As a hiring manager you are managing all the requisitions that report to you.

1. Begin by typing **Hiring Restrictions** into the search bar. Two options will appear as task. Select the correct task.

2. From the menu, upper right, drop down to see the options.
Set Hiring Restrictions

Select the correct responses for each of the dropdown menus

- Availability Date:
- Earliest Hire Date:

Select the effective date from the calendar feature.
Once completed a confirmation window will appear. From here you can **DO ANOTHER** or close the window.

### STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at [Workday.Baltimorecity.gov](http://Workday.Baltimorecity.gov).