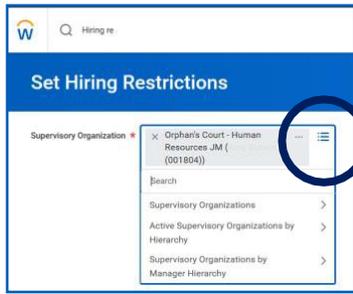
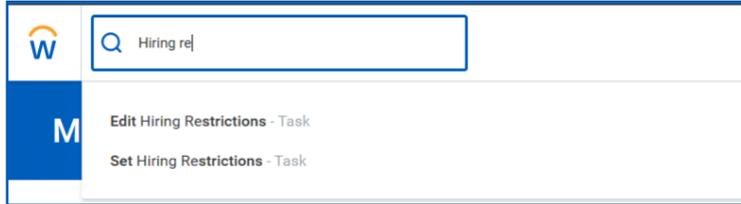


As a hiring manager you are managing all the requisitions that report to you.

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



From the menu, upper right, drop down to see the options

- 2.

← Set Hiring Restrictions

Supervisory Organization *Academy Clubhouse (10886 Edwards) (096356) (Inherited)*

Hiring Restrictions Request Reason

Hiring Restrictions

Availability Date *

Earliest Hire Date *

No Job Restrictions

Job Family

Job Profiles for Job Family (empty)

Job Profile

Location

Time Type

Worker Type

Worker Sub-Type (empty)



Select the effective date from the calendar feature.

- Availability Date:
- Earliest Hire Date:

Select the correct responses for each of the dropdown menus

You have submitted
Hiring Restrictions: [Ayodeji Oluabus](#) (Tisha Edwards) (096356) (Inherited) [Actions](#)

Up Next **Do Another**
[Set Hiring Restrictions](#)

[Review Hiring Restrictions](#)
Due Date 08/30/2020

Details and Process

For [Ayodeji Oluabus](#) (Tisha Edwards) (096356) (Inherited)

Overall Process [Hiring Restrictions: Ayodeji Oluabus](#) (Tisha Edwards) (096356) (Inherited)

Overall Status In Progress

Due Date 09/04/2020

[Details](#) [Process](#)

Organization [Ayodeji Oluabus](#) (Tisha Edwards) (096356) (Inherited)

Hiring Restrictions

Availability Date	09/11/2020
Earliest Hire Date	09/18/2020
Job Family	1 - Local 44

[Done](#)

Job Family [00002 - Building Responder I](#)
[01340 - Administration/Correctional Center](#)
[01142 - Manager IT Professional Services](#)

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.