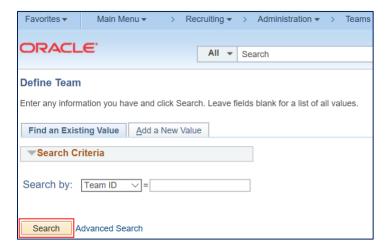# Creating/Editing Interview Teams

(How to add a CWR as an Interviewer)

Employees can be added as Interviewers directly on the job posting. However Contingent Workers and employees who are on leave from their UCB job will not show up in the lookup. Those people can only be added if they are a member of an "Interview Team".

To create or edit an Interview Team you must have the TAM Admin role, but any recruiter can add an existing Team to a job posting.
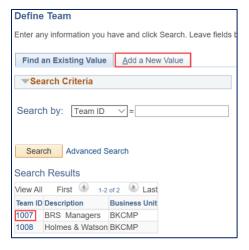
Navigate to Main Menu > Recruiting > Administration > Teams

It's recommended to click the **Search** button to check for existing teams that can be used or edited.

To edit an existing team click the **Number** next to the team name. Then add or delete people as desired.

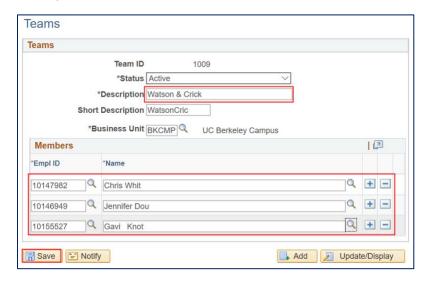If a new team is needed, click the **Add a New Value** tab.

Add in a **Description** that makes sense, (e.g. either the names of the people added (e.g. *Calvin & Hobbes*) or the grouping name (e.g. *Genomics lab*). The **Short Description** field is optional.

Then add in the Contingent Worker (CWR), Employee on Leave and/or any active employees. You can use the **Lookup icon** or enter the **Employee ID#** or **Name**. Use the **+** symbol to add more people.

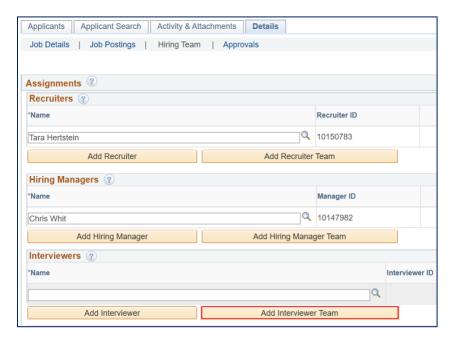Note: you can <u>not</u> add yourself as a Team member.

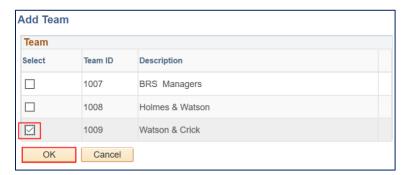When you are done, click the **Save** button.

You have created a new team!

Now you can go to a Job Posting and add that team on the **Hiring Team** page.

Click the **Add Interviewer Team** button.

Select the team you would like to add. Then click the **OK** button.

Back on the **Hiring Team** page those members of the team will display. Use the **trash can icon** to delete anyone. Or add more interviewers by clicking the **Add Interviewer** button.

Remember to **Save** these changes once you are finished!