



Corporate Compliance Risk Assessment Interview

Regularly conducting a comprehensive *risk assessment* is recognized as one of the key elements of an effective compliance program. This risk assessment questionnaire has been developed to assist us in identifying, mitigating, and reducing risks.

The purpose of the interview questionnaire is to assist with conducting interviews with key employees and leaders in various departments to better understand the risks that exist within the department. Using the completed risk assessment form, conduct an interview with the department leadership to better understand the responses and to help identify med to high risk/med to high impact areas.

These questions are not intended to be limited, and the interview should be freeform and flowing. Try your best to keep it informal and to elicit thorough responses. Additional questions and follow may be needed depending on the responses.

1. Reviewing the responses to the risk assessment grid with the department leadership

- Review any topic with responses suggesting med/high likelihood with med/high impact.

Questions to ask:

- Why did you score this as med/high likelihood?
 - **For each med/high likelihood and med/high impact responses, get more detailed information on why the likelihood exists. Why did they score the topic as med/high likelihood?**
 - **Review all topic responses and follow up on any areas that have identified as having occurred since the last risk assessment**
 - New function/program?
 - Changes to regs/ADMs?
 - Policies outdated or absent?
 - Changes in procedures?
 - Changes in key staff
 - Significant turnover in department staff?
 - Changes in technology?
 - Adverse internal audits?
 - Adverse external audits?
 - Why did you score this as med/high impact?

- Describe the change in detail.

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- How did you manage the change?
- Have you noticed any impact to the performance of the work needed to be done? If so, what has been done to address the issue?
- What challenges still exist?
- Have you tested to see if the work is still be conducted properly? How so?
- Do you have confidence that the change has been adequately managed?
- What still concerns you about the change?
- Do you need help determining whether the risk has been adequately addressed

General Questions:

- Rank the top risks to achieving your goals with the department that you can control? (procedures, training, etc)
- Rank the three top risks to achieving your goals with the department but is outside of your control? (staffing, financial resources, changing regs/ADMs, etc.)
- Are there any low likelihood but high impact topics that concern you? Why?
- What do you need to make your department or work more successful?
- What about your department or work keeps you up at night?