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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>	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Interviewer</b></td> <td>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.</td> </tr> </tbody> </table>	Field	Description	<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.	
Field	Description					
<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>A</b> or <b>V</b> to change the position of the step within the workflow.</li> </ul>					

Save your work and return to the next page.

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.

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<https://help.ascendertx.com/careerportal/> - CP

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