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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

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Workflow Name</td><td>Type a new workflow name.</td></tr>
<tr><td>Adjust Interview Steps</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Interviewer</td><td>Click [v] to select a user to assign the step to.
Click Add New Step.
Add as many steps as necessary.</td></tr>
</table>
</td></tr>
<tr><td>Current Steps</td><td>•
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 change the position of the step within the workflow.</td></tr>
</table>

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.

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