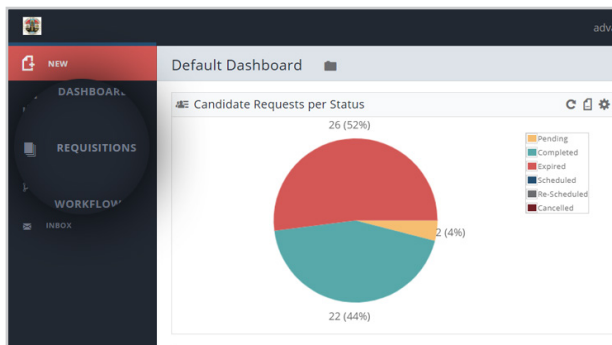
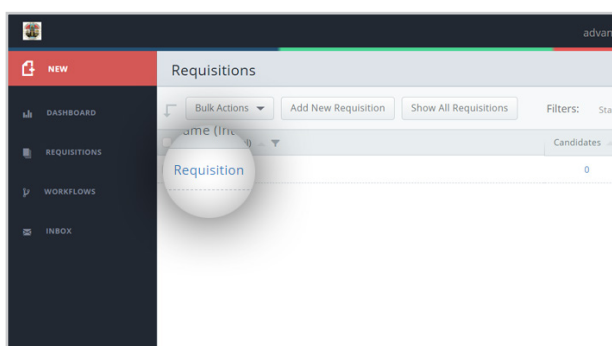


# CREATING A WORKFLOW STAGE

This guide will cover the process of creating a new Workflow Stage in your RIVS account. Workflow stages are used to organize your candidates and move them to different step in the interview process.

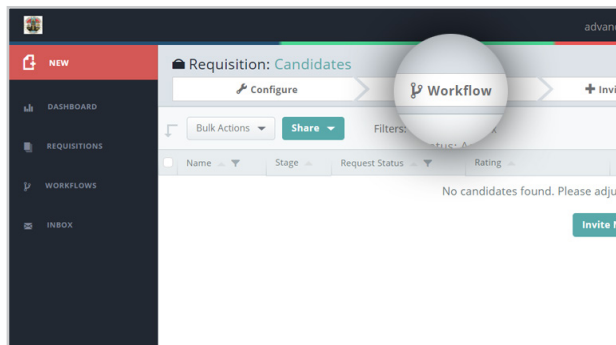


1 From the dashboard, select the Requisitions menu.

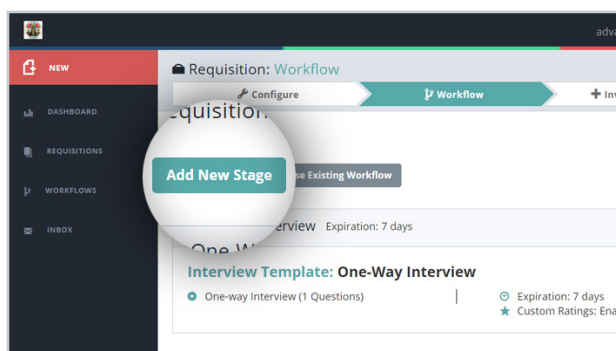


2 Select the requisition containing the workflow you want to edit.

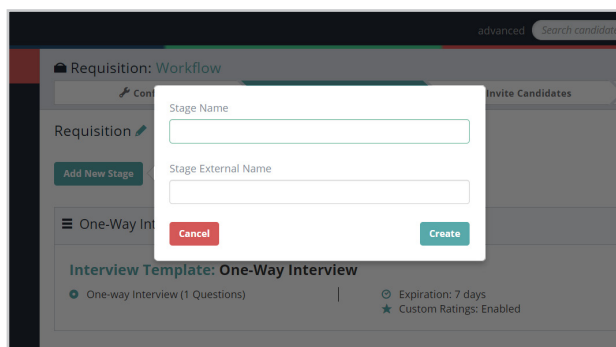
# CREATING A WORKFLOW STAGE



3 Select the Workflow tab.

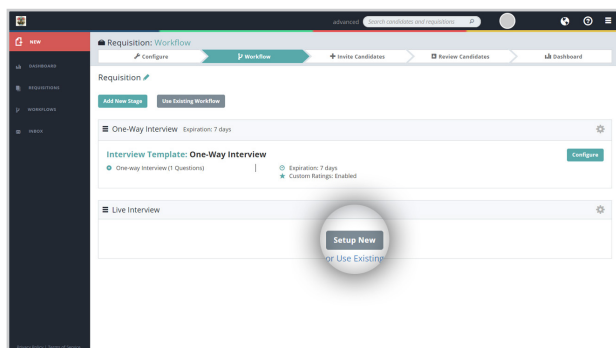


4 From the Workflow tab, click the Add New Stage button.



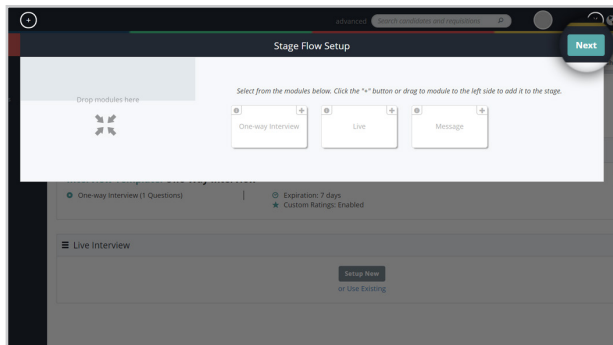
5 Add a Stage Name and optional External Stage Name if necessary, and click the Create button.

\*The External Stage Name is the stage name that will be seen by candidates.

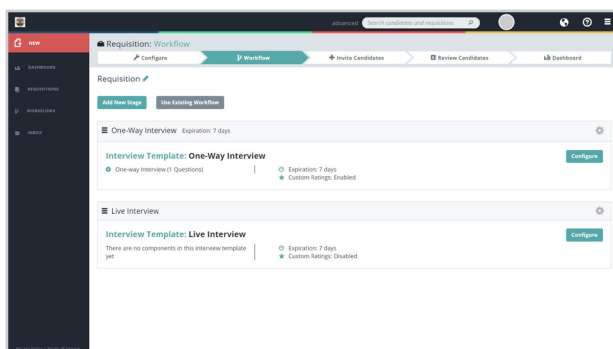


6 With the new stage created, you can set up the action that needs to occur (e.g. send candidates to a list of raters to be rated) in this stage by clicking the Setup New button.

# CREATING A WORKFLOW STAGE



7 Review the stage flow setup and click Next.



8 With your workflow stage completed, review the [Editing a Workflow Stage guide](#) to learn how to edit a workflow stage.