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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.

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

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

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Last update: **2019/12/10 09:31**

