HOW TO COMPLETE A SUBMISSION

Effective September 30th, the FBI will no longer use USAJOBS as a means for advertising and collecting resumes for positions. To apply or search for an FBI position, click the **Find Opportunities** button at the bottom of the page to access the **Careers** page.
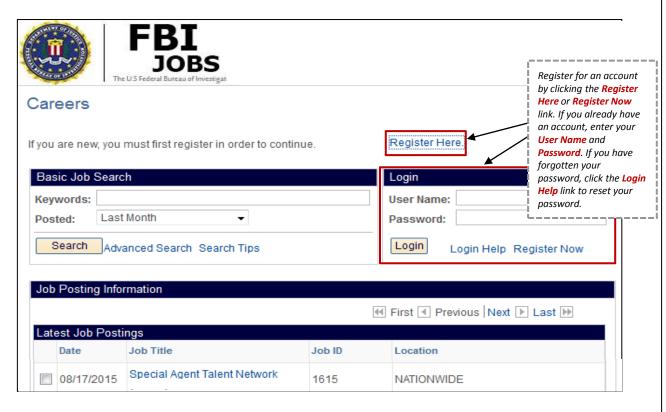
The following instructions outline the FBI's submission process. You must **complete all sections of an application and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date** of the job posting. If applying online poses a hardship, please contact the HR Specialist listed in the vacancy announcement prior to the closing date for assistance.

STEP 1—CHOOSE A TALENT NETWORK

If you are interested in an exciting and rewarding career with the FBI, submit your interest to one or more of our **Talent Networks** today! The FBI regularly sources from our Talent Networks to identify potential candidates for open positions at the FBI. Candidates can submit their interest at any time. Additionally, you may apply to individual job postings. It is recommended that you apply to a Talent Network, however, to ensure you are considered for all available job openings meeting your criteria. To learn about which Talent Network is right for you, click here or go to: **www.FBIJobs.gov/explore-careers**.

STEP 2—CREATE AN ACCOUNT

- To create an account, navigate to the **Careers** page via FBIJobs.gov. (**https://apply.FBIJobs.gov**).
- In the **Login** section, click the **Register Now** link. The **Register** page will be displayed.

Register for an account by clicking the Register Here or Register Now link. If you already have an account, enter your User Name and Password. If you have forgotten your password, click the Login Help link to reset your password.

- Once registered, you can search, apply, or submit interest for a Talent Network or Job Posting. The **Careers** page also provides you with options for editing your profile and resetting your password as needed.
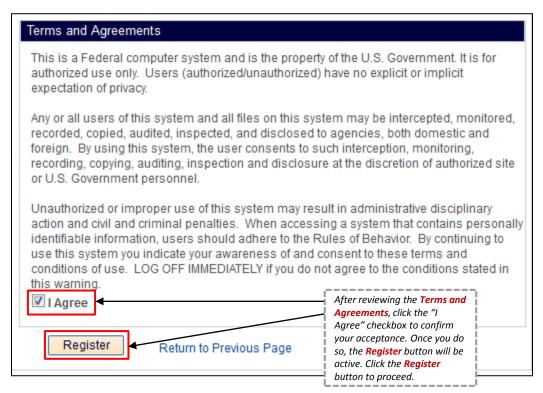
STEP 2 — CREATE AN ACCOUNT (cont.)

- In the **Enter Registration Information** section, enter a **User Name** to use for the account.
- Enter and confirm your **Password**.
- Lastly, enter an active **Email Address** where you can receive notifications from the FBI.

Enter Registration Information

*User Name:	
*Password:	
*Confirm Password:	
*Enter Your Email Address:	

- When creating an account on the FBI Careers page, keep in mind the following:
  (a) Use an active email address where you can receive email notifications
  (b) Choose a password that:
    (1) Has minimum of 8 total characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from the set (!@#$%^&*-_=+\|]}[{;:/?.><,`)
- Review the **Terms and Agreements**. If you accept the **Terms and Agreements,** select the "I Agree" checkbox.
- Once all of the preceding steps are completed, the **Register** button will become active.
- Once active, click the **Register** button.

Terms and Agreements

This is a Federal computer system and is the property of the U.S. Government. It is for authorized use only. Users (authorized/unauthorized) have no explicit or implicit expectation of privacy.

Any or all users of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection and disclosure at the discretion of authorized site or U.S. Government personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. When accessing a system that contains personally identifiable information, users should adhere to the Rules of Behavior. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

☑ I Agree

Register   Return to Previous Page

*After reviewing the **Terms and Agreements**, click the "I Agree" checkbox to confirm your acceptance. Once you do so, the **Register** button will be active. Click the **Register** button to proceed.*
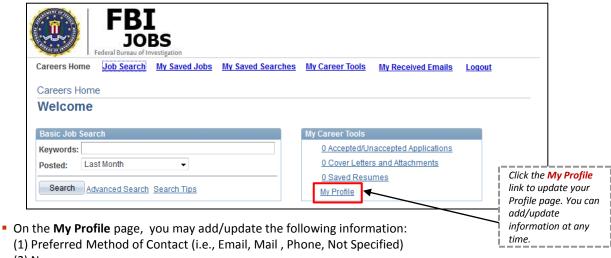
- Congratulations! You now have a FBI Careers account and may begin submitting interest to Talent Networks and Job Postings.
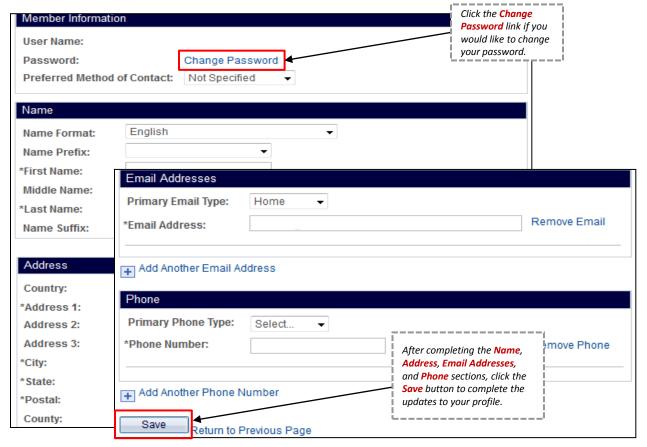
STEP 2—CREATE AN ACCOUNT (cont.)

▪ From the **Careers** page, click the **My Profile** link to update your password, address, email, phone number and preferred method of contact. You will be required to enter this information when you apply if this step is not completed.
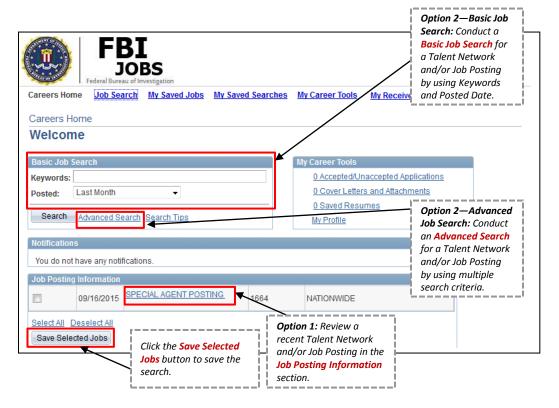
FBI JOBS
Federal Bureau of Investigation

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

Careers Home
Welcome

Basic Job Search
Keywords:
Posted: Last Month ▼
Search   Advanced Search   Search Tips

My Career Tools
0 Accepted/Unaccepted Applications
0 Cover Letters and Attachments
0 Saved Resumes
My Profile

Click the My Profile link to update your Profile page. You can add/update information at any time.

▪ On the **My Profile** page, you may add/update the following information:
  (1) Preferred Method of Contact (i.e., Email, Mail , Phone, Not Specified)
  (2) Name
  (3) Address
  (4) Email Address (Note: Click the "**+**" icon to add another email)
  (5) Phone (Note: Click the "**+**" icon to add another phone number)
▪ Click the **Save** button.

Click the Change Password link if you would like to change your password.

Member Information
User Name:
Password: Change Password
Preferred Method of Contact: Not Specified

Name
Name Format: English
Name Prefix:
*First Name:
Middle Name:
*Last Name:
Name Suffix:

Email Addresses
Primary Email Type: Home ▼
*Email Address: Remove Email
+ Add Another Email Address

Address
Country:
*Address 1:
Address 2:
Address 3:
*City:
*State:
*Postal:
County:

Phone
Primary Phone Type: Select... ▼
*Phone Number: [Re]move Phone
+ Add Another Phone Number
Save   Return to Previous Page

After completing the Name, Address, Email Addresses, and Phone sections, click the Save button to complete the updates to your profile.

STEP 2—CREATE AN ACCOUNT (cont.)

- From the Careers page, you can search for available Talent Networks and Job Postings with the FBI.
- **Option 1:** Search for a Talent Network in the **Latest Job Postings** section
- **Option 2:** Search for a specific Job Posting using the following options:
  - (1) **Basic Job Search**—search by keyword(s) and/or date posted and click the **Search** button
  - (2) **Advanced Job Search**—click the **Advanced Search** link to perform a more detailed search, using one or more of the following search criteria:
    - Keywords
    - Select Locations
    - Full/Part Time
    - Regular/Temporary
    - Job Opening ID
    - Date Posted
- Use your preferred search combination, then click the **Search** button to view the Talent Networks or Job Postings meeting your criteria.
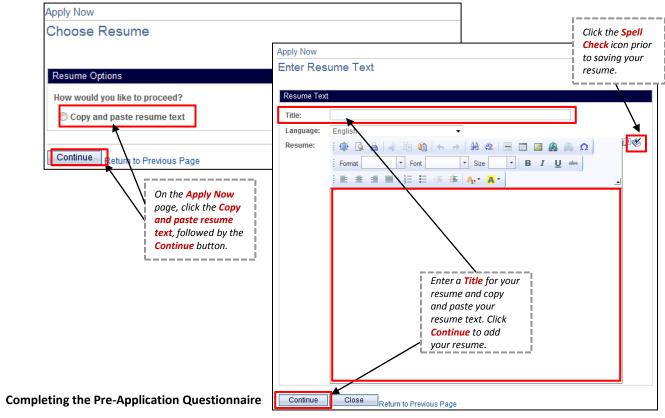- Click the title for the Talent Network or Job Posting of your choice.

Option 2—Basic Job Search: Conduct a Basic Job Search for a Talent Network and/or Job Posting by using Keywords and Posted Date.

Option 2—Advanced Job Search: Conduct an Advanced Search for a Talent Network and/or Job Posting by using multiple search criteria.

Option 1: Review a recent Talent Network and/or Job Posting in the Job Posting Information section.

Click the Save Selected Jobs button to save the search.

- Review the **Who May Apply**, **Job Summary**, **Key Requirements**, **Position Information**, **Major Duties**, and **Qualifications and Evaluations** sections to learn about all the requirements of the FBI career (i.e., Talent Network) you have selected.
- Follow the directions listed in the **How to Apply** and **Required Documents** sections.
- If you wish to proceed after reviewing the qualifications and job information, click the **Apply Now** button to begin submitting your interest to a position at the FBI

STEP 3—SUBMIT RESUME, ANSWER QUESTIONNAIRES, AND COMPLETE YOUR APPLICATION

Once you have clicked the **Apply Now** button, you are ready to begin the submission process. The **Choose Resume** screen will be displayed. Copy and paste your resume. Alternatively, you may also select an existing resume if you have one on file from a previous submission.

Apply Now
Choose Resume

Resume Options

How would you like to proceed?

○ Copy and paste resume text

Continue   Return to Previous Page

*On the **Apply Now** page, click the **Copy and paste resume text**, followed by the **Continue** button.*

Apply Now
Enter Resume Text

Resume Text

Title:

Language: English

Resume:

Format   Font   Size   **B** *I* U abc

*Click the **Spell Check** icon prior to saving your resume.*

*Enter a **Title** for your resume and copy and paste your resume text. Click **Continue** to add your resume.*

Continue   Close   Return to Previous Page

Completing the Pre-Application Questionnaire

The **Pre-application Questionnaire** section requires you to answer questions regarding your suitability for a position at the FBI. Complete all the suitability questions. Review the additional Terms and Agreements. If you accept the Terms and Agreements, select the "I agree to these terms" checkbox. If you pass suitability, you will be asked to answer the eligibility questions for the Talent Network or Job Posting. For more information regarding the FBI's suitability requirements, review our **Are You Suitable?** page.
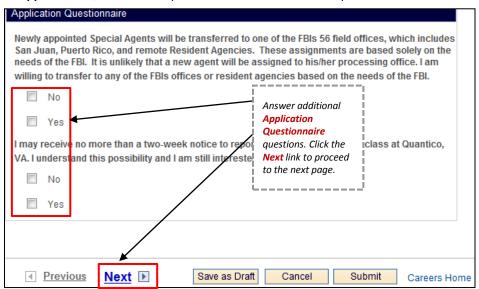
Application Questionnaire

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.

☐ No

☐ Yes

Have you used marijuana at all within the last three years?

☐ No

☐ Yes

STEP 3—SUBMIT RESUME, ANSWER QUESTIONNAIRES, AND COMPLETE YOUR APPLICATION

Completing the Pre-Application Questionnaire (cont.)

If you pass suitability, you will receive a confirmation message stating that you meet the suitability standards required for employment with the FBI. Click the **Continue** button to proceed with your submission. Next, you will be required to answer additional **Application Questionnaire** questions. Click the **Next** link to proceed.
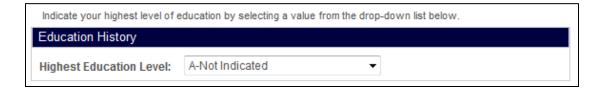
Application Questionnaire

Newly appointed Special Agents will be transferred to one of the FBIs 56 field offices, which includes San Juan, Puerto Rico, and remote Resident Agencies. These assignments are based solely on the needs of the FBI. It is unlikely that a new agent will be assigned to his/her processing office. I am willing to transfer to any of the FBIs offices or resident agencies based on the needs of the FBI.

☐ No

☐ Yes

I may receive no more than a two-week notice to repo[...] [...]class at Quantico, VA. I understand this possibility and I am still intereste[...]

☐ No

☐ Yes

*Answer additional **Application Questionnaire** questions. Click the **Next** link to proceed to the next page.*

◄ Previous **Next** ►   Save as Draft   Cancel   Submit   Careers Home

Important Reminders

- Use the **Previous** and **Next** links to toggle between application pages (Note: Do not use the back or forward button on your Internet browser).
- Click the **Save as Draft** button to save your changes and complete the application later.
- Click the **Careers Home** link to return to the FBI Careers page.
- All submitted applications will appear under the **My Applications** section under **My Career Tools** for your review. Use the **Display application from** drop down to view historical applications.

Completing an Application

A list of content sections with associated skills and qualifications will display. Please answer all questions as applicable and/or rate yourself for the skills that display on the page. If you do not possess the skill, leave the rating blank.

- In the **Education History** section, select the appropriate option from the **Highest Education Level** drop-down menu (e.g., 3-Yrs College, Bachelor's Degree, Master's Degree, etc.)
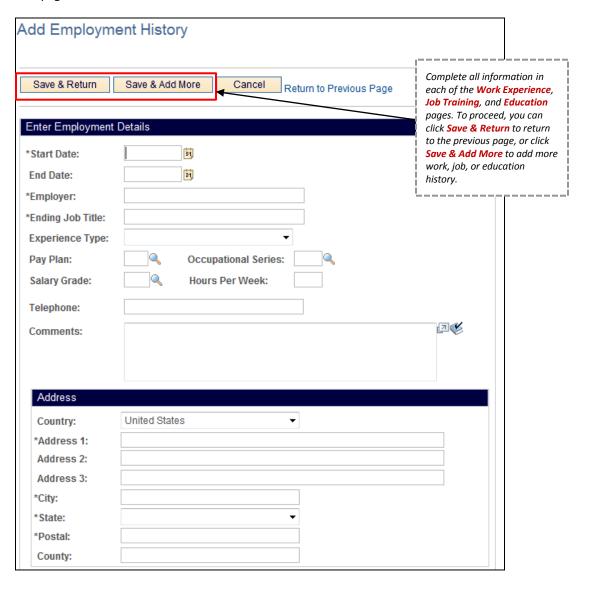
Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: A-Not Indicated ▼

STEP 3—SUBMIT RESUME, ANSWER QUESTIONNAIRES, AND COMPLETE YOUR APPLICATION

Completing an Application

A list of content sections with associated skills and qualifications will display. Please answer all questions as applicable and/or rate yourself for the skills that display on the page. If you do not possess the skill, leave the rating blank.

- In the **Work Experience**, **Job Training**, and **Education** sections, click the "+" icon to add your information.
- Complete all information on each page that displays.
- Click the **Save & Return** button to proceed to another page, or click the **Save & Add More** to add more information to the current page.

Add Employment History

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Complete all information in each of the Work Experience, Job Training, and Education pages. To proceed, you can click Save & Return to return to the previous page, or click Save & Add More to add more work, job, or education history.

Enter Employment Details

*Start Date:
End Date:
*Employer:
*Ending Job Title:
Experience Type:
Pay Plan: Occupational Series:
Salary Grade: Hours Per Week:
Telephone:
Comments:

Address

Country: United States
*Address 1:
Address 2:
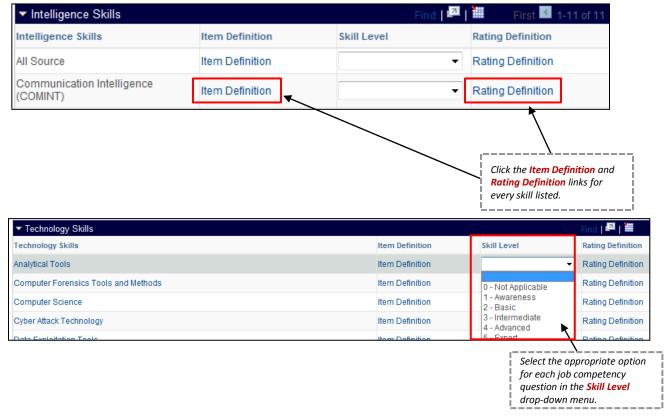Address 3:
*City:
*State:
*Postal:
County:

STEP 3—SUBMIT RESUME, ANSWER QUESTIONNAIRES, AND COMPLETE YOUR APPLICATION

Completing an Application (cont.)

A list of content sections with associated skills and qualifications will display. Please answer all questions as applicable and/or rate yourself for the skills that display on the page. If you do not possess the skill, leave the rating blank.

- Answer additional qualification questions in the remaining sections, as applicable (e.g., Intelligence Skills, Self-Reported Languages, Licenses and Certifications, Math and Science Skills, Technology Skills, etc.).
- In each content section, there is an **Item Definition** and **Rating Definition**.
- Click the **Item Definition** and **Rating Definition** link for **every** skill listed, as this differs for each job skill. Read the definitions for each one prior to making your selection.
- The Item Definition provides details about the job skill listed.
- The Rating Definition defines the proficiency level (e.g., Awareness, Basic, Intermediate, Advanced, Expert) for the job skill listed.

Click the Item Definition and Rating Definition links for every skill listed.

Select the appropriate option for each job competency question in the Skill Level drop-down menu.

- Click the **Next** link to proceed to the **Federal Priority Placement** page. Add any information as applicable.
- Click the **Next** link to proceed to the **Federal Preferences** page. Add any information as applicable.
- On the Federal Preferences page, you can indicate your location preference, whether you are a current/previous Federal civilian employee, Veterans Preference, etc.
- Once you have completed all sections of the application, click the **Submit** button.
- Click **Yes** on the confirmation message that displays.
- You will be taken a set of optional **Self Identification Details** questions. Answer the questions if you wish. Otherwise, click the "I decline to provide my self identification details" checkbox.
- Review the **Terms and Agreements**. If you agree, click the "I agree to these terms" checkbox.

STEP 3 — SUBMIT RESUME, ANSWER QUESTIONNAIRES, AND COMPLETE YOUR APPLICATION

Review and Submit Application

Once you have submitted your application, refer to the **Career**s page to upload any other required/supporting documentation other than a resume. Click the **My Careers Tool** link, and navigate to the **Cover Letters and Attachments** section to upload additional documents.

My Career Tools

John Smith
121234
Vienna, VA
Edit Profile

My Applications

Display applications from: Within Last Week ▾   Refresh

◀◀ First ◀ Previous | Next ▶ Last ▶▶

*The **Applications In Progress** section provides a list of all applications in progress and the corresponding status. If you would like to withdraw an application, click the **Delete** icon.*

Applications In Progress

Application	Status	Application Date	Withdrawn
Intelligence Analyst TN	Not Applied	09/26/2015 12:01PM	🗑
Special Agent TN	Applied	09/26/2015 12:28PM	🗑

Resumes

Resume Title	Attached File	Created
John Smith's Resume		09/25/2015 4:09PM
John Smith resume		09/26/2015 12:03PM

Cover Letters and Attachments

You have not added any attachments

➕ Add Attachment

*Click the **Add Attachment** link to add additional required/supporting documentation for the Talent Network or Job Posting (e.g., DD-214, Transcripts, Cover Letters, etc.)*

Job Offers

You do not have any job offers at this time.