Table of Contents

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 records to display.

Field	Description
Name	Displays interview workflow names.
Created By	Displays the user who created the interview workflow.
Create Date	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 (<fc #ff0000>*</fc>).
- 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 (<fc #ff0000>*</fc>).
    - Click **Save & Continue** to save and return to the previous page.
    - Click **Cancel** to return to the previous screen.
    - You can also click **Interview Workflow** to return to the Interview Workflow page.

Delete an interview workflow

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/interviewworkflow?rev=1488485462

Last update: **2019/12/10 09:30**