

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMPLIANCE OFFICER

1	Describe your knowledge of industry regulations and standards.	1 2 3 4 5	
2	How would you handle violations of company policy or procedures?	1 2 3 4 5	
3	Do you have any experience conducting internal audits?	1 2 3 4 5	
4	Tell me about any staff training programs that you implemented related to compliance.	1 2 3 4 5	
5	How do you stay up to date with the changing regulations and standards?	1 2 3 4 5	
6	What strategies do you use when assessing risk for your organization?	1 2 3 4 5	
7	What is your process for complying with privacy laws when dealing with confidential information?	1 2 3 4 5	
8	How would you ensure that your organization is compliant with all relevant laws and regulations?	1 2 3 4 5	
9	What strategies do you use to monitor and assess compliance performance?	1 2 3 4 5	
10	Can you describe any successful initiatives that have improved regulatory compliance in the organizations where you have worked?	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.