

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HVAC INSTALLER

1	What experience do you have with installing HVAC systems?	12345	
2	Have you ever done any repairs on an HVAC system?	12345	
3	Tell me about a time when you had to deal with a difficult client or event.	12345	
4	What type of training have you received regarding heating and cooling systems?	12345	
5	What do you know about ductwork and how it works?	12345	
6	How would you go about troubleshooting an issue with an HVAC system?	12345	
7	What is the most essential aspect of the HVAC Installer job?	12345	
8	How familiar are you with the local codes and regulations?	12345	
9	What type of heating and cooling systems are you experienced with?	12345	
10	How would you plan to install an air conditioning system in a building?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.