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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 **∧** 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.

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