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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	
<b>Workflow Name</b>	Type a new workflow name.	
<b>Adjust Interview Steps</b>	<b>Field</b>	<b>Description</b>
	<b>Interviewer</b>	Click <b>[v]</b> to select a user to assign the step to. Click <b>Add New Step</b> . Add as many steps as necessary.
<b>Current Steps</b>	<ul style="list-style-type: none"> <li>• The <b>Step Name</b> column displays the names of the created steps.</li> <li>• The <b>Interviewer</b> column displays the name of the interviewer who is assigned to a particular step.</li> <li>• Click <b>▲</b> or <b>▼</b> to change the position of the step within the workflow.</li> </ul>	

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 **▼** 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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