

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMPLIANCE COORDINATOR

1	Can you give examples of strategies you used to monitor internal processes and procedures?	1 2 3 4 5	
2	Are there any current regulations or industry trends that concern compliance coordinators?	1 2 3 4 5	
3	Describe how your skills match this job's requirements.	1 2 3 4 5	
4	What is your experience with enforcing compliance policies?	1 2 3 4 5	
5	How do you stay current on new regulations and laws related to the position?	1 2 3 4 5	
6	In what ways have you improved processes to enhance compliance?	1 2 3 4 5	
7	Tell me how you would handle a situation where an employee has violated a compliance policy.	1 2 3 4 5	
8	What challenges have you faced in the compliance field, and how did you address them?	1 2 3 4 5	
9	How do you promote compliance best practices within the organization?	1 2 3 4 5	
10	Describe your experience developing and implementing effective employee training programs related to regulatory issues.	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	

CRITERIA

SCORE (1-5) NOTES

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.