Commercial electrician

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 What's the largest commercial project you've worked on, and what was your part?

Listen for: Project type and size, the person's own scope versus the crew's, the trades they coordinated with, and the phase of work they carried.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 How do you lay out a run of conduit from the drawings in a ceiling that's already crowded?

Listen for: Checking the coordination drawings, walking the route, talking to the mechanical and plumbing foremen, and asking before deviating from the plan.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 What lighting control systems have you installed or helped start up?

Listen for: Named systems and a clear account of what the person did versus the manufacturer's start-up technician: wiring, addressing, zoning or programming.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

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04 Tell me about a punch list you closed out. What was on it?

Listen for: Specific items such as labeling, cover plates, device alignment, missing test results or as-built corrections, and how they confirmed each was done.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 Describe a feeder or panel you set and terminated. How did you verify it before energizing?

Listen for: Torque to the manufacturer's value, phasing and labeling checked, megger or continuity results recorded, and a supervisor or inspector sign-off.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

Evidence ratings

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

Before the offer

Verify the license with the issuing board and ask for a reference from a foreman on a project the person named. Separate conduit and distribution experience from lighting-control programming, which is often vendor work.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

Role guidance and editable job description