



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 **Apply to Jobs** or **Search Jobs** 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 creating a account, review the [Account Creation and Management](#) job aid.*

VIEW A JOB POSTING

3. Select a title in the **Posting Type**, **Department** and **Job Posted In** section to filter the available job opportunities.
4. When you find a Job Posting of interest, select on the Job Posting to view the **Job Summary** details.

OPTIONAL: USING THE SEARCH FIELD AND JOB SEARCH AGENT

- A. Search Jobs:** Use the Search Jobs field to search for a Job Posting by entering a **Job Title**, **Location** or **Keywords**.
- B. Job Search Agent:** Select the **Save Search** link to save your search under **My Saved Searches**. You can also set up notifications by selecting the **Email me** checkbox to receive email updates.
- C. Clear Search:** Selecting **Clear Search** will remove all search parameters and display all available job opportunities.

The screenshots illustrate the user interface for the FBI Jobs website. The first screenshot shows the 'Sign In' modal with fields for 'User Name' and 'Password', and a 'Sign In' button. The second screenshot shows the main job listing page with filters for 'Posting Type', 'Department', and 'Job Posted In'. The third screenshot shows the 'Search Jobs' field with the text 'Investigative Specialist' entered, and buttons for 'Clear Search' and 'Save Search'. The fourth screenshot shows the 'Save Search' modal with fields for 'Search Name' and 'Email To', and a checkbox for 'Email me when new jobs meet my criteria'.

Sign In

1 *User Name
*Password
2 Sign In
Forgot User Name | Forgot Password
Are you a new user? Register Now

3 Posting Type
All Applicants (4)
Talent Networks (3)
Current Permanent Employees Only (2)
Department
D16-MAJOR CYBER CRIMES INTELL (2)
D3-HUMAN RESOURCES DIVISION (2)
ASSOCIATE DEPUTY DIRECTOR (1)
D22-FIELD FLIGHT OPERATIONS (1)
LITTLE ROCK (1)
NEWARK (1)
QUANTICO-NEW-AGTS (1)
Job Posted In
2017 (7)
2016 (1)

Search Jobs
job title, location, or keyword
Clear Search Save Search
9 search result(s)
SAFETY & OCCUPTL HLTH SPECLST-HQ
Posting ID USCIT-11719-1
Location NATIONWIDE
Department ASSOCIATE DEPUTY DIRECTOR
Posted Date 05/12/2017
ITSPEC (SYSADMN/CUSTSPT) - 999B
Posting ID USCIT-11712-1
Location NATIONWIDE
Department LITTLE ROCK
Posted Date 05/11/2017
4 Investigative Specialist (Aerial) Coordinator 1801 GS 13 (CIRG ONLY)
Posting ID PERME-11621-1
Location NATIONWIDE
Department D22-FIELD FLIGHT OPERATIONS
Posted Date 04/14/2017

A Search Jobs
Investigative Specialist
C Clear Search **B** Save Search
Cancel Save Search
*Search Name INVESTIGATIVE SPC
☒ Email me when new jobs meet my criteria
*Email To Applicant@yahoo.com



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BEGIN AN APPLICATION

- Carefully read and review the all sections of the **Job Summary** to understand the requirements of the FBI position.
- Select the **Apply for Job** button to begin completing an application for the selected job posting.
- Read the application **Terms and Condition** and select the **checkbox** to continue with your application.

*Note: The left side of the application displays where you are in the application process. The **Next** button is the only way to move to the next step in the process.*

Important Note: The number of application steps displayed will vary depending on the type of job opening selected.

- Select the **Next** Button to begin your application.

Previous Job

Investigative Specialist (Aerial) Coordinator 1801 GS 13 (CIRG ONLY)

Job ID 11621

Location

Full/Part Time

Regular/Temporary Regular

Add to Favorite Jobs

Email this Job

6 Apply for Job

5 Who May Apply

Open to **success permanent** FBI employees currently assigned to the Critical Incident Response Group(CIRG) ONLY

Opening Date: April 14, 2017

Closing Date: April 20, 2017 11:59 pm (EST)

Job Summary

Position: Investigative Specialist (Aerial) Coordinator , GS 13

Division: Critical Incident Response Group

Unit: Field Flight Operations

Location: Manassas, Virginia (No public transportation)

Working Hours: 8:15 a.m. to 5:00 p.m.

Salary: GS-13 \$94,796.00 - \$123,234.00

Full Performance level: GS-13

Number of Positions Available: 1

Duration: Full Time/Permanent

Additional selections may be made from this announcement to fill positions within the same division when the position includes substantially the same duties, responsibilities, and qualifications.

Exit

Apply for Job

8 Next

SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC

1 Start In Progress

2 Prequalification Not Started

3 Resume Not Started

4 Education and Work Experience Not Started

5 Attachments Not Started

6 Additional Information Not Started

7 Diversity Not Started

8 Review and Submit Not Started

7 Step 1 of 8: Start

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

Prequalification Notices

Job Title SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Job ID 11195

Finance Division/Washington, DC

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.

[View Terms and Conditions](#)

☐ I agree to the Terms and Conditions



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ANSWER PREQUALIFICATION QUESTIONNAIRE

9. Answer all the questions in the **Prequalify** section.

10. Select the **Next** Button to continue your application.

*Note: Select the Hamburger menu ☰ to display the **Save as Draft** and **Contact Us** options. Select the **Contact Us** option to view FAQ's, submit a question about the application or if you are experiencing technical issues.*

Exit Apply for Job < Previous 10 Next > ☰

SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC

1 Start Complete

2 Prequalify In Progress

3 Resume Not Started

4 Education and Work Experience Not Started

5 Attachments Not Started

6 Additional Information Not Started

7 Diversity Not Started

8 Review and Submit Not Started

Step 2 of 8: Prequalify
To be eligible to submit an application you will need to answer the following questions.

Prequalify (Required)

1. 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

2. 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

Exit Apply for Job < Previous Next > ☰

SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC

1 Start Complete

2 Prequalify In Progress

3 Resume Not Started

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Step 2 of 8: Prequalify
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☐ Yes
☐ No

2. 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

Contact Us
Save as Draft



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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.

11. Enter the number of completed **Sit-Ups**.
12. Enter your **300-Meter Time**.
13. Enter the number of completed **Push-Ups**.
14. Enter your **1.5 Mile Time**.
15. Select your **Gender** from the drop down menu.
16. Select the **Click Here to Score Self-PFT** button to view your results.
*Note: You **Pass/Fail** results immediately display and **Total Points**.*
17. Indicate if you have **Special Operations, Tactical, or SWAT** experience.
18. Read the **Terms and Conditions** regarding the Self-PFT and Select the **I agree to the Terms and Conditions** checkbox.
*Note: The **Next** button allows you to continue only if the **I agree to the Terms and Condition** checkbox is selected.*
19. Select the **Next** button.

The screenshot shows the 'SPECIAL AGENT' application page. On the left is a progress sidebar with steps 1 through 8. Step 2, 'Prequalify', is highlighted. The main content area is titled 'Step 2 of 8: Prequalify' and contains instructions and a form. Red boxes and numbers 11 through 19 highlight specific elements: 11-15 point to the physical fitness test input fields (Sit-Ups, 300-Meter Time, Push-Ups, 1.5 Mile Run Time, and Gender); 16 points to the 'Click Here to Score Self-PFT' button; 17 points to the 'Additional Required Questions' section, specifically the 'Do you have Special Operations, Tactical or SWAT experience?' dropdown; 18 points to the 'View Terms and Conditions' link and the 'I agree to the Terms and Conditions' checkbox; and 19 points to the 'Next >' button in the top right corner. Below the main form, there is a section titled 'Self-PFT Terms and Conditions' with a scrollable text area containing the terms and a checkbox for agreement.

This section displays the 'Self-PFT Terms and Conditions'. It includes a title 'Self-PFT Terms and Conditions' and a scrollable text area with the following text: 'I have viewed the PFT protocol video and conducted the Self-PFT. 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 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 the Terms and Conditions." Should you not be in agreement, please exit the application.' At the bottom, there is a checkbox labeled 'I agree to the Terms and Conditions'.



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ATTACH A RESUME/COVER LETTER

20. Select the **Attach Resume** button to upload a resume from your computer. You also have the option to **Attach Cover Letter** but is not required.

Important Note: Special Agent and Intelligence Analyst applicants will not receive the option to attach a resume. They are required to input their resume information into the Education and Work Experience section of the application. A resume will be automatically built using the information entered by the applicant.

21. Select the **My Device** icon and follow your computer prompts to upload your attachments.
22. Review your attachments by selecting the file name. Select the **Change Resume** link to delete the attached resume.
23. Select the **Next** button to continue your application.

Exit Apply for Job

SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC

1 Start Complete

2 Prequalify Complete

3 Resume In Progress

4 Education and Work Experience Not Started

Step 3 of 8: Resume

Resume Attachment (Required)

You have not provided a resume.

20 Attach Resume

Cover Letter Attachment

You have not provided a cover letter.

Attach Cover Letter

File Attachment

Choose From

21 My Device

Exit Apply for Job 23 Next

SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC

1 Start Complete

2 Prequalify Complete

3 Resume In Progress

4 Education and Work Experience Not Started

5 Attachments Not Started

Step 3 of 8: Resume

Resume Attachment (Required)

*Resume Attached File

22 Resume.docx

Resume.docx

Change Resume

Cover Letter Attachment

You have not provided a cover letter.

Attach Cover Letter



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ADD EDUCATION AND WORK EXPERIENCE

Add addition profile information to your application by selecting the Add button and entering the required information into the modal window. See the **Add Education** as an example. Note you must complete the **Education** section of the application.

24. Select the **Highest Education Level** drop down menu to indicate your level of education.
25. Select the **Add Education** button to provide additional education details.
26. Enter educational details to include **Degree**, **GPA** and **Graduation Date**.

Important Note:

- ✓ ***If you cannot locate your College/University, leave this field blank and annotate in your resume.***
- ✓ ***Select the GPA N/A checkbox if your school does not issue a GPA***

27. Select the **Done** button to save add your education details.
28. Select the **Next** button to continue your application.

The screenshot displays the 'Apply for Job' interface for the position 'SUPPLY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC'. The progress bar on the left indicates the current step is 'Step 4 of 8: Education and Work Experience - Education'. The 'Education History' section shows a dropdown for 'Highest Education Level' set to 'Bachelor's Degree'. The 'Education (Required)' section prompts the user to enter information. The 'Add Education' button is highlighted with a red box and labeled 25. The 'Add Education' modal window is open, showing fields for 'Degree/Level Attained' (labeled 26), 'Discipline', 'Description', '*Grade Point Average (GPA)', 'Graduated' (with a 'No' radio button), '*Graduation Date', and 'GPA N/A' (with a 'No' radio button). The 'Done' button is labeled 27. The 'Next' button in the top right corner is labeled 28.



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ADD ATTACHMENTS

Add attachments as required by the job opening description.

29. Select the **Add Attachment** button.
30. Select the **Attachment Type** from the drop down menu.
31. Enter an **Attachment Title** for your document.
32. Select the **My Device** icon and follow your computer prompts to upload your attachments.
33. Select the **Continue** button to proceed.
34. Select the **Next** button to continue your application



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PROVIDE ADDITIONAL INFORMATION

Provide additional information used for Federal employment consideration such as Federal Employment history, US military service and additional personal information.

35. In the **Federal Preferences** section identify your U.S Citizenship status, your status as a current/previous federal civilian employment, Veteran Preference status, US Military Service and Military Rank (if applicable).

*Note: All sections marked with an * asterisk require a response to continue.*

36. Select your option from the **Gender** drop down menu.

37. Enter your Date of Birth in the **Date of Birth** textbox.

38. Select the **Birth Country** lookup to enter your Birth Country.

39. Enter content in the **Birth City** textbox.

40. 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.*

41. Select the **Next** button to continue your application



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PROVIDE ADDITIONAL INFORMATION (Con't)

Enter information on how you learn about the job opening. The questions that display on this page will vary based on the referral source selected.

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

Note: There are five options to choose from:

- **Employee**
- **Indeed**
- **LinkedIn**
- **Other**
- **Recruiting Event/Recruiter**

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

42a. Select an option from the **Month, Year, Location** drop down menu.

42b. 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).

42c. Select an option from the **Are you a former employee** drop down menu.

42d. Select the **Search** button.

42e. In the search results, locate your recruiting event and select the **Yes** slider corresponding to the **Event Name**.

*Note: Once the Event Name is selected, the Event Name automatically appears in the **Sub Source** field.*

43. Select the **Next** button to continue your application

The screenshot shows the 'Step 6 of 8: Additional Information - How did you find out about us?' section of the FBI Jobs application. The form is titled 'SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC'. The left sidebar shows progress: 1 Start Complete, 2 Prequalify Complete, 3 Resume Complete, 4 Education and Work Experience Complete, 5 Attachments Complete, 6 Additional Information In Progress, and 7 Diversity Not Started. The main content area has a 'Referrals' section with a dropdown menu for 'How did you learn of the job?' set to 'Recruiting Event/Recruiter'. Below this are fields for 'Sub Source', 'Provided Referral Code', 'Name of Referring Employee', and 'Email Address'. A 'Recruiting Event' section follows, with a dropdown for 'Member of Your Family' set to 'No' and another for 'Are you a former employee' set to 'No'. Below these are fields for 'Month', 'Year', and 'Location' (labeled 42b-c), and a 'Search' button (labeled 42d). At the bottom, a table lists recruiting events with a 'Yes' slider (labeled 42e) for the first event, 'Hiring Our Heroes Transition Job Fair', and a 'No' slider for the second event, 'SDSU Accounting Society Meet the Firms Networking'. The table columns are 'Select', 'Event Name', 'Start Date', 'End Date', and 'Location'. The top right of the form has 'Apply for Job' and '43 Next' buttons.

Select	Event Name	Start Date	End Date	Location
42e Yes	Hiring Our Heroes Transition Job Fair	09/29/2016	09/29/2016	CA
2 No	SDSU Accounting Society Meet the Firms Networking	09/30/2016	09/30/2016	CA



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PROVIDE DIVERSITY INFORMATION

44. You are invited to self-identify your race and ethnicity, make the appropriate selections in the **Diversity** section. If you choose not to provide those details, select the **I decline to answer** checkbox.
45. Select the **Next** button to continue your application

REVIEW AND SUBMIT APPLICATION

46. Review your complete application. Select on the section title to review your responses. Select the **Modify** link to edit a response.

Important Note: Your responses cannot be edited once you submit your application. After submission, you would have to withdraw your application and reapply to make changes.

47. Select the **Submit** button to submit your completed application.
48. Review the **Application Confirmation** message to learn about the status of your preliminary screening and next steps for your application.
49. Select the **Careers** link to navigate back to the **Careers Homepage** page.

The screenshot displays the FBI Jobs application interface. At the top, a navigation bar shows 'Apply for Job' with buttons for '< Prev' (labeled 45), 'Next >' (labeled 45), and a menu icon. The main content area is titled 'SUPPLY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC'. A sidebar on the left lists application steps: 1 Start Complete, 2 Prequalify Complete, 3 Resume Complete, 4 Education and Work Experience Complete, 5 Attachments Complete, 6 Additional Information Complete, 7 Diversity In Progress, and 8 Review and Submit In Progress. The main panel shows 'Step 7 of 8: Diversity' with instructions to provide information regarding diversity. A red box highlights the 'Diversity' section, which includes a text area for 'What is your gender?' with radio buttons for 'Female' and 'Male', and a checkbox for 'I decline to answer'. A red box labeled 44 is placed over the 'Diversity' section title. Below this, 'Step 8 of 8: Review and Submit' is shown, with a red box labeled 46 highlighting the 'My Contact Information' section, which includes fields for Email, Current Address, and Phone, and a 'Modify' link. Below the contact information, a list of application sections is shown: Prequalify, Online Screening Notice, Resume Attachment, Cover Letter Attachment, Attachments, Federal Preferences, Education History, Education, Self-Reported Languages, US Military Service, Military Rank, Personal Information, Referrals, and Diversity. Below the application sections, an 'Application Confirmation' section states 'You have successfully submitted your job application' and lists 'Jobs Applied For' with details for the current job. At the bottom, an 'Online Screening Results' section (labeled 48) shows 'PASSED PRELIMINARY SCREENING' and provides next steps. A red box labeled 49 highlights the 'Careers' link at the bottom left.