Kent State University Request for Proposals no. 1889 (Applicant Tracking System)
Vendor Questions and University Answers

Vendor 1 of 1

1) When does your current ATS vendor contract expire?

   May 30, 2023

2) With your scheduled Go-Live date of June 1, 2023 for the new system, what is the drivers for this date?

   Current contract expiration.

3) What vendors have you received product demonstrations from prior to going out to RFP?

   Current vendor and NEOED

4) Page 20, Section 6.0 Specifications states KSU has 4,500 employees. What makes up that number? Faculty, adjuncts, full and part-time staff? Do you plan to hire students through the ATS as well and if so, how many?

   The number is comprised of full and part-time faculty and staff. No plan to hire student employees using the ATS.

5) Do you track recruiting costs? If so, which costs are tracked?

   No.

6) Do you have different application processes for internal/external, classified/unclassified users? Are there any other unique processes related to applications? How many total? A diagram would be helpful.

   Yes, for Classified, Faculty and Unclassified. Workflows attached. Three separate processes and workflows, with differences throughout the hiring process.

7) About how many questions are there per application process?

   Approx. 25 on our current application - please specify – different sections of the application or supplemental questions per job. –copy of staff and faculty application attached.

8) Do you assign forms to users in the application process?

   Please clarify.

9) **SSO:** Will you require Single Sign On (SSO) to be implemented to allow users to log into the ATS from your network without having to enter their credentials for the ATS?

   Yes.

10) **Historical Data:** Would you like to load historical requisition and/or candidate data? Please provide the approximate number of records to-date and how many years' worth of data will come from each system.

    Yes, if this is an option. 4 years.

11) **Data from the ATS:** Please describe any outbound data feed or integration requirements you have to export data from the new ATS into other external systems (Besides Banner). Include the type of data (specific fields, if possible), destination system, frequency, etc.

    New hire data upload, PRA template upload, New hire email, new hire orientation registration

12) **External Systems:** Do you have any external systems that you need to integrate with CSOD Recruiting or Onboarding besides Banner (ex. Drug Screening, Reference Check, Background Check, Video Interviewing, etc.)? If so, which ones and what data will you need to be pulled from and/or loaded into CSOD Recruiting/Onboarding?

Online testing – initiate invitation from ATS, reference check, Pre-trax, Advertising, onboarding module

13) Please elaborate on requirement #7 (Initiate applicant testing by sending link to outside vendor employment test.) Who is your preferred vendor for assessment testing? Do you require a full integration with the ATS to receive/capture results or just a link out to the assessment tool site?

Test Genius – full integration capture results and send out link.

14) Are you interested in an onboarding solution for new hires to assign tasks, help with collection of new hire paperwork, and access other information related to KSU and their new position?

Yes

15) How is KSU handling the I9 process today? Is there interest in automating and using electronic I9 forms?

We process them in DocuSign.

16) Please elaborate more on requirement #5 (Loading and storing position descriptions with the ability to update easily). How are you managing job descriptions today? Are you using an electronic system?

Job descriptions were uploaded into our system, and we can update as new descriptions are created. We update them manually.

17) Please elaborate and/or provide examples on requirement #16 (Ability to upload templates and hiring documents into applicant tracking system to generate hiring documents for review and signature.)

We have the ability to upload search materials and hiring offer documents currently.

18) Where can we locate and download the "Security Questionnaire for External Services Providers" appendage as referenced in Form 8: Data Security Requirements/PCI Compliance?

Completing the HECVAT (see §4.46 of the RFP) will satisfy this requirement.