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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> <tr> <th>Field</th><th>Description</th></tr> <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> </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.

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

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Last update: **2019/12/10 09:30**

