of the submission you wish to withdraw.

Careers Home **56** My Career Tools Job Search My Saved Jobs My Saved Searches My Received Emails Logout

My Career Tools

123 Main Street
Stevensville, MD 21061
Edit Profile

My Submissions

Display submissions from: Within Last Three Months Refresh

First Previous Next Last

Submissions In Progress View All 1-3 of 3

Submission	Status	Date	Withdraw
INVESTIGATIVE SPECIALIST, GS 7/9 (External)	Draft	03/25/2016 12:09PM	

Resumes 1-2 of 2

Resume Title	Attached File	Created
JSmith Resume		03/23/2016 2:27PM

Cover Letters and Attachments

You have not added any attachments

57 [+ Add Attachment](#)

Job Offers

You do not have any job offers at this time.