

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · COMPLIANCE ANALYST

1	Describe a project you worked on that had a positive outcome.	12345	
2	Do you have experience managing audit processes?	12345	
3	Tell me about your experience developing compliance strategies.	12345	
4	How would you handle a situation where the existing rules were inadequate for dealing with an issue?	12345	
5	Give me an example of how you have addressed a compliance challenge.	12345	
6	How do you ensure that company policy or procedure changes are correctly documented and communicated?	12345	
7	How do you stay current on changing regulations and industry trends?	12345	
8	Describe how you interact with other departments within the company to ensure compliance.	12345	
9	What strategies do you use to ensure compliance with laws and regulations?	12345	
10	How would you handle a situation where a regulatory violation had occurred?	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.