

# 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	
<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>	

Click **✓ Save & Continue** to save the workflow and return to the Interview Workflow page. Click **Cancel** to cancel the add/edit and return to the Interview Workflow page.

## Delete an interview workflow step

- 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=1486651020>

Last update: 2019/12/10 09:31

