



501 Woodlane, Suite 600 | Little Rock, AR 72201 | o: 501-660-1000 | f: 501-660-1010

RFI 27-08

Request for Information (RFI) Recruitment/Onboarding and Performance Management System to Integrate with Banner HRIS Deadline: September 29, 2026. 11:00 A.M. CST

August 20, 2026

The Arkansas State University System ("ASU System") is seeking information from qualified vendors regarding comprehensive technology solutions that support the full recruitment and employee lifecycle including but not limited to, recruitment, onboarding, and performance management and the full employee processes across its institutions.

The ASU System consists of multiple colleges and universities with diverse missions, cultures, workforce needs, and operational requirements. The System seeks to identify solutions that provide a consistent enterprise framework while allowing individual institutions flexibility to maintain unique workflows, branding, approval structures, and reporting requirements.

This Request for Information (RFI) is issued solely for information-gathering and planning purposes. It does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or any other procurement solicitation. Responses to this RFI will help the ASU System evaluate available technologies, implementation approaches, best practices, and potential future procurement options.

The ASU System reserves the right to proceed with or discontinue any subsequent procurement process. Participation in this RFI does not guarantee inclusion in future procurement opportunities.

If you are interested, you must submit your information by 11:00 A.M. CST on September 29, 2026. Please send your acceptance to Lisa Glasco (lglasco@astate.edu) by said deadline.

Project Background

The Arkansas State University System is exploring solutions that would support the employee lifecycle from recruitment through ongoing performance development to offboarding. The desired solution would ideally provide:



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- Talent acquisition and applicant tracking
- Position management
- Candidate communications
- Interview scheduling and evaluation
- Electronic hiring workflows
- New employee onboarding
- Employee goal setting and development planning
- Annual and ongoing performance evaluations
- Performance coaching and feedback tools
- Reporting and analytics
- Integration with existing Banner Human Resources and payroll systems
- Employee Learning
- Employee Offboarding

The ASU System is particularly interested in understanding how vendors support multi-campus environments that require both system-wide standardization and campus-level autonomy.

Objectives

The ASU System seeks information regarding solutions that can:

Enterprise-Level Functionality

- Support centralized governance and reporting across multiple institutions.
- Provide consistent administrative controls and security standards.
- Facilitate system-wide workforce analytics and strategic planning.
- Allow centralized management of roles, permissions, and compliance requirements.

Institutional Flexibility

- Permit institution-specific workflows and approval chains.
- Support institution-specific branding and user experiences.
- Allow customized forms, templates, communications, and evaluation processes.
- Accommodate varying recruitment and performance management practices while maintaining common data standards.



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User Experience

- Offer intuitive interfaces for applicants, employees, supervisors, HR staff, and administrators.
- Provide mobile-friendly functionality.
- Support accessibility requirements and industry best practices.
- Deliver self-service capabilities for employees and managers.

Information Requested

Vendors are encouraged to provide information addressing the following areas:

Company Overview

- Company history and ownership.
- Experience serving higher education institutions.
- Number of higher education clients currently supported.
- Experience with multi-campus university systems.

Recruitment and Applicant Tracking

- Position requisition management.
- Applicant tracking capabilities.
- Candidate relationship management.
- Recruitment marketing tools.
- Search committee support.
- Compliance reporting capabilities.
- Electronic document management with the ability to attach documents.

Position Management

- Support multiple institutions within a system
- Centralized System-level options while allowing individual institutions to manage positions within a single organizational structure.
- Allow different institutions to utilize different approval workflows while maintaining common system wide standards.
- Support System-wide position classifications and job codes while allowing institution-specific titles, organizational structures,

- Provide a consolidated System-wide view of all authorized, filled, vacant, frozen, and inactive positions.
- Support positions that are funded by multiple sources, departments, campuses, grants, or accounts, as applicable.
- Allow for same position numbers to be used across the institutions within differing titles, roles, etc.
- Allow for employees to work across multiple institutions.
- Allow for disclosure and additional forms to be provided during onboarding process.

Onboarding Functionality

- New employee onboarding workflows.
- Electronic forms and acknowledgments.
- Task management and notifications.
- Equipment and access request workflows.
- New employee orientation support.
- Employee Learning opportunities
- Integration with Banner HR and payroll systems.

Performance Management

- Goal setting and goal alignment functionality.
- New Employee and Annual evaluation processes.
- Competency assessments.
- Employee development planning.
- Performance improvement workflows.
- Supervisor and employee feedback tools.
- Reporting and analytics capabilities.

Employee Learning Management

- Centralized Learning Management System with institutional level flexibility and administration..
- Automated assignment, reminders, completion tracking, and compliance reporting.
- Assign training based on employee, position, institution and hire date.
- Support online, instructor-led, virtual, recurring, and customized training.
- System-wide and campus-level dashboards, completion, overdue, and compliance reports.



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- Self-service learning.
- Support learning paths, certifications, skills development, and career growth.

System Administration

- Configuration options.
- Workflow customization.
- Security controls.
- Role-based permissions.
- Audit functionality.
- Data retention options.

Reporting and Analytics

- Standard reporting capabilities.
- Custom report creation.
- Dashboards and executive reporting.
- Workforce planning and talent analytics.

Integrations

Please describe available integrations with:

- Banner Human Resources and Payroll Information Systems (HRIS)
- Identity management platforms
- Learning management systems
- Document management systems
- Benefit Enrollment systems

Implementation and Support

Please provide information regarding:

- Typical implementation timelines.
- Implementation methodology.
- Change management strategies.
- Training resources.



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- Customer support options.
- Service level agreements.
- Ongoing system maintenance and upgrades.

Demonstration and Information Sessions

The ASU System intends to convene a committee comprised of representatives from multiple system institutions to evaluate the information received through this RFI.

The committee anticipates beginning vendor information sessions in **late September 2026**. Participating vendors may be invited to conduct virtual demonstrations and discussion sessions of approximately 90 minutes in length.

These sessions will provide vendors an opportunity to:

- **End-to-End Employee Lifecycle:** Demonstrate how recruitment, position management, onboarding, training, and performance management work together as an integrated process, eliminating duplicate data entry and disconnected systems. Include Benefit Enrollment if the system has that capability.
- **Recruitment:** Demonstrate position approval through posting, applicant tracking, search committee/interview processes, selection, offer, and transition to onboarding, with support for faculty, staff, adjunct, temporary, and multi-campus recruitment.
- **Onboarding & Training:** Demonstrate automated onboarding following offer acceptance, including required forms, electronic personnel records, benefits/payroll integration, required System and campus-specific training, notifications, and completion tracking.
- **Performance Management:** Demonstrate goal setting, evaluations, probationary reviews, ongoing feedback, performance improvement plans, professional development, and integration with training and employee records.
- **Multi-Campus Functionality:** Demonstrate how the system supports enterprise-wide standardization while allowing institutional flexibility, including campus-specific workflows, approvals, forms, employee groups, and processes within a single System environment. Including where an employee may work for multiple individual institutions.



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- **Higher Education Experience:** Highlight experience with public/state-supported higher education, multi-campus systems, faculty and staff populations, search committees, compliance requirements, and similar implementations.
- **Implementation & Integration:** Explain implementation methodology, timeline, data conversion, change management, training, and integration with Banner/ERP, payroll, benefits, finance, identity management, and other existing systems.
- **Support & Customer Success:** Describe ongoing support, account management, training, system updates, escalation processes, and how the vendor supports customers after implementation.
- **Demonstration Approach:** Use ASU System-specific scenarios rather than a generic product demonstration and show how information flows from position creation → recruitment → hiring → onboarding → training → performance management → offboarding.

We will provide additional scheduling information to selected respondents.

Submission Information

Organizations interested in participating in this information-gathering process should submit a written response expressing their interest and providing the requested information.

Please note that this is not a request to participate in an RFP/IFB at this time.

Responses should be submitted electronically **by September 29, 2026, 11:00 A.M. CST** to

Lisa Glasco, CPCP, CPPB, CPPO, NIGP-CPP, APO

Director of Procurement Services

Arkansas State University

Email: lglasco@astate.edu