

Faculty & Staff Search Committee Training



FSU faculty search committee members and staff hiring team chairpersons must complete online training. All other hiring team members are strongly encouraged to complete the training.

Participants will learn how to:

- apply the search process when serving on a search committee
- identify strategies to conduct more effective candidate search
- recognize and avoid cognitive biases during the search process
- review strategies that result in better hiring recommendations

Steps to Register

1

Go to my.fsu.edu. Sign-in with your FSU employee credentials to get started. Under MYFSULINKS select HR>Employee Self-Service>Learning and Development>Request Training Enrollment.

2

Search with the following Course # or Name and request enrollment.

Employee Type	Course Name	Course #
Faculty	Faculty Search Training	COFST1
Staff	Staff Hiring Team Training	COSST1



All e-courses have a session date of the last day of the current year to allow daily enrollment. This is not the date of the session. You will receive a system-generated email on how and when to proceed to Canvas and complete the online course.

Please see the [Training Registration Guide](#) for additional registration assistance.

If you have questions regarding the search committee training content, please contact Michelle Douglas, Director, HR-Equal Opportunity Compliance & Engagement Office, at mbdouglas@fsu.edu or (850) 644-7950.

