



# CANDIDATE INFORMATION

## Intelligence Analyst Selection Process

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# MISSION. PRIORITIES. VALUES.

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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:

- Protect the United States from terrorist attacks.
- Protect the United States against foreign intelligence operations and espionage.
- Protect the United States against cyberattacks and high-tech crimes.
- Combat public corruption at all levels.
- Protect civil rights.
- Combat transnational/national criminal organizations and enterprises.
- Combat major white-collar crime.
- 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.

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# GENERAL INFORMATION

# OVERVIEW

Intelligence analysts work tirelessly to fulfill the FBI's role in the global Intelligence Community. Always on alert, they work proactively to identify threats, gaps, and vulnerabilities using their natural curiosity to assess complex information and make real-time analytical judgments. This helps decision makers form strategies to neutralize and mitigate emerging threats, root out risks to our national security, and protect the American people.

Often, intelligence analysts work in conjunction with special agents, using data obtained during investigations along with data from the internet, open source checks, the Intelligence Community, and other agencies.

Intelligence analysts are great puzzle solvers and excellent investigators. Most are assigned to Headquarters (HQ) and help create the “big picture” that moves an investigation forward.

Our Intelligence Analyst Selection Process (IASP) is rigorous, but those who make it through help us protect the nation. Intelligence analysts:

- Use 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.).
- Leverage local and national intelligence databases, analyze intelligence collected in the field offices, and develop fact-based conclusions and intelligence reports to discover threats.
- Shape intelligence policies through maintenance of extensive networks and partnership with local, national, and international contacts within the intelligence and law enforcement communities.

- Leverage 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 IASP. This guide is organized into sections according to testing and hiring requirements.

# INTELLIGENCE ANALYST SELECTION PROCESS (IASP)

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. The flow chart below lists the IASP steps. A more in-depth explanation of the critical skills and abilities required, as well as an explanation of the steps, begins on the next page.

## The IASP

- STEP 1  
Application
- STEP 2  
Preliminary Screening
- STEP 3  
Phase I: Testing
- STEP 4  
Phase II: Writing Assessment
- STEP 5  
Phase III: Structured Interview
- STEP 6  
Conditional Job Offer
- STEP 7  
Background Investigation
- STEP 8  
ONE Seminar
- STEP 9  
Basic Field Training Course (BFTC)
- STEP 10  
Official Duty Location

## Steps 1 and 2: Application and Preliminary Screening

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

## Steps 3 through 5: Phase I and II Testing, Phase III Interview

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

- **Phase I:** Computer-based tests focused on problem solving, work styles, and personal preferences.
- **Phase II:** Written exercise simulating the intelligence analyst's role in reviewing intelligence and preparing an intelligence product.
- **Phase III:** Structured interview assessing analyzing information, conscientiousness, dealing with adversity, humility, interpersonal skills, motivation, oral communication, proactive learning, and professionalism.

## Step 6: Conditional Job Offer

If you pass all three phases, you will be considered eligible to receive a Conditional Job Offer (CJO) for employment as an intelligence analyst. The CJO will include your 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: Background Investigation

Once you receive a CJO, you will need to obtain a Top Secret Sensitive Compartmented Information (SCI) 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 you have lived, worked, or traveled.

## Step 8: ONE Seminar

All new or current employees with the FBI, regardless of job or duty station, attend a four-day Onboarding New Employee (ONE) 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.



## Step 9: Basic Field Training Course (BFTC)

All newly hired intelligence analysts must attend and successfully complete the FBI Basic Field Training Course (BFTC) at the FBI Academy in Quantico, VA. The BFTC is a mandatory 12-week training course designed to provide you with the necessary knowledge, skills, and abilities needed to effectively perform the duties of an FBI intelligence analyst.

As a condition of employment, you must successfully complete the course by meeting both academic and suitability standards. Failure to successfully complete the BFTC may result in dismissal from the FBI.

### ⓘ IMPORTANT

**Successful completion of the BFTC is mandatory for all incoming intelligence analysts.**

## Step 10: Career Placement

Upon successful completion of the background investigation and BFTC, you will officially join the FBI as an intelligence analyst. New intelligence analysts may be placed either at HQ or in a specific field office. Placement is at the discretion of the FBI and based on FBI needs at that time.

# BACKGROUNDS OF INTEREST

Education and experience requirements vary depending on the job role and grade (GS level) of the position. Below is a list of potential backgrounds of interest for the intelligence analyst position. Each position requires its own unique subject matter expertise. You are encouraged to apply if you have additional background and experience and may be hired on an as-needed basis.

## Work Experience and/or Areas of Study

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

- Telecommunications
- Terrorism/International Terrorism

## Domain Expertise

### Culture

- Central Asia
- China
- Korea
- Middle East

### Languages

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

# KNOWLEDGE, SKILLS, AND ABILITIES

Considered the gatekeepers of our national security, FBI intelligence analysts break down leads and valuable information into central components, share their findings and recommendations with key stakeholders, and contribute to plans of action to understand, mitigate, and neutralize threats. Intelligence analysts often work in tandem with special agents and other members of the intelligence team.

Due to the nature of the work, the following knowledge, skills, and abilities are required:

- Oral Communication
- Nonverbal Communication
- Written Communication
- Maintain a Professional Image
- Critical Thinking and Information Evaluation
- Adaptive Analytic Thinking
- Synthesize Information
- Problem Detection
- Problem Resolution
- Structure and Plan Own Work Activities
- Relate Effectively with Others
- Demonstrate Interpersonal Sensitivity
- Detail Orientation
- Initiative and Motivation
- Selfless Service Orientation
- Dependability
- Self-Confidence
- Adapt to Changing Situations
- Stress Tolerance
- Integrity and Ethics
- Intellectual Curiosity
- Collaboration
- Humility
- Willingness to Learn
- Acclimate to New Cultures

# INTELLIGENCE ANALYST CAREER PATHS

All intelligence analysts are responsible for conducting certain intelligence duties and must perform at least one of the four analytic functions (Threat Analysis, Collection Analysis, Domain Analysis, and Targeting Analysis) or the raw reporting function. Intelligence analysts may also be placed into more specific roles that have additional responsibilities.

## Threat Analysis

- Embedded on investigative squads and units in the field or at HQ to provide support on active cases.
- Assess and communicate real-time analytic judgments regarding specific threats and intelligence gaps and vocabulary.
- Understand emerging threats to enhance domain knowledge and exploit intelligence collection opportunities.

## Collection Analysis

- Work to understand, assess, and corroborate intelligence.
- Identify human and technical source collection opportunities.
- Enhance FBI intelligence collection capabilities, disseminate raw intelligence against priority collection requirements and intelligence gaps.

## Domain Analysis

- 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.

## Targeting Analysis

- Bridge operational squads by identifying intelligence collection opportunities and gaps and helping to ensure timely and accurate reporting of intelligence.

## Reports Officer

- Report raw intelligence in a timely manner through various forms of media, documents, and general information to determine patterns.

# IN THE FIELD OR AT HEADQUARTERS

Newly appointed intelligence analysts will likely be assigned to one of the 56 field offices, as well as potentially FBI HQ, if a specialty need is identified. Opportunities exist for in-grade promotion and transfers to HQ.

## Field Offices and the Field Intelligence Group

Intelligence analysts in the 56 FBI field offices are either embedded in squads or work in a Field Intelligence Group (FIG), which integrates the intelligence cycle into field operations and manages 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. Many FIGs work alongside 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 the detection, disruption, and dismantlement of terrorist cells and support networks in the United States before they act, as well as the identification and prevention of acts of terrorism by individuals acting independently.

### Counterintelligence Division (CD)

CD protects the United States against foreign intelligence operations and espionage. The division interacts with U.S. law enforcement agencies and Intelligence Community partners 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. CID guides field office investigations against criminal enterprises and individuals both in the United States and internationally.

### Cyber Division (CyD)

CyD 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. CyD simultaneously supports FBI priorities across division lines when aggressive technological investigative assistance is required.

## Weapons of Mass Destruction Directorate (WMDD)

As part of the National Security Branch, WMDD employs an integrated strategy of analysis and investigation to identify and disrupt operations and threats. WMDD works with FBI HQ, field offices, other government agencies, industry, academia, and strategic foreign partners.

## Directorate of Intelligence (DI)

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

## Reasonable Accommodations

The FBI provides reasonable accommodations to qualified individuals with disabilities. If you believe you have a disability that will require special arrangements during the hiring process, you may request a reasonable accommodation at any time by emailing [FBI\\_IASP@fbi.gov](mailto:FBI_IASP@fbi.gov).

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

# FBI EMPLOYMENT REQUIREMENTS

## Minimum Qualifications

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

Education and experience requirements vary depending on the job role and position grade. The intelligence analyst position is part of the 0132 job series.

Serving as an intelligence analyst is a very demanding job with strict entry requirements. To become an FBI intelligence analyst, you must be a U.S. citizen, able to pass the FBI background investigation, and obtain a Top Secret SCI Clearance and maintain the clearance throughout your FBI career.

## Employment Disqualifiers

The following factors will automatically disqualify job candidates from employment with the FBI:

- Non-U.S. citizenship
- A felony conviction
- A domestic violence conviction
- Violating the FBI Employment Drug Policy
- Defaulting on a student loan insured by the U.S. government
- Failing an FBI-administered urinalysis drug test

- Failing to register with the Selective Service System (for applicants who were assigned male at birth only, exceptions apply – please click [here](#) to find out more)
- Knowingly or willfully engaging in acts or activities designed to overthrow the U.S. government by force
- Failing to pay court ordered child support
- Failing to file federal, state, or local income tax returns

**Please note that if any of the above factors apply to you, you don't qualify for FBI employment. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you submit an application.**

## Employment Drug Policy

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

The FBI balances the needs of the organization and the importance of maintaining the public integrity necessary to accomplish its law enforcement and intelligence missions by hiring the most qualified candidates. The guidelines are used by all entities in the hiring process to help determine whether an

applicant's prior drug use makes them eligible and/or suitable for FBI employment.

A candidate will be found unsuitable for employment and automatically disqualified if they deliberately misrepresent their drug history in connection with their application for employment. Additionally, candidates are automatically disqualified under the following criteria:

### Marijuana Usage

- Candidates cannot have used marijuana or cannabis in any form (natural or synthetic) and in any location (domestic or foreign) within the one (1) year preceding the date of their application for employment.
- Cannabidiol (CBD) or hemp-derived products which consist of more than 0.3 percent tetrahydrocannabinol (THC) meet the legal definition of marijuana.
- Dronabinol (sold as Marinol, Syndros, or generic equivalents) is the only pharmaceutical drug containing THC that the Food and Drug Administration has approved for lawful use with a medical prescription.

### Other Illegal Drugs

- Candidates cannot have used any illegal drug, other than marijuana, within the ten (10) years preceding the date of the application for appointment.

### Prescription Drugs/Legally Obtainable Substances

- Candidates who have misused any prescription drug within one (1) year preceding the date of application for employment may be found unsuitable and disqualified.
- Candidates who have abused any prescription drug or over-the-counter substance within three (3) years preceding the date of application

for employment may be found unsuitable and disqualified.

- Candidates who have abused any legally obtained substance (e.g., inhalants, solvents, etc.) within three (3) years preceding the date of application for employment may be found unsuitable and disqualified.
- Candidates cannot have used anabolic steroids without a prescription from a licensed practicing physician within ten (10) years preceding the date of the application for employment.

## Background Investigation Process

After you receive a CJO, the next step is to begin the background investigation process. You must receive an FBI Top Secret Clearance before beginning employment with the FBI; intelligence analyst applicants must obtain a Top Secret SCI Clearance.

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, which includes:

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

You will be contacted by the FBI field office 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 SCI 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

PSI will send you an invitation to schedule your Phase I and II tests. You will have up to 10 days to schedule and complete each phase.

## What to Bring

You 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. You are not permitted to participate in the testing process without proper photo identification.

## What NOT to Bring

- Reference materials (dictionaries, textbooks, etc.)
- Pens and/or pencils
- Reading materials (books, magazines, newspapers, etc.)
- Work-related materials
- Briefcases, backpacks, and purses
- Papers (resumes, notification letters, notes, blank paper, etc.)
- Cellular phones (alarms on watches must be turned off)

- Other electronic devices (calculators, tape recorders, cameras, radios, etc.)
- Firearms (if you are currently in a law enforcement position, you may not bring your firearm into FBI space or the testing facility)

## What to Wear

### Phase I

Wear casual, comfortable clothing suitable for an office environment.

### Phase II

Wear casual, comfortable clothing suitable for an office environment.

### Phase III

Dress in a professional manner. Business attire is recommended.

## How Long the Phases Take to Complete

### Phase I

Approximately 110 minutes

### Phase II

Approximately 90 minutes

### Phase III

Approximately 60 minutes

## Basic Testing Rules

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

**Eating/Drinking** – Eating and drinking are not allowed during testing.

**Smoking** – Smoking and chewing tobacco are not allowed 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 allowed 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 being disqualified from the process.

\*Note: Special accommodations are available for those with a disability or impairment that requires extra time.

**Reasonable Accommodations** – The FBI provides reasonable accommodations to qualified individuals with disabilities. If you believe you have a disability that will require special arrangements during the hiring process, you may request a reasonable accommodation at any time by sending an email to [FBI\\_IASP@fbi.gov](mailto:FBI_IASP@fbi.gov). Each test in the hiring process is evaluated differently. Therefore, you must submit a reasonable accommodation request for each test, if needed. The decision to grant reasonable accommodations will be made on a case-by-case basis.

**Talking** – Talking to other applicants during any test is not allowed.

**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** – You 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 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. You are required to sign a nondisclosure form prior to the assessment. If you are found to have violated this agreement, you will be disqualified.

**Leaving the Premises** – You are not allowed 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; dress for a range of temperatures.
- Reduce test anxiety and tension by breathing deeply and stretching before the test.
- Start the test session with a positive attitude, determination to do your best, and focus on what you do know, not on what you don't 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 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.
- 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 overinterpret questions or try to find hidden meanings; the questions are not designed to be tricky.

## 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; do not make up facts.
- You may write on the printed materials.
- You should ask the testing site proctor any questions regarding the testing site and/or technical issues you might encounter while you are taking the test. The testing site proctor cannot answer any questions regarding the test itself.
- 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; don't be modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences, not just the most recent ones. Experiences can be from work or school.
- Remember that the interview panel has no applicant information about you. They have not seen your application. They only know your name.
- Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.
- Study your resume and be able to speak about how your experiences align with the critical skills and abilities required of intelligence analysts.

**PHASE I:  
TESTING**

# OVERVIEW

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

You will take four tests to measure the thinking and reasoning skills required to perform the intelligence analyst job, as well as background experiences that indicate whether or not the intelligence analyst work environment would be a good fit.

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

## The Four Phase I Tests

Test Name	# of Questions
Working Style and Preferences Part I	74
Problem Solving Part I	24
Problem Solving Part II	12
Working Style and Preferences Part II	26

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

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

# WORKING STYLE AND PREFERENCES PART I

Working Style and Preferences Part I measures your ability to respond to situations that may be encountered in the intelligence analyst work role. It also measures your behavioral preferences.

The test will ask you to respond to two types of questions presented together in a random order.

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

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

You can prepare by:

- Considering 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.
- Considering how you've typically handled assignments, your approach to completing them, and how you handled problems or obstacles.

- Considering how you typically communicate with coworkers, professors, supervisors, fellow students, or fellow volunteers. Think about the way you tried to explain things to others or how you persuaded them to do something.
- Reading general study guides on how to respond to situational judgment tests and personality and attitude inventories.

## ⚠ IMPORTANT

Some study guides will advise you to answer in ways to “beat the test” even if it means claiming qualities or experiences that you don't have. The FBI doesn't wish to hire candidates who provide unrealistic or false responses. If the FBI determines that you falsified your responses on the Working Style and Preferences Part I and II, your job offer could be withdrawn.



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

If the question does not ask about school experiences, then 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 base your answers on experiences in school, volunteer activities, or personal life.

## Question Type 1 Samples

1. **When the work environment is in flux, I like to slow down and reevaluate my strategy.**

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

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

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

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

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

## Question Type 2 Samples

The following are sample scenarios for the second question type.

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

2. You are working with people in your organization whose work overlapped with yours but whose goals and work culture are different or even contradictory to your own. This has caused several conflicts and has made your work slow and laborious. How are you most likely to respond in order to do your job most effectively?
- A. Establish a weekly call to settle major conflicts but otherwise work in parallel to avoid spending too much time debating.
  - B. Consider their culture and goals as paramount and pursue those first and your original goals as secondary.
  - C. Learn about their culture and determine where there is common ground. Use that common ground to create mutually beneficial actions.
  - D. Consider your goals and culture as paramount and pursue those first and their goals as secondary.
3. A member of your team confided in you that when he was in college he stole someone's report and submitted it in his name. How are you most likely to respond?
- A. Advise the team member that he should self-report this incident and retake the training class on integrity and ethics.
  - B. Report the team member to your supervisor.
  - C. Tell the team member that the past is the past and as long as he understands that it was wrong, he should no longer harbor the guilt.
  - D. Have a discussion with the team member regarding his actions and why they were wrong.

# PROBLEM SOLVING PART I

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

## Sample Pattern-based Questions

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

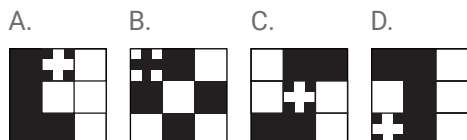
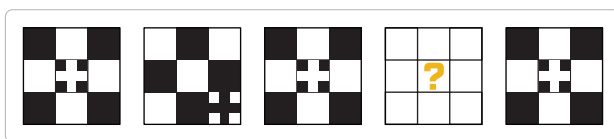
All of the information you need to answer these questions is provided in the accompanying figures. After each question, there are four or five response options. There is one correct answer to each question.

You can prepare by:

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

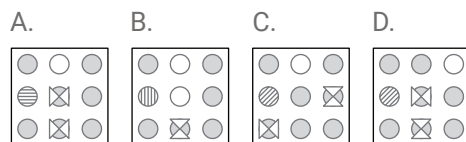
### Sample 1

Choose the response that completes the sequence:



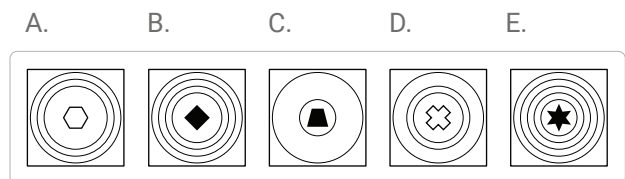
### Sample 2

Choose the response that completes the sequence:



### Sample 3

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



## Sample Memory-based Questions

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

You will be presented with an image or a set of sentences and/or numbers. Your working memory will be tested on the next screen with questions about the previously presented information. Please pay close attention to the questions and choose the best answer for each question. There are between one and four questions about each set of information. There is one, and only one, correct answer to each question. Each set has up to four accompanying statements; there is only one correct answer.

You can prepare by:

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

### Sample 1

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

Randy's Warehouse had 44 card numbers stolen. Mean Machines had 3 card numbers stolen. InXcess had 23 card numbers stolen. Crafter's had 0 card numbers stolen.

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

- Amber Cave
- InXcess
- Crafter's
- Traveler's

### Sample 2

First, the word "Donkey" will be presented. Followed with a math problem. The math problem will be something like:

"Is 10 divided by 2 plus 2 equal to 7?"

and you should determine whether the given answer is correct or incorrect. If the answer is correct, respond yes; if the answer is incorrect, respond no.

After the math problem, you will repeat the process several times — that is, single words will be presented followed by a math problem.

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

Below is an example of a question you might encounter in the test.

**Banana**

Is  $4 \times 2 + 7 = 15$ ?  Yes  No

---

**Awake**

Is  $10 \div 2 + 2 = 7$ ?  Yes  No

---

**Bicycle**

Is  $35 \div 7 - 4 = 3$ ?  Yes  No

---

**Jaw**

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

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

- Banana, Awake, Bicycle, Jaw
- Awake, Banana, Bicycle, Jaw
- Bicycle, Banana, Jaw
- None of the above

### Sample 3

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

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

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

Makes Sense       Nonsense

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

Makes Sense       Nonsense

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

Makes Sense       Nonsense

**Select the words you remember in the order they were presented to you.**

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

# PROBLEM SOLVING PART I

## ANSWER KEY

### Sample Pattern-based Answers

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

### Sample Memory-Based Answers

1. **Crafter's** had 0 credit card numbers stolen.
2. **Yes.**  $4 \times 2 + 7$  is 15  
**Yes.**  $10 \div 2 + 2$  is 7.  
**No.**  $35 \div 7 - 4$  is not 3.  
**No.**  $5 + 6 + 7$  is not 17.  
**A.** Banana, awake, bicycle, jaw.
3. **Makes Sense**  
**Nonsense**  
**Nonsense**  
**A.** Techniques, violations, crime.

# PROBLEM SOLVING PART II

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

## Sample Questions

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

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

### Sample 1

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

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

### Sample 2

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

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

### Sample 3

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

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

# WORKING STYLE AND PREFERENCES PART II

For Working Style and Preferences Part II, you will be presented with three statements simultaneously and will need to rank them in terms of which statements are most and least like you.

While there is no “correct” answer, your responses will show whether the personality traits you possess are aligned with those that are important to the intelligence analyst work role.

**⚠ 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 don’t have. The FBI will not hire candidates who provide unrealistic or false responses. If, during later portions of the hiring process, such as a background check, the FBI determines that you falsified your responses on the Working Style and Preferences Part I and II, your job offer could be withdrawn.

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.

## Sample Questions

An example of this triplet format is shown below:

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

Select which statement is “Most like you” and which statement is “Least like you.” You can only select one statement for each.



**PHASE II:  
WRITING ASSESSMENT**

# TIPS FOR THE WRITING ASSESSMENT

Phase II is a timed writing assessment that simulates the intelligence analyst's role in reviewing intelligence and preparing intelligence products.

First, read the standard script that explains the instructions for the exercise, the allotted time, etc. At the start of the assessment, read the set of materials provided and then write a passage that relates to what you have 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.

- 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 testing site proctor any questions regarding the testing site and/or technical issues you might encounter while you are taking the test. **The testing site proctor cannot answer any questions regarding the test itself.**
- 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 1-hour, structured panel interview that assesses analyzing information, conscientiousness, dealing with adversity, humility, interpersonal skills, motivation, oral communication, proactive learning, and professionalism. Each panel consists of three senior-level intelligence analysts and all interviews are recorded. Each panel will read a standardized script to the applicant before the interview begins and will score each interview when completed.

Note: While you must pass Phase III to receive a CJO, passing the test doesn't guarantee a CJO will be extended.

## Tips for the Structured Interview

- Be yourself.
- The evaluators will take 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; don't 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 his or her 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 assisting in completing any necessary forms or vouchers once travel is completed. Expenses will be reimbursed using the standard government rates 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. If you fail to report for scheduled Phase III testing without providing acceptable explanations, you 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 was provided.

**RETESTING**

# OVERVIEW

## 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. If you are interested in retesting for Phase I, you 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 IASP must wait a minimum of one year before they're eligible to retest.**

# FREQUENTLY ASKED QUESTIONS

## Can I apply for a specific division (counterterrorism, cyber, etc.) or a specific intelligence career path (forensic accountant or surveillance professional)?

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

## What can I expect in the interview?

Applicants can expect a number of competency questions. The FBI worked with industry human resources (HR) experts to develop a competency-based approach to drive the HR 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 indicate specialized experience (e.g., foreign language proficiency) may be scheduled for additional testing in their field of expertise. During the interview, you will be asked a number of standard screening and competency questions.

## When do I receive an offer?

The FBI will notify applicants who pass the IASP by email. The CJO will include the position title, GS pay grade, and salary. CJOs 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.

## 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., foreign intelligence, and law enforcement agencies; and temporary engagements at other field offices.

## How are grade levels determined?

The FBI follows specific internal and Office of Personnel Management (OPM) guidelines when determining your 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 CJO, the grade level offered is the one at which you will be hired. You cannot renegotiate your grade level after being hired.

## Are there opportunities for advancement into management and executive positions as an intelligence analyst?

Throughout your career at the FBI, you can qualify for additional training and 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 [OPM's Salaries and Wages](#) page.

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

As a condition of employment as an intelligence analyst, you 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.

### 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. 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 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, camaraderie, uniformity, accountability, a sense of discipline, and to eliminate any unnecessary distractions from the training environment. Some restrictions/requirements\* are as follows:

- You must be clean-shaven throughout training.
- Facial piercings are not permitted. Female trainees 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, you will be required to cover the tattoo(s) by acquiring similarly colored long sleeves or a long-sleeved shirt to wear under your polo.
- Hair must be of reasonable length without 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.

### 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, DC).