

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

INTERVIEW QUESTIONS · COMPLIANCE MANAGER

1	What experience do you have managing compliance programs?	1 2 3 4 5	
2	How do you stay on top of changing regulations and laws?	1 2 3 4 5	
3	Describe a situation in which you had to respond quickly to ensure compliance.	1 2 3 4 5	
4	Can you describe your process for auditing compliance protocols?	1 2 3 4 5	
5	In what areas are you most experienced in terms of compliance management?	1 2 3 4 5	
6	How do you ensure that stakeholders are educated and up to date on all relevant laws and regulations?	1 2 3 4 5	
7	What strategies have you employed to ensure compliance during times of rapid change?	1 2 3 4 5	
8	Describe a project where your management of compliance was instrumental in its success.	1 2 3 4 5	
9	How do you manage stakeholder relationships in order to ensure compliance with regulations and laws?	1 2 3 4 5	
10	What strategies have you employed to promote a culture of compliance within an organization?	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.