

Application and interview guide

To apply for a position, you must complete an application via the job advertisement or directly through the [Coalfire careers page](#). The application will take about five minutes to complete.

If this is your first time applying to Coalfire, you will need to create an individual login by submitting your information and a resume. Once you have a login, you can apply for other positions at any time, as well as view your application status through the applicant tracking portal.

What is the Talent Community?

If there is no vacancy listed on the careers page that matches your interests, you can join the Talent Community by creating a profile and selecting your areas of interests. You will also have the opportunity to upload your resume or LinkedIn profile. Joining our Talent Community allows you to sign up to receive updates on new job openings and Coalfire-related news and events.

Can you apply for multiple jobs?

Yes, you can apply for more than one position at once, but we recommend narrowing your choices to a few jobs that match your skills, experience, and interests.

What happens if you have already interviewed at Coalfire before? Can you apply again?

Yes, if you applied for a role and did not advance to the hiring stage, you are encouraged to reapply. We have seen past applicants move to the hiring stage after being rejected for other positions.

Does Coalfire offer paid internships?

Yes, our paid internships for rising seniors occur annually in the summer for 10 weeks. Available internship opportunities will be posted on the careers page. We combine our university and internship recruitment activities, and we visit

campuses and participate in virtual hiring events in the spring and fall.

What happens after you submit your application?

Once you apply for a position, you will receive an automatic notification confirming that your application has been received. Your contact information and application documents will be submitted to our Talent Acquisition team. They will review your skills, experience, and resume based on the position's requirements.

In general, the recruitment process takes 45 to 90 days; however, this will vary by role. You can check your application status at any time by visiting your profile. If you have not received an answer from the Talent Acquisition team, your application is still under consideration.

What does the typical interview process look like?

The typical process includes an initial recruiter screen, an interview with the hiring manager, and a final interview. The process may differ slightly for various divisions. Based on the role, you may be asked to complete a writing sample or perform a technical assessment.

Due to COVID-19, all interviews will be virtual until further notice.

What is a virtual interview?

In a virtual interview, Coalfire employees and candidates meet and interact using video and web conferencing services to create an experience similar to an in-person interview. Whether your interview takes place virtually or in person, your goal is the same: Make a lasting impression and move forward in the hiring process!

What can you expect when you're scheduled for a virtual interview?

Before your interview, your recruiter will let you know whom you'll speak with and share details to help you prepare for your interview – just as if you were coming into our office to meet the team. Be prepared: Your interviewer will ask you to turn on your webcam. If you aren't comfortable in front of the camera, now's the time to practice.

What if you need any accommodations for your interview?

Please notify HumanResourcesMB@coalfire.com with your request.

Are there professional development opportunities at Coalfire?

Yes, we help you grow your career by providing opportunities to advance your knowledge through external certification, internal learning resources, and leadership development courses.

What steps should you take to prepare for a virtual interview?**Prepare your space:**

- 1. Choose a quiet place:** Make sure there will be no interruptions so you can think clearly, and your interviewer can easily hear you.
- 2. Remove distractions:** If there are a lot of background noises and distractions, your interviewer(s) may think this is the type of environment you will be working in.
- 3. Eliminate clutter:** Visual clutter can be distracting during video interviews. It may be looked at as a sign of work style, work ethic, and productivity level, so make sure you portray a professional work environment.

Prepare yourself:

- 1. Make sure you're comfortable with your technology:** Is your internet connection reliable? Is your webcam set up and configured properly? What about your microphone? Do a test run to ensure your interview goes off without a hitch.
- 2. Dress to impress:** The interviewer will look at what you are wearing to assess professionalism. Dress as if you're attending an in-person interview.
- 3. Formulate your questions:** Your interviewer shouldn't ask all the questions. You are interviewing us just as much as we are interviewing you – so come prepared with thoughtful questions.

When it's time to interview:

- 1. Be yourself and let your personality shine through:** Being true to yourself is the best way to share what you can offer and determine if you are the right fit.
- 2. Follow up:** Once the conversation is finished, send a follow-up email or LinkedIn message. Not only does this reinforce your interest in the role and show professionalism, it also gives your interviewer a chance to address any remaining questions.