

THE MIND GYM

the official newsletter of Continuous Improvement & Training



Attention FSU Employees Upcoming Training Opportunities



Expand your skills and knowledge with our monthly training opportunities!

Whether you're looking to enhance your professional development, stay updated on the latest industry trends, or sharpen specific job-related skills, we've got you covered.

Benefits of Training

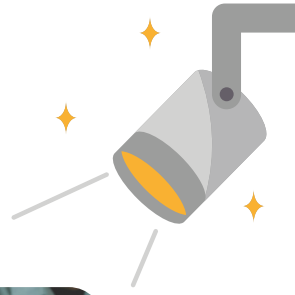
- Gain new skills and knowledge to excel in your role.
- Stay competitive in your field with up-to-date training.
- Network with colleagues and experts in your industry.
- Enhance your career prospects and professional growth opportunities.

3/7	Attendance & Leave Policy	More info
3/7	HR Bootcamp II	More info
3/12	Mindfulness	More info
3/14	 Benefits Briefing Workshop	More info
3/18	Introduction to University Accounting	More info
3/19	Travel Expense and Concur	More info
3/20	Intermediate University Accounting	More info
3/21	The Nole eRecruit Experience	More info
3/22	The OPS Hiring Express	More info
3/27	Form I-9, Guardian, and E-Verify	More info
3/28	Department Ledger Review	More info

Click *More Info* next to the training name to view the class description and access the registration link.

Training Spotlight

Search Committee Training



Training for hiring search committees is crucial for ensuring fair, equitable, and effective recruitment processes. It provides guidelines and best practices for conducting job searches, screening applicants, and conducting interviews at FSU. A well-trained search committee is better equipped to provide a positive experience for job candidates.

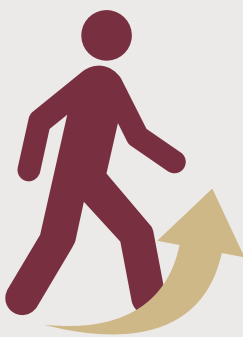
In the online search committee training, you will learn about:

- Creating a search committee and defining roles.
- Building the best applicant pool through active recruiting.
- Tips to avoid cognitive biases.
- Interviewing do's and don'ts.
- Legal, recordkeeping, and university requirements.
- Overcoming pipeline problems.
- Welcoming a new colleague into your department.



Everyone involved in faculty and staff hiring is encouraged to enroll. If you are a hiring committee chair, training is mandatory. To sign up for search training, go to fla.st/AJP4QHGS and register for the faculty (COFST1) or staff (COSST1) search committee training.

FSU Onboarding Training for Department Representatives



If you are a new Department Representative, serve as a backup to your Department Representative, or would like to refresh your knowledge about the Onboarding Portal, this class is for you! The university's Onboarding Portal is a comprehensive electronic portal that streamlines the completion of employment forms, background checks, and other pre-employment requirements, making it easier to get your employees up and running.

This is a critical process, and we are pleased to announce that the FSU Onboarding Training for Department Representatives class will be available as an interactive, self-paced *online module* in Canvas now.

Use course number **BTSMT0** to enroll in the online self-paced module.