Table of Contents

Add/Edit Interview Workflow 1

Add/Edit Interview Workflow

The Add/Edit Interview Workflow page allows you to add or edit an interview workflow. An interview workflow comprises a steps to be completed during the interview process. Editing or deleting an interview workflow is facilitated by adding, editing, or deleting individual interview workflow steps.

Add an interview workflow

Field	Description	
Workflow Name	Type a new workflow name.	
Adjust Interview Steps	**Field**	**Description**
	Interviewer	Click **[v]** to select a user to assign the step to. Click **Add New Step**. Add as many steps as necessary.

1. In the **Workflow Name** field, type a new interview workflow name.
2. Under **Adjust Interview Steps**, type a name for the new step in the **Step Name** field.
    - In the **Interviewer** field, click to select a user to assign the step to.
    - Click **Add New Step**.
    - Add as many steps as necessary.
3. Under **Current Steps**:
    - The **Step Name** column displays the names of the created steps.
    - The **Interviewer** column displays the name of the interviewer who is assigned to a particular step.
    - Click **Λ** or **V** to position the step within the workflow.
4. Click **✔ Save & Continue** to save the workflow and return to the Interview Workflow page.
5. Click **Cancel** to cancel the add/edit and return to the Interview Workflow page.

Delete an interview workflow step

1. Click **Delete** under **Current Steps** to delete a step. A confirmation message is displayed prompting you to continue.
    - Click **OK** to delete the step.
    - Click **Cancel** to return to the Add/Edit Interview Workflow page.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/general/addeditinterviewworkflow?rev=1486650303

Last update: **2019/12/10 09:30**