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 is comprised of the interview steps to be completed during the interview process. The order in which the steps (users) are listed on the page indicates the interview workflow sequence. You can add to or edit the interview workflow sequence as needed.

Required fields are marked with a red asterisk.

Add an interview workflow

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Workflow Name</td><td>Type a new workflow name.</td></tr>
<tr><td>Adjust Interview Steps</td><td>
<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>
</td></tr>
<tr><td>Current Steps</td><td>•
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 Λ or V to change the position of the step within the workflow.</td></tr>
<tr><td>Save & Continue</td><td>Save your work and return to the next page.</td></tr>
<tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr>
</table>

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=1658176206

Last update: **2022/07/18 15:30**