

Closing the Position in Aspire

Applicant Data for Affirmative Action Reporting Form

The University is required by the Office of Federal Contract Compliance Programs (OFCCP) to retain applicant data for affirmative action reporting. Once an offer has been accepted, you should electronically complete the Applicant Data Form and return it to the recruiter. Click [here](#) to find the form under the Section Quick Links. You must indicate on the form the disposition reason for any candidate who was interviewed. Click [here](#) to download a list of ASPIRE disposition reasons. *NOTE: This form is required to be submitted to your recruiter in order to close a position.*