Electrical foreman

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 Tell me about a job you ran that was behind schedule. What did you change?

Listen for: Specific changes to manpower, sequencing, material staging or coordination with the GC, with the numbers before and after, and what they would do differently.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 How do you track whether a job is over on labor before the PM tells you?

Listen for: Comparing hours installed against the estimate by task or area each week, knowing the budget codes, and raising a problem early with a plan.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 What do you do when the GC asks for work that isn't on the drawings?

Listen for: Documenting the request in writing, notifying the PM, pricing or ticketing it, and not proceeding without direction or a change order.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

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04 How do you develop apprentices on your crew?

Listen for: Assigning work that stretches them, teaching before checking, a routine for inspecting their work, and honest feedback they can name an example of.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 Describe a safety situation where you stopped work. What happened afterward?

Listen for: A real stop (lift, fall protection, energized work, trench), how the crew and GC reacted, and the follow-up so it did not recur.

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

Confirm the license needed to supervise electrical work in your jurisdiction and the apprentice ratio it allows. Ask a PM reference about labor tracking and change documentation on a job the person named.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

Role guidance and editable job description