Affirmative Action Goals in ASPIRE

To determine whether an open job requisition has Affirmative Action goals associated with it, follow either or both of these steps:

A. View it in the requisition

B. Add Minority and Woman Goal fields to your Requisition Output view in ASPIRE

Configuring Your Requisition Output Grid. The requisition output grid can be customized to add, remove and reorder columns. To edit output fields (add, remove, reorder), do the following:

1. Click the Edit output fields button on the requisition output grid page.
2. Select the ‘Minority Goal’ and ‘Women Goal’ fields in the Available values box. The Available values box contains standard fields and custom fields for which the user has privileges.
3. Click the double right arrows >> to move them into the Selected values box.
4. Use the up and down order to change the order of the items in the Selected values box.
5. Click Save.
6. On the Requisition Output Grid screen, click the Save Output Fields button to retain your settings.