Controls 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 Which controls platforms have you programmed, and which have you only installed?

Listen for: An honest split by platform, with the training or certification behind each and an example of a program they wrote or changed themselves.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 During commissioning, a damper doesn't respond to the command. How do you track it down?

Listen for: Point mapping, controller output, wiring and actuator power, then the device itself, checked in order with a meter and the controller's live values.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 How do you make sure you don't overwrite someone else's program changes?

Listen for: Backups before every change, version notes, and coordinating with the owner or lead so two people are not editing the same controller.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

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04 Tell me about a sequence of operation you tested. What failed first?

Listen for: A named sequence, the functional test steps, what failed (a sensor, a setpoint, a mis-mapped point) and how it was documented and fixed.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 A controller drops off the network intermittently. What do you check?

Listen for: Termination and polarity on the bus, duplicate addresses, cable routing near power, power supply stability and the device's error counters, not just a reboot.

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

Platform skills are proven by training records and a short practical exercise, not a license. Check whether the wiring in this role falls under electrical or limited-energy licensing in your jurisdiction.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

Role guidance and editable job description