

Faculty Search Committee and Staff Hiring Team Training

After this training, participants will be able to:

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

All FSU faculty search committee members are required to complete Faculty Search Training. Staff Hiring Team Chairpersons are required to complete Staff Hiring Team Training. All hiring team members are strongly encouraged to complete the training.

To Register and Access the Online Training

1. Go to <https://my.fsu.edu> and sign in with your FSU EMPLOYEE credentials
2. Under MYFSULINKS: Select **HR > Employee Self-Service > Learning and Development > Request Training Enrollment**
3. Search by COURSE Number
 - **COFST1** or COURSE Name = **Faculty Search Training**
 - **COSST1** or COURSE Name = **Staff Hiring Team Training**
4. Follow the prompts and **submit** your registration**
5. After submitting your registration in OMNI, you will receive a system-generated email on how and when you should proceed to CANVAS and complete the course. **Please read the information carefully.**
6. Once in CANVAS, go to **Courses > ALL COURSES** to locate your training course

****Note:** All eLearning courses have a session date of the last day of the current year (i.e., **12/31/20XX**). eLearning courses are always available for registration and completion. The **12/31/20XX** date is used as a session date placeholder. This is NOT the date of the session.

Questions regarding training registration: Contact Training & Organizational Development at training@fsu.edu

Questions regarding Search Training content: Contact the Office of Equity, Diversity and Inclusion at EDI@fsu.edu