



The FBI offers unparalleled opportunities for **internships and full-time entry level positions to graduating seniors/recent grads**. If you would like to embark on a career like no other, you are invited to an Information Session with FBI representatives to learn about our mission and how you can contribute to safeguarding our nation. The FBI will conduct limited on-campus interviews with qualified candidates for both internships and entry level positions.

### Is the FBI for you?

Right now the FBI is recruiting and hiring interns and graduating seniors/recent college graduates from diverse institutions to fill positions at FBI Headquarters in Washington, D.C. and in our 56 Field Offices across the nation. If selected for an interview, you will meet with an FBI recruiter on campus; some students may be offered conditional job offers for internships or full-time permanent positions.

Candidates with a wide range of degrees qualify for most entry-level positions. However, there is high demand specifically for candidates with degrees in computer science, information technology, accounting/finance, business administration, and engineering.

For an opportunity to interview with an FBI Recruiter, you **MUST**...

- Submit your resume and transcript through **CNU Career Connect by November 11, 2015**
- **You MUST also attend the Information Session on November 18, 2015**
- You must then **register at [www.fbijobs.gov](http://www.fbijobs.gov)**, entering your school's unique referral code, 3560CNU2016, and selecting the talent network that best represents your career goals.

The FBI website, **[www.fbijobs.gov](http://www.fbijobs.gov)**, will be open for registration. FBI recruiters will **NOT** accept paper resumes or resumes submitted via emails.

### Qualifications

All candidates **must** meet these minimum qualifications:

- Be a U.S. citizen
- Hold an overall 3.0 GPA or higher on a 4.0 scale
- Be enrolled as a full-time student or graduated from an accredited college/university that is recognized by the U.S. Secretary of Education
- Be classified as an undergraduate (second semester freshman, sophomore, junior or senior), or graduate post doctorate student (for Internship applicants)
- Anticipate graduating by August 2016, or have received an undergraduate or higher level degree within the past two years, no earlier than August 2014 (for full-time entry level position applicants)
- Be an eligible veteran who received an undergraduate or higher level degree within the past six year (no earlier than August 2010) (for full-time entry level position applicants)
- Pass all the FBI employment background investigation requirements and receive a Top Secret security clearance

## CHRISTOPHER NEWPORT UNIVERSITY

**Wed, November 18, 2015**

Information Session

**4:00 p.m. – 6:00 p.m.**

**Luter Hall, Room 121**

**Thurs, November 19, 2015**

On-Campus Interviews

**Various Times Available**

**CNU Center for Career Planning**

**Christopher Newport Hall 305**

You must have attended the information session and meet all minimum qualifications before participating in an interview.

## **TO APPLY FOR FBI ON-CAMPUS INTERVIEWS...**

### **APPLY THROUGH CNU CAREER CONNECT**

1. Log in to [CNU Career Connect](#) (your username is your email address; select "Forgot Password" if needed)
2. Upload your resume and unofficial transcripts under My Account > My Documents  
*If you need help uploading your unofficial transcripts, you can stop by the registrar's office and request a print out. You can then bring them up to the CCP (CNH 305) and we can scan them in for you. The CCP is open M-F 8 am to 5 pm.*
3. Select "Interview Schedules" > "Sign Up for Interviews I Qualify For"
4. Scroll down to select the FBI Interview Schedule of Choice (Schedule ID 593)
5. Click "Request Interview" > Select your FBI application documents > Click "Request Interview" again

### **AND**

### **APPLY THROUGH THE FBI TALENT NETWORK APPLICATION PROCESS.**

1. Establish an applicant account on FBIjobs.gov by clicking "Find Opportunities"
2. Under Job Posting Information, click the Next ">" Arrow and Scroll over until you see the Talent Network of Choice (See Talent Network Options Below) \*\*
3. Review the Job Summary and Application Instructions and click "Apply Now"
4. Select "Register Here (Enter Registration Information)".
5. Paste your text resume in the space provided. The website supports Rich-Text Formatting.
6. Complete your applicant profile if establishing your account for the first time.
7. Complete the Talent Network assessment questionnaire.
8. Complete all sections requested and submit your interest.

#### Talent Network Option for All Intern Candidates

Intern Talent Network

#### Talent Network Options for Full-Time Candidates (Graduating prior to August 2016)

Special Agent Talent Network

Language Talent Network

Finance and Accounting Talent Network

Intelligence Analyst Talent Network

Information Technology Talent Network

FBI Police Talent Network

Science and Engineering Talent Network

Business Operations Talent Network

Management & Program Support Talent Network

Legal Talent Network

Facilities & Logistics Mgmt Talent Network

Security Talent Network

Investigative & Surveillance Support Talent Network

International Opportunities Talent Network



## BACKGROUND INVESTIGATION PROCESS & DISQUALIFIERS

### Federal Bureau of Investigation

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Every employee for the FBI must undergo a Background Investigation to receive a Top Secret/SCI security clearance. Once a candidate receives a Conditional Job Offer from the FBI, the background investigation will commence. The candidate will first undergo a polygraph test, a drug test, and an interview conducted by the FBI. The polygraph will test the truthfulness of all the candidate's responses on the FBI Background Investigation Form. In the next phase of the process, the FBI will perform extensive records checks (credit checks, police records check, etc.) and FBI investigators will interview current and former colleagues, neighbors, friends, professors, etc.

#### Employment Disqualifiers

*The specific elements that will automatically disqualify job candidates from employment with the FBI are:*

- Use of illegal drugs in violation of the FBI Employment Drug Policy
- Conviction of a felony
- Default of a student loan (insured by the U.S. Government)
- Failure of an FBI-administered urinalysis drug test
- Failure to register with the Selective Service System (males only)

#### FBI's Employment Drug Policy

*If you have engaged in any of the following, you are **not** eligible for employment with the FBI:*

- Use of marijuana at all within the last three years
- Use of any other illegal drug in the past 10 years
- Selling, distributing, manufacturing, or transporting any illegal drugs
- Use of prescription drug or a legally obtainable substance in a manner for which it was not intended within the last three years

All of these disqualifiers are extensively researched during the FBI Background Investigation Process. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you apply for a FBI position.

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To learn more about the FBI's hiring policy, including the Background Investigation, please go to [www.FBIjobs.gov](http://www.FBIjobs.gov)