

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HVAC HELPER

1	What experience do you have working with HVAC systems?	1 2 3 4 5	
2	What type of training or certification do you have in HVAC maintenance and repair?	1 2 3 4 5	
3	How would you handle a situation where the HVAC system was not working properly?	1 2 3 4 5	
4	What are your mechanical abilities?	1 2 3 4 5	
5	How would you handle emergency situations?	1 2 3 4 5	
6	Do you have a driver's license and access to a vehicle?	1 2 3 4 5	
7	Are you able to work overtime as needed?	1 2 3 4 5	
8	What made you want to become an HVAC Helper?	1 2 3 4 5	
9	Have you ever worked on an HVAC crew before?	1 2 3 4 5	
10	What is your understanding of the job duties of an HVAC Helper?	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	
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.