

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HVAC INSTALL TECHNICIAN

1	Have you ever had any formal training in installing HVAC?	1 2 3 4 5	
2	What experience do you have with HVAC systems?	1 2 3 4 5	
3	How would you go about installing an HVAC system?	1 2 3 4 5	
4	What are some common problems with HVAC systems?	1 2 3 4 5	
5	What tools do you need to install an HVAC system?	1 2 3 4 5	
6	Have you ever had to repair an HVAC system? If so, describe the repair.	1 2 3 4 5	
7	What kind of maintenance do HVAC systems require?	1 2 3 4 5	
8	Are you familiar with energy-efficient HVAC systems?	1 2 3 4 5	
9	What safety precautions should be taken when working with HVAC systems?	1 2 3 4 5	
10	What are some common myths about HVAC systems?	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.