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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. Required fields are marked with a red asterisk (<fc #ff0000>*</fc>).

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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Permanent link: <https://help.ascendertx.com/careerportal/doku.php/general/addeditinterviewworkflow?rev=1488572610>

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