HR Recruitment Platforms RFI Template

1. Company Information

Company Name

Contact Name

Contact Email

Contact Phone

Company Overview

2. Platform Overview

Product Name

Platform Overview

Year Established

3. Functional Requirements

Requirement	Available (Y/N)	Description
Applicant Tracking		
Job Posting Management		
Resume Parsing		
Interview Scheduling		
Reporting & Analytics		
Candidate Communication Tools		

Onboarding Integration		

4. Technical Requirements

Requirement	Available (Y/N)	Description
Cloud-Based Solution		
API Availability		
Mobile Access		
Single Sign-On (SSO)		
Data Export Options		
SLA/Uptime		

5. Integration Capabilities

Integration Type	Supported (Y/N)	Integration Details
HRIS/Payroll Systems		
Email & Calendar Systems		
Job Boards		
Background Check Providers		

6. Security & Compliance

- Describe security certifications and standards your platform complies with:

- Data encryption and storage practices:

- GDPR/CCPA compliance:

7. Support & Training

Support Channels Provided

Training & Onboarding Options

8. Pricing Model

Describe your pricing structure

9. References

Provide at least two relevant customer references