

# Table of Contents

**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				
<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>▲</b> or <b>▼</b> to change the position of the step within the workflow.</li> </ul>				
<b>Save &amp; Continue</b>	Save your work and return to the next page.				
<b>Cancel</b>	Cancel and return to the previous page.				

## Delete an interview workflow step

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

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

Permanent link: <https://help.ascendertx.com/careerportal/doku.php/general/addeditinterviewworkflow?rev=1488572618>

Last update: 2019/12/10 09:30

