



Access control technician

Interview scorecard

CANDIDATE

INTERVIEWER AND DATE

COMPANY AND OPENING

Record the person's own work and the evidence behind each answer. Use the same questions for candidates being considered for the same opening.

0 No example / 1 Needs close support / 2 Works independently / 3 Can lead and train

01 Walk through one door you installed: reader, controller, lock power, door contact and exit device.

Listen for: Personal cabling/termination work, component functions, door schedule and the boundary with mechanical hardware and electrical work.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 A valid card is accepted, but the door will not unlock. What would you check?

Listen for: Controller event and relay, dry contact versus powered output, lock supply under the approved test procedure, cabling and strike alignment.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 What did you configure and test on an OSDP or Wiegand reader installation?

Listen for: The actual protocol. For OSDP: address/ baud, RS-485 wiring and specified termination, plus verified Secure Channel where required.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3



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04 How do you prove door-position and request-to-exit inputs work as specified?

Listen for: Actual open/closed, held/forced and exit events, input wiring/supervision where specified, and coordinated approved egress/interface tests.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 What belongs in a completed door commissioning record?

Listen for: Door identity, tested entry/denial/status/exit behavior, approved loss-of-power behavior, configuration version and unresolved hardware or interface issues.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

Evidence ratings

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Before the offer

Use a fictional door diagram. Check the actual platform and hardware experience; approved egress and fire interfaces need the responsible specialists, not improvised release changes.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

[Role guidance and editable job description](#)