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09:30

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					
Workflow Name	Type a new workflow name.					
Adjust Interview Steps	<table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <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> </tbody> </table>	Field	Description	Interviewer	Click [v] to select a user to assign the step to. Click Add New Step . Add as many steps as necessary.	
Field	Description					
Interviewer	Click [v] to select a user to assign the step to. Click Add New Step . Add as many steps as necessary.					
Current Steps	<ul style="list-style-type: none"> 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 A or V to change the position of the step within the workflow. 					
Save & Continue	Save your work and return to the next page.					
Cancel	Cancel and return to the previous page.					

Delete an interview workflow step

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. OK: Delete the row. Cancel: Cancel and return to the previous page.

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