Electrical project manager

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 Walk me through a project that was losing money. When did you notice and what did you do?

Listen for: Cost tracking that caught it early, the specific corrective actions (manpower, scope, change orders, vendor terms) and an honest outcome with numbers.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

02 How do you price a change order when the field has already started the work?

Listen for: Timely written notice, time-and-material tickets signed daily, a clear pricing method with labor units and markups, and what they do when the GC pushes back.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

03 What long-lead equipment has caused you schedule problems, and how did you manage it?

Listen for: Switchgear, transformers or generators named with real lead times, early release and approval strategies, temporary power or alternates, and customer communication.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

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04 How do you work with a foreman who disagrees with your schedule?

Listen for: Taking the field input seriously, adjusting where the foreman is right, holding the plan where the contract requires it, and handling the disagreement with respect.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

05 Describe your monthly billing routine. How do you keep the schedule of values honest?

Listen for: Percent complete tied to installed quantities and the foreman's input, stored material handled correctly, retention tracked, and billing submitted on the GC's calendar.

Evidence rating ☐ 0 ☐ 1 ☐ 2 ☐ 3

Evidence ratings

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Before the offer

Most PM roles need no personal license; say so if your company needs its qualifying license holder in this seat. Verify the project sizes and outcomes the person named with a customer or GC reference.

EVIDENCE OR CREDENTIALS TO VERIFY

NEXT STEP AND PERSON RESPONSIBLE

Role guidance and editable job description