

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMPLIANCE SPECIALIST

1	What experience do you have as a Compliance Specialist?	1 2 3 4 5	
2	How comfortable are you working with complex regulatory requirements?	1 2 3 4 5	
3	Have you ever conducted internal audits?	1 2 3 4 5	
4	How familiar are you with data privacy laws and regulations?	1 2 3 4 5	
5	Can you explain the steps of a compliance process to me in detail?	1 2 3 4 5	
6	Are there any areas of compliance that you specialize in or focus on more than others?	1 2 3 4 5	
7	What have been some of your successes while working as a Compliance Specialist before?	1 2 3 4 5	
8	Have you ever managed a team of Compliance Specialists?	1 2 3 4 5	
9	What methods have you employed to ensure compliance standards are adhered to in the workplace?	1 2 3 4 5	
10	How would you go about developing and implementing an effective set of policies and procedures related to compliance?	1 2 3 4 5	
11	Are there any areas of compliance that you have experience working with but are not specialized in?	1 2 3 4 5	
12	How do you stay up to date on changes in relevant laws and regulations?	1 2 3 4 5	
13	What strategies do you have for addressing noncompliance issues when they arise?	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	

CRITERIA	SCORE (1-5)	NOTES
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	
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.