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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> |  |

- 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

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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