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Interview Workflow 1

Interview Workflow

The Interview Workflow page allows you to define an interview progression (workflow) for interviewing applicants. An interview workflow is assigned to a job posting based on the type of job posting. Interview workflow steps and their order within the workflow are defined using the Add/Edit Interview Workflow page. A list of available interview workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

View interview workflows

Click Records to select the number of interview workflows to display. The following interview workflow information is displayed on this page:

The Name column displays interview workflow names.

The Created By column displays the user who created the interview workflow.

The Create Date column displays the date and time the interview workflow was created.

Add an interview workflow

Click Add New + to create a new interview workflow. The Add/Edit Interview Workflow page will open.

Enter the new interview workflow information into the appropriate fields on the Add/Edit Interview Workflow page. Required fields are marked with a red asterisk (*).

You are returned to the Interview Workflow page when you save or cancel your addition.

Edit an interview workflow

Editing an interview workflow is facilitated using the Add/Edit Interview Workflow page.

Click Edit to edit an interview workflow row. The Add/Edit Interview Workflow page will open.

Edit the interview workflow information using the Add/Edit Interview Workflow page. Required fields are marked with a red asterisk (*).

Click Save & Continue to save your changes, or click Cancel to cancel your edit and return to the Interview Workflow page.

You can also click Interview Workflow to return to the Interview Workflow page.

You are returned to the Interview Workflow page when you save or cancel edit.

Delete an interview workflow

Click Delete to delete an interview workflow row. A confirmation message is displayed prompting you to continue.

Click OK to delete the interview workflow.

Click Cancel to return to the Interview Workflow page.

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