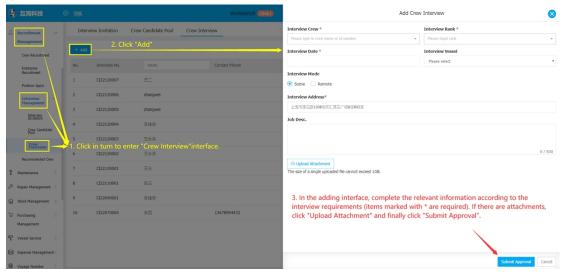# How to add crew interview

To initiate a crew interview, we must first ensure that the crew information is already in OLSaaS and that the crew is in-service. (Users can check the crew information first in "Crew Management - Crew Information).

Users can log in to the website of OLSaaS, and operate in"Recruitment Management → Interview Management → Crew Interview" interface according to the following steps 1-3:

Next Step:

After the crew interview is added, the document will be in the status of "Approving", and users can query the document status in the crew interview interface; According to the workflow node, the document will be transferred to the workbench of personnel with approval authority.