

# Faculty & Staff Search Committee Training

The online FSU faculty search committee members and Staff Hiring Team Chairpersons are **required** to complete 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](https://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 of Human Resources Compliance, at [mbdouglas@fsu.edu](mailto:mbdouglas@fsu.edu) or (850) 644-7950.

