Getting Started with Supervising REAL Students

Coaching students is rewarding. They bring new energy and ideas to your work and workplace. Their questions can inspire innovation. And, their effort gets items off your to-do list. It can also be challenging. We’re here to help. Check out the “Partner Resources” on our website (middle of the page) for the student work-plan to guide your first meeting, REAL success tips, the Partner Guidebook and more.

Getting Started Guide

How are we doing? Five short questions

Your feedback helps us improve. What do you think of the hiring timeline? Please complete our short, five-item survey. Thank you!

New for 2020!

REAL Change Request Form

Has any of your information changed since you hired your student? Now you can request changes to supervisor name, billing information and more in our online change request form.

Form

Begin with the End in Mind

We won’t ask you to evaluate your student’s performance until April. But, feedback is always a gift and if you want a sneak peek of our performance indicators, please check out the REAL Student Evaluation form linked from our website.

Learn More

New for 2020!

ETAS Access for External Supervisors

Now all of our partners can approve and monitor student hours directly online in the Emory Timecard Adjustment System (ETAS). You will receive reminders to approve your student’s hours biweekly.

Timekeeping

What’s new with the REAL Calendar for 2020-2021?

Students may work through Friday, December 18, 2020 for the Fall Term. Unused fall hours can roll over to Spring term, beginning January 4, 2021. Please remember students may not work on Holidays.

REAL Calendar

Handshake Reminder

Pro-tip: Once you have identified the REAL student(s) you plan to hire, please expire the job in Handshake. This will ensure students do not continue to apply for your position. You can expire your job in two quick steps. Just log on to Handshake to access your job. In the Status section, click the Expired tab and the Save Expired button. Or, send your job number to REAL@emory.edu and we will expire the job for you.

CDC Corner

For assistance with hiring at the CDC, please contact Marilyn James in the CDC/OCOO/HRO at oro8@cdc.gov.

Haven’t hired yet? There is still time!

There is still time to post positions and hire students. Students are encouraged to secure a position by the end of October. See below for the 5 Steps to Get REAL. Please spread the word about REAL. We grow every year by word of mouth.

REAL Interest