avaHR

Copier Technician Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · COPIER TECHNICIAN

1	Can you explain your experience with copier repair and maintenance, including specific models you've worked on?	1 2 3 4 5	
2	How do you troubleshoot common issues with copiers, and what tools do you typically use for diagnostics?	1 2 3 4 5	
3	Describe a challenging copier repair situation you've encountered and how you resolved it.	1 2 3 4 5	
4	How do you stay updated on new copier technologies and advancements in the field?	1 2 3 4 5	
5	Have you ever trained or mentored junior technicians in copier repair? If so, share your experience.	1 2 3 4 5	
6	What preventive maintenance measures do you recommend to enhance the longevity of copiers?	1 2 3 4 5	
7	How do you handle customer interactions while repairing copiers, ensuring satisfaction and clear communication?	1 2 3 4 5	
8	Can you provide examples of copier upgrades or modifications you've implemented to improve functionality?	1 2 3 4 5	
9	What safety precautions do you take when working on copiers to prevent accidents or damage?	1 2 3 4 5	
10	How do you manage your schedule and prioritize service calls to ensure timely and efficient repairs?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1–5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	

CRITERIA	SCORE (1–5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter

Use the same scorecard for every candidate in this role.