Electrical estimator

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 How do you check that a takeoff is complete before you price it?

Listen for: A repeatable checklist: every sheet and addendum reviewed, panel schedules cross-checked against the one-line, feeders counted both ways, and specialty systems caught.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 Tell me about a bid you won that lost money. What did you change afterward?

Listen for: Owning the miss, the specific cause (labor units, a missed spec section, a bad quote) and the change to the database or qualifications that followed.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 How do you level two gear quotes with different scopes?

Listen for: Normalizing scope line by line, calling the vendors to close gaps, pricing the differences, and documenting the assumptions for the PM.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

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04 Which estimating software do you use, and how do you maintain its labor units?

Listen for: Real proficiency in a named program, labor units adjusted from job cost feedback rather than left at defaults, and awareness of where their numbers are weak.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 Walk me through a short takeoff on this sample sheet.

Listen for: Give a one-page plan: watch them count devices, size feeders, note what the sheet does not show and ask the questions an estimator should ask before pricing.

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

Estimators rarely need a license. A short takeoff exercise on a sample sheet tells you more than the résumé; check the bid sizes and win rates the person described with a former chief estimator or owner.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

Role guidance and editable job description