



TBG

Our Recruiting Process

Our recruiting approach is open, collaborative, and inclusive. We want you to gain an authentic sense of who we are and to feel comfortable showcasing your strengths, experiences, and the way you approach challenges.

Here's what you can expect along the way:

Job Postings // You'll find open positions on TBG's careers page, ASLA's JobLink, NAMLA, and our internal job board. We also share postings on LinkedIn and Instagram to reach a wide network of talent.

Application Review // Submit your application through our online form, which includes a few questions and space to upload your résumé. Design positions require a portfolio upload (10MB max). To request an accommodation, email careers@tbgpartners.com. Our team reviews applications weekly and shares them with the appropriate hiring teams.

Initial Phone Introduction // If your skills align with our current hiring needs, we'll email you to schedule a short, 15-minute phone conversation. This is your chance to discuss your goals and availability, ask questions about TBG, and learn more about the role before moving to a formal interview. It's a first step to confirm that the position is a good fit for both you and us.

First-Round Interview // Usually within a week, a local coordinator will email you to set up a virtual meeting with members of our hiring team. You'll share more about your background and hear firsthand about our work, culture, and design process. After this interview, we'll let you know whether we're moving forward with a second interview or concluding the process with a thank-you email.

Reference Checks // As you advance, we'll connect with your professional references to better understand your strengths.

Second-Round Interview // If invited to a second interview, you'll meet virtually or in person with additional team members for a deeper discussion about your skills, experience, and fit with the role. You may revisit topics from the first interview and will have more space to ask questions. Afterward, we'll follow up with next steps: an invitation to a third interview (if needed), a job offer, or a thank-you email concluding the process.

Offer Decision // We extend an offer to the candidate whose experience and aspirations best align with the role and TBG's goals. Offers are typically emailed with full details on salary and benefits, though occasionally a leader may also call to extend a verbal offer first.