AV 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 Describe the last conference room or venue you installed. What did you do yourself?

Listen for: Specific equipment, cabling and testing work in the person's own hands, and a clear line between installation, commissioning and programming done by someone else.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 A display shows no signal after install. How do you troubleshoot it?

Listen for: Working the signal path in order: source, cable, extenders, switcher, display input, then EDID and HDCP, and swapping one thing at a time.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 How do you dress and label a rack so the next tech can service it?

Listen for: A consistent labeling standard on both ends, service loops, power separated from signal, and documentation that matches the drawings.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

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04 Which AV platforms have you been trained on?

Listen for: Named platforms and the level of training (installer, programmer, manufacturer course), with the year, rather than a list of logos.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 Tell me about an audio problem you solved on a service call.

Listen for: Hum, feedback, echo or level issues traced to a ground, gain structure, DSP setting or mic placement, measured or heard, and confirmed fixed with the user.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

Evidence ratings

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Before the offer

AVIXA CTS and manufacturer certifications show product knowledge but are not licenses. Check whether your state licenses low-voltage work that includes AV cabling, and verify any claimed platform training with the manufacturer or employer.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

Role guidance and editable job description