

Faculty & Staff Search Committee Training



FSU faculty search committee members and staff hiring committee chairpersons must complete online training. All other hiring committee 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 a more effective candidate search
- Review strategies that result in better hiring recommendations

Steps to Enroll

1

- Go to my.fsu.edu. Sign in with your FSUID and password.
- Under MyFSU Links, select HR>Employee Self-Service>Learning and Development>Request Training Enrollment.

2

- Search with the following Course # or Name and request enrollment.
- View Available Sessions and Continue to complete enrollment.

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



Online training courses have a session start and end date of 12/31/XX, allowing for year-round enrollment and completion in Canvas. Post-enrollment, you will receive a system-generated email on how to proceed to Canvas and access the training. For more information, view the OMNI HR [Training Registration Guide](#).

For questions about search committee training content, contact HR at jobs@fsu.edu. For help with course registration contact training@fsu.edu.

