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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 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 or edit an interview workflow

Field	Description
Add New + or Edit	Create or edit an interview workflow. The Add/Edit Interview Workflow page will open.

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.

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