



# Applicant Tracking System RFP: *Pre-Proposal Conference*

JUNE 2025





# Investing in a Modern Talent Acquisition System

---

## Key Benefits:

- **Smarter Workflows:** Automate and streamline the entire hiring process.
- **Enhanced Communication:** Improve how we connect with applicants and within the university.
- **Reduced Admin:** Free up our team from repetitive tasks.
- **Compliance & Security:** Maintain compliant and defensible audit trails.
- **Data-Driven Decisions:** Collect legally required data and generate robust reports and analytics.
- **Stronger Brand:** Promote our university as an employer of choice.
- **Reliable Support:** Access responsive customer support when needed.

# Human Resources Modernization & an Applicant Tracking System

**HR Modernization:** Updating processes and aligning activities for a consistent, expert-supported HR experience across all colleges and divisions.

**Impact on Developing the New ATS:**

Our commitment to HR modernization necessitates an ATS that delivers intelligent automation of hiring steps, improved internal and external engagement, minimized manual effort, robust legal and security safeguards, insightful data analytics, and a compelling employer image. These priorities directly shape our search for the ideal system.

The new ATS will be a key tool in achieving HR modernization goals, providing the technological foundation for streamlined processes, improved communication, and data-backed insights to create a consistent and efficient hiring experience university-wide.

# University Stats

**500**

Average Open Posting Volume

**7,100**

Average Monthly Applications

**25**

Talent Acquisition Staff

**2,900**

Annual Employee Hires & Rehires

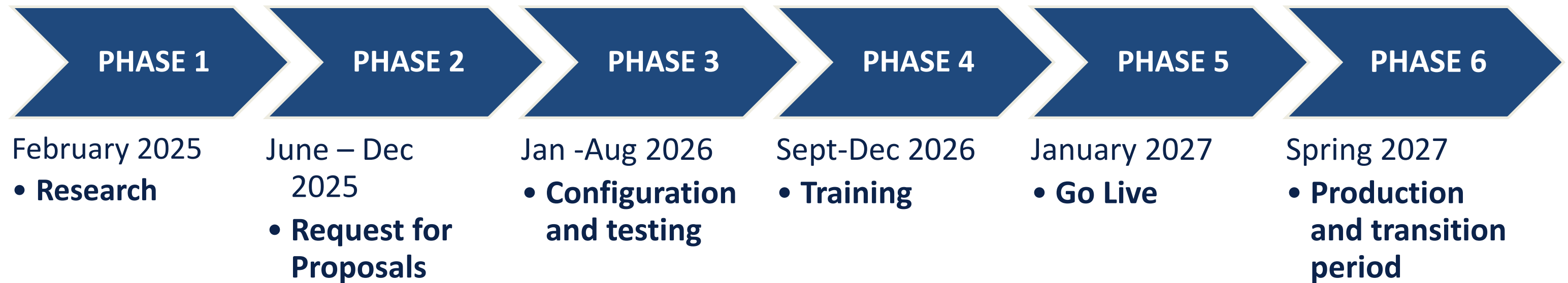
**17,000**

Total Employees

**1,131**

Hiring Departments

# Project Timeline and Milestones



# Project Teams

---

**Project Managers** – manages each stage of acquisition and implementation.  
*Lisa Gundy and Karl Timmerman co-leading, Kevin Adams operational support.*

**Procurement & Contracting** – manages vendor/client relationship.  
*Talaney Garth*

**RFP Committee** – evaluates and scores the proposals and required documents.

**Campus Work Group** – supports the implementation and testing of system.

**Vendor** – supports the implementation and training on system.

# System Requirements

---

## Applicant Tracking System must have: (not inclusive)

- Online job postings & applications
- Applicant flow tracking
- Candidate screening & scoring
- Customizable emails & automated notifications
- Reference collection (via third-party integration or built-in)
- Offer letter management
- EEO data collection
- Reports and analytics

# Proposal Review

---

Committee will evaluate the following:

- Quality of Proposal
- Limiting Criteria
- Required Services Worksheet
- Vendor Questionnaire Worksheet
- Pricing Worksheet



# Demo Requirements

## Demo Components

- Applicant experience
- Recruiter experience
- Search committee experience
- System Administrator experience

## Demo Cadence

- Four hours via Zoom
  - 45 minutes on each component above
  - 15 minutes of component questions







# Thank you

## Any Questions?

---

Lisa Gundy  
Director, Talent and Employment Compliance  
[lisagundy@arizona.edu](mailto:lisagundy@arizona.edu)