

Table of Contents

Add/Edit Interview Workflow	1
------------------------------------	-------	---

Last
update:
2022/07/18 general:addeditinterviewworkflow https://help.ascendertx.com/careerportal/doku.php/general/addeditinterviewworkflow?rev=1658175243
15:14

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.

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.

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

Permanent link:
<https://help.ascendertx.com/careerportal/doku.php/general/addeditinterviewworkflow?rev=1658175243>

Last update: 2022/07/18 15:14

