

## Training Classes Offered by Human Resources-Employment

### **BTREC1 • OMNI e-Recruit**

Participants of this class will be shown how to successfully use the OMNI HR recruiting module for staff, faculty, and OPS appointments. Participants will use on-line tutorials to create, manage, and approve job openings electronically. This class is recommended for Department Representatives and anyone else involved in the hiring process. To view the on-line tutorials and training guides used in this class, visit the [OMNI Training Website](#) > OMNI Human Resources > Recruiting Activities. **Note:** On-line tutorials can also serve as self-training. *This class counts toward the HR Department Representative Certificate.*

### **BTAPP1 • HR Appointment Paperwork Processes**

The appointment paperwork process is pivotal in successfully onboarding new hires to ensure they receive pay, benefits, and system access in a timely manner. The HR-Appointment Paperwork Process course provides hands-on training for Department Representatives and Hiring Managers on the paperwork required to appointment Staff, OPS, and Faculty new hires. Participants will learn how to navigate and complete the appointment paperwork process by using the Payroll Calendar, New Hire Checklists, Appointment Papers Matrix, and other HR resources as their guide. *This class counts toward the HR Department Representative Certificate.*

### **LSIT01 • Interview Techniques**

Participants of this class will be presented with effective interviewing skills and techniques to be able to select the best candidate for their position. In addition to learning effective interviewing skills and techniques, through class exercises and an informational video, participants will learn the difference between traditional versus behavior based interviewing and learn how to avoid discriminatory questions. Resource: [Search and Screening Guide](#). This class is also available online. *This class counts toward the HR Department Representative Certificate.*

### **COCHB1 • Criminal History Background Check Process**

Participants of this class will be provided an overview of when a background check is required, how to request a background check, the background check review process, and associated statutes. This course is highly recommended for Department Representatives and Hiring Managers. This class is also available online. *This class counts toward the HR Department Representative Certificate.*

### **PDAI01 • Applying and Interviewing for a Job at FSU**

Participants of this class will be given a step-by-step overview of FSU's job application process and effective interviewing skills and techniques. It is also helpful for those who may be seeking internal promotional opportunities. Learn how to search the [FSU Job List](#) and complete the FSU Employment Application.

### ***How to Request Training Enrollment:***

*To register, log into [OMNI](#) and navigate to: Human Resources 9.1 > Self Service > Learning and Development > Request Training Enrollment > Follow the prompts to submit your request.*

*To view the course description, click on the  icon.*