

Faculty & Staff Search Committee Training

The Office of Human Resources is excited to announce two new training opportunities to help you hire the best and brightest.



FACULTY SEARCH COMMITTEE TRAINING & STAFF SEARCH TRAINING

In these courses you will learn how to conduct effective faculty and staff searches from inception to onboarding, including:

- 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 Access Search Training

1. Go to searchtraining.hr.fsu.edu.
2. Sign in with your FSU id and password.
3. Select which module you want to complete (faculty or staff).
4. Complete the training.

Questions? Contact Human Resources, Training & Organizational Development, at training@fsu.edu or (850) 644-8724.