



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

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