Training Classes Offered by Employment & Recruitment Services

OMNI-HR-3089 • HR Recruiting 9.0

Participants of this class will be shown how to successfully use the OMNI 9.0 recruiting module for staff and OPS appointments. Through a hands-on special OMNI training environment, participants will create, manage, and approve job openings. An overview of the new employee wizard forms and the appointment paper matrix will also be given. This class is recommended for Department Representatives and anyone else involved in the hiring process. To view on-line tutorials and training guides, visit the OMNI Training Website and go to the OMNI Human Resources Recruiting Activities section. **Note:** On-line tutorials can also serve as self-training.

ER-EMP-100 • Interviewing Techniques

Participants of this class will be presented with effective interviewing skills and techniques to be able to select the best candidate for their position. In addition to learning effective interviewing skills and techniques, through class exercises and an informational video, participants will learn the difference between traditional versus behavior based interviewing and learn how to avoid discriminatory questions. This class is also available online at [http://www.hr.fsu.edu/index.cfm?page=DepartReps_Training_Train](http://www.hr.fsu.edu/index.cfm?page=DepartReps_Training_Train).

Resource: Search and Screening Guide

HR-EMP-1001 • Applying and Interviewing for a Job at FSU

Participants of this class will be given a step-by-step overview of FSU’s job application process, including: how to search for a job on the FSU HR Website, how to complete the FSU Employment application, and other useful information on the application/interview process.

To register for one of these classes, visit the Training and Organizational Website.