



Careers at TalentReef

Frequently Asked Questions (FAQ)

View the most commonly asked questions regarding our application and interview process below. If you don't see an answer to your question, please reach out to our recruiter at recruiting@talentreef.com for more information.

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Using Our Career Site

Q How do I create a TalentReef careers profile?

A When you apply for a position on the TalentReef careers website, you'll create your profile and share your career history by uploading your resume.

Q Can I keep more than one resume on file?

A You can upload multiple resumes as attachments within your profile; however, the last resume submitted is the one the recruiter will associate with all active applications.

Q How do I add cover letters and/or attachments?

A Navigate to your profile page to upload any additional documents.

Q Can I edit a previously submitted resume?

A We recommend submitting a new resume when your work history, qualifications, or contact information change. Your most current resume will remain active in our database until you submit a new version. Users can update resumes at any time by editing their profile and adding or deleting attachments in the profile screen.



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Q

How do I make an accessibility request?

A

If you need an accommodation during the application process, please email our recruiter at recruiting@talentreef.com.

Refine Your Resume

Q

What information should I include in my resume?

A

Tell us about your latest accomplishments, your strengths, and how specific skills might be applied to a position at TalentReef. Highlight your accomplishments in previous positions, not just your duties. Share any past projects you're proud of as an attachment or link to showcase your work.

Q

How long should my resume be?

A

It's okay to use more than one page. Feature the most important information on the first page and keep supporting summaries succinct and relevant.

Q

Should I list volunteer work?

A

We want to hear about the things you're passionate about both in and outside of the workplace.

Q

What are the top traits you look for in a potential candidate?

A

Each position is unique, and our questions help us understand your capabilities and potential to grow in the position you're applying for. Generally, we look for a strong desire to learn, a passion for technology, willingness to work hard, rock-solid skills, an entrepreneurial spirit, and a desire to excel.



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Q I've submitted my resume, now what?

A Our recruiter will review job applicants for each opening and reach out to those who appear to be a strong match with the position. Your information will go into our recruiter's shared candidate database, which means you may be contacted for other opportunities that are available with TalentReef.

Find a Career Fit

Q Does TalentReef allow flexible work schedules?

A Employees work with their managers on a case-by-case basis to evaluate flexible work arrangements based on employee and business needs. IF flex-work is important to you, be sure to mention it to your recruiter so they can find out if it's possible in the role you're pursuing.

Q Does TalentReef hire interns?

A Yes! TalentReef offers programs tailored to students.

Q Where is TalentReef Located?

A The office is in the heart of downtown Denver in the US Bank Building, near the 16th Street Mall, at 950 17th Street.

Q Not sure you meet all the qualifications?

A Apply anyway! We don't hire off keywords. We hire real people who have experience and skills we want to hear about. This could be your dream job, but you won't know unless you apply. TalentReef seeks candidates to enhance our culture and make their own mark on our company!



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Apply for a Position

Q

What's the best way to apply for a position at TalentReef?

A

Search and apply for positions on our Careers website. Once you've created a profile, you'll be able to quickly apply for additional opening, set-up job alerts, and view the status of your application(s).

Q

Can I apply for more than one position at the same time?

A

Yes, you can apply for multiple openings.

Q

What is the rehire process for former TalentReef employees?

A

The application process for a former TalentReef employee is the same as for other candidates.

Q

Do you have an employee referral program?

A

We do have an employee referral program and encourage you to reach out to any friends or former colleagues who work at TalentReef so they can let our recruiter know to look for your application.

Interview Prep

Q

How can I prepare for my interview?

A

Review the job description and do a bit of research on the product, team, and our company. Be ready to describe how your prior experience and successes have prepared you for the role you're pursuing at TalentReef. Come with a few examples in mind that demonstrate your strengths, samples of work you've completed that is relevant to the position, and any questions you have about the opportunity. Most importantly, relax and be yourself. We're currently using Zoom to host interviews. Your recruiter will provide you with the meeting details. A fully charged computer and strong Wi-Fi signal in a quiet place with no distractions is recommended for virtual interviews.



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Q

Should I ask questions in the interview?

A

Thoughtful questions demonstrate your level of understanding, your interest, and your passions, so don't hold back. Your interview is an opportunity for you to get to know us, too.

Q

What should I wear for my interview?

A

Our office dress code is casual and occasionally business casual when we welcome clients or guests. You don't need to dress to impress us in your interview; however, we recommend something other than your pajamas!

Q

How much time will the interview take?

A

This depends on the role you're applying for. Generally, there will be 2-4 interviews, including the initial call with our recruiter.

Q

How will you test my knowledge?

A

Be prepared to demonstrate how you meet the requirements of the job description by sharing specific examples from your past or ideas about how you would accomplish a specific task. Depending on the position you apply for, you may be asked to write code, share a creative portfolio, or provide examples of your work in other ways.

Q

Should I share how I think?

A

How you approach issues, come up with solutions and communicate your thinking process is important in every position at TalentReef. Be prepared to verbalize how you arrived at the answer or solution to a technical issue, design questions, or problem-solving puzzle.



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What to Expect Post Interview

Q

How soon will I know if a hiring decision was made?

A

You'll work closely with our recruiter, who will provide timelines, status updates, and other information about the position you've applied for.

Q

How can I send a follow-up thank you letter to my interviewers?

A

Send these to the recruiter, who will pass it on to the interviewers