## REGISTRATION GUIDE

## Faculty & Staff Search Committee Training

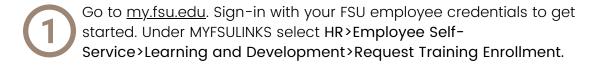


The online FSU faculty search committee members and Staff Hiring Team Chairpersons are **required** to complete training. All other hiring team members are strongly encouraged to complete the training.

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





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	COSSTI



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 <u>Training Registration Guide</u> 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 or (850) 644-7950.

