SEARCH ADVISORY COMMITTEE TRAINING

Handbooks

- Search Advisory Committee Handbook – Provides additional information about policies and processes for effective searches, tools for search advisory committees, and sample forms.
- Recruiting and Selection Guidebook – Describes a five-step process for effectively recruiting a broad and diverse candidate pool to fill vacant positions at Minnesota State.

Online Training

Search Advisory Committee Training for Minnesota State
Search Advisory Committees play an important role in helping Minnesota State build a workforce that delivers excellence in education. This 20-minute course provides information and resources for committee members. Topics include roles and responsibilities of search advisory committee members, laws and policies for the search process, and creating a fair and effective search process.

Audience:
- Members of search advisory committees.
- Staff from HR, Equity and Inclusion, and other units that support the search process.

Registration:
- Available in Employee Self-Service/ELM
- Online version for non-employee committee members

Unconscious Bias in the Search Process
Unconscious biases are deeply held, automatic preferences for the familiar, for people whose faces, language, and culture are like our own. Without intending it, these biases can impact our search processes. This 30-minute course provides an overview of unconscious bias, descriptions of how it can play out in hiring practices, and strategies to minimize its impact.

Audience:
- Members of search advisory committees.
- Staff from HR, Equity and Inclusion, and other units that support the search process.
- Course videos can be used as discussion starters for campus training sessions and brown bag discussions.

Registration:
- Available in Employee Self-Service/ELM
- Online version for non-employee committee members

Human Resources/Talent Management
February 2019

Minnesota State is an Equal Opportunity Employer and Educator
In the “Advanced Search” box, enter the following (see examples on next page) and click “ENROLL” next to the proper course:

<table>
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<tr>
<th>Course Description</th>
<th>What do I type?</th>
<th>Where / What box?</th>
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<tr>
<td>Search Advisory Committee Training (Part 1 of 2)</td>
<td>“Search” or “E260000LR0022”</td>
<td>In the “Description” box or In the “Course Code” box</td>
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### Search Advisory Committee Training (Part 1 of 2)

#### Advanced Search

- **From Date**: [ ]
- **End Date**: [ ]
- **Learning Type**: All
- **Title**: 
- **Course Code**: 
- **Description**: Search

#### Search Results

**Search Advisory Committee training for Minnesota State (MnSCU) Part 1 of 2 (E260000LR0022)**

Topics include roles and responsibilities of search advisory committee members, laws and policies for the search process, and creating a fair and effective search process. [View Details]

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- **Description**: 

#### Search Results

**Search Advisory Committee training for Minnesota State (MnSCU) Part 1 of 2 (E260000LR0022)**

Topics include roles and responsibilities of search advisory committee members, laws and policies for the search process, and creating a fair and effective search process. [View Details]

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#### Click enroll
Unconscious Bias in the Search Process (Part 2 of 2)

**Advanced Search**

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- **Learning Type**: [Select]
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**Search Results**

Search Advisory Committee training Part 2 of 2: Unconscious Bias in the Search Process (MnSCU) (E260)

This 30-minute course provides an overview of unconscious bias, descriptions of how it can play out in hiring practices, and strategies to minimize its impact. [View Details]

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**Click enroll**

OR

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**Search Results**

Search Advisory Committee training Part 2 of 2: Unconscious Bias in the Search Process (MnSCU) (E260)

This 30-minute course provides an overview of unconscious bias, descriptions of how it can play out in hiring practices, and strategies to minimize its impact. [View Details]

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**Click enroll**

Updated 10/17/2019