



ADDMORE SERVICES

AEC OUTSOURCING CANDIDATE QUESTIONNAIRE

This questionnaire will help us understand your professional background and technical skills relevant to the Architecture, Engineering, and Construction (AEC) industry, especially in an outsourcing context. Your detailed responses will allow us to assess your fit for various remote opportunities with our U.S.-based clients.

Personal Information

Full Name

Country of Residence

Preferred Work Schedule (Time Zone Availability): (e.g., US Eastern Time (ET), US Pacific Time (PT), flexible):

Contact Information: (Email, Phone Number, LinkedIn Profile URL)

Role Applied For:

Professional Degree:

Professional Background in the AEC Industry

1. Overall Experience: Please describe your experience in the AEC industry. How many years of experience do you have, and what types of projects have you worked on (e.g., residential, commercial, infrastructure, industrial, data centers)?

2. Specific Roles: What particular roles have you held within the AEC industry (e.g., Quantity Surveyor, Cost Estimator, BIM Modeler, Drafter, Project Manager, Structural Engineer, MEP Engineer)?

3. Software Proficiency: List all software tools you are proficient in (e.g., AutoCAD, Revit, Civil 3D, Navisworks, Bluebeam, Plan Swift, Primavera P6, Microsoft Project, Rhino, SketchUp, Tekla, SAP2000, ETABS, RISA, HAP, Trane Trace, etc.). Please indicate your level of proficiency (beginner, intermediate, advanced, expert) for each.

III. Technical Skills Assessment

4. Past AEC Projects: Can you provide specific examples of past AEC projects you've contributed to? For each example, briefly describe your role and key responsibilities.

5. Role Expertise: Describe your level of expertise and mastery in the specific role you are applying for.

6. International Experience: Do you have experience working with international architecture, engineering, and construction (AEC) firms? If so, describe the challenges you faced and the solutions you implemented to overcome them.

IV. Experience in the U.S. AEC Market

7. U.S. Projects: Have you worked on any projects located within the United States? If so, please describe the scope, location, and timeline of these projects.

8. U.S. Regulations: Are you familiar with U.S. building codes, regulations, and industry standards (e.g., LEED, OSHA, AIA, IBC, NEC)?

9. Adapting to U.S. Projects: What challenges have you faced when working on U.S. projects, and how have you adapted to them?

V. Communication & Collaboration

10. English Proficiency: What is your proficiency level in English (spoken and written)? (e.g., Basic, Intermediate, Advanced, Native).

11. Remote Teamwork: Have you worked with remote teams before? How do you ensure effective communication in such environments?

12. Collaboration Tools: How comfortable are you using collaboration tools (e.g., Dropbox, Microsoft Teams, Zoom, Trello, Asana, Slack)?

VI. Compliance & Professional Standards

13. International Regulations: Are you familiar with international construction regulations, such as LEED, OSHA, or ISO standards?

14. Outsourced Work Agreements: Have you worked under contractual agreements for outsourced work? If so, describe your experience.

15. Professional Certifications: Do you have any professional certifications related to the AEC industry (e.g., PMP, LEED AP, Autodesk Certified Professional, RICS, CSI)? Please list them.

VII. Compliance & Professional Standards

16. Adapting to Global Standards: Given your region's construction practices, how do you adapt to global industry standards?

17. Regional Strengths: What do you see as the biggest strengths of professionals from your country in the AEC sector?

VIII. Availability & Compensation

18. Expected Rate: What is your expected hourly or project-based rate?

19. Contract Type: Are you available for long-term contracts, or do you prefer project-based work?

20. Specific Conditions: Do you require any specific contractual or employment conditions (e.g., insurance, payment methods, tax compliance)?

21. Job Source: How did you hear about ADDMORE and the role (e.g. social media referral, colleague, job boards or others)?

22. Any other relevant information to the application?

IX. Professional References

23. References: Please provide two professional references who can vouch for your work experience, expertise, and reliability in the AEC industry.

Reference 1

- Name: _____
- Contact Information: _____
- Relationship to candidate: _____

Reference 2

- Name: _____
- Contact Information: _____
- Relationship to candidate: _____

X. Review and Submission

Thank you for taking the time to complete this questionnaire. Your responses will be thoroughly reviewed to evaluate your candidacy for roles with ADDMORE Services.

Candidate Signature : _____

Date : _____