REAL
ROLLINS EARN AND LEARN

Internal Employer Training
June 24th, 2020
Agenda

- Welcome and introductions
- Overview of the REAL program
- Benefits of REAL for Employers
- Public Health competencies and how best to utilize REAL students
- Pro-tips on crucial conversations to have as supervisors
- How to hire/re-hire
- Hours tracking
- Refer your friends and colleagues to REAL!
- Q & A
WHAT IS REAL?
The Rollins Earn And Learn is a program that offers eligible full-time MPH and MSPH students valuable opportunities to earn while they learn.

- The program provides funding for full-time master’s level public health graduate students to support their academic interests with applied public health experiences.

- Partner organizations include: federal, state, county and other government agencies, Emory University, Emory Healthcare, Emory-affiliated programs, for-profit and nonprofit organizations throughout Atlanta.

- Earnings are funded by both the Rollins School of Public Health and the approved partnering organizations.
Overview of REAL

- Unique to Rollins School of Public Health
- Vital component of training the public health workforce
- Opportunity to mentor new professionals
- Students provide their skills and assets and deepen their public health competencies
- RSPH pays half their salary!!!
Benefits of hiring REAL students

- Motivated and eager to learn
- Seeking real-world experience
- Bring fresh eyes to your work
- Building skills that you need
Example skill sets of REAL students:

- needs assessment,
- program evaluation,
- quality improvement,
- asset mapping,
- proposal writing,
- research,
- literature reviews,
- identify facilitators and barriers,
- cultural competency,
- strategic planning,
- data collection and analysis,
- communications and marketing,
- training design and implementation
WHAT ARE STUDENTS LEARNING?
RSPH Academic Departments

- Behavioral Sciences and Health Education
- Biostatistics and Bioinformatics
- Environmental Health
- Epidemiology
- Global Health
- Health Policy and Management
RSPH Certificate Programs

- Genetic and Molecular Epidemiology
- Humanitarian Emergencies
- Human Rights
- Injury and Violence Prevention
- Maternal and Child Health
- Mental Health
- Religion and Health
- Socio-Contextual Determinants of Health
- Water, Sanitation and Hygiene
PUBLIC HEALTH COMPETENCIES
Competencies

- REAL students are not your traditional “interns”
- They are skilled and degree-seeking
- Use the student work-plan and job description template to craft competency-based job descriptions
  - Work plan template
  - Job description template
Be sure to specify your work location in the job posting:
* Students are planning their commute times and class schedules down to the minute!
Pro-tip

Students cannot work on holidays
Pro-tip

Students cannot work over-time
Pro-tip

If you have required trainings for students, this should be paid time.
Discuss the ebb and flow of the academic year with your student:

- Do they want to work full time during fall break, end of December, early January?
- If they front-load hours during breaks, remember they might run out before the end of the term!
- What are your deal-breakers as far as timely notification of planned or acute absences?
- How flexible can you be?
Pro-tip

Set expectations early:
- Initial meeting with student
- Onboarding to office culture, policies, procedures, safety plans
- Use the student work-plan document
- Discuss how often and in what manner feedback will be provided
- Optional mid-year student performance evaluation and conversation
- Required end of year student performance evaluation (April) and conversation

We can help!
INTERNAL EMPLOYERS' HIRING PROCESS
Internal Employer Hire Paperwork (Required)

1. Handshake Posting

2. RSPH Student Hire electronic forms submission
   a. This includes the electronic format of the REAL Hire Form and Health and Safety Questionnaire

3. REAL Student Work Plan Document
Contacts

For assistance with submitting hire forms, please contact REAL Manager, Lisa Parker at real@emory.edu.
USING HANDSHAKE
How to Post a Job in Handshake

- **Job Title**: REAL 2017 - SAMPLE JOB TITLE
- **Company Division**: Choose a division...
- **Require students to also apply through website or applicant tracking system?**
  - Yes
  - No
- **Display your contact information to students?**
  - Name Only
  - Name and Email
  - Don’t show my info
- **Job Type**
  - Job
  - Internship
  - On Campus Student Employment
- **Employment Type**
  - Full-Time
  - Part-Time
- **Duration**
  - Permanent
  - Temporary / Seasonal
- **Start date**: yyyy-mm-dd
- **End date**: yyyy-mm-dd
- **Work Study Job?**
  - Yes
  - No

**NOTE:**

Public Health Core Competency Domains
- Analytical/Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Click [here](#) for a downloadable pdf file of the Core Competencies with examples of responsibilities for each competency and level of professional development.
Enter your job description. Be sure to include core public health competency based description.

**Job Functions:** Choose the job functions. This helps students search for your job.
Select all required application materials. Include “proof of REAL award” as other document.
International Students

Because international REAL awardees are Emory Employees, the appropriate answer for the following two questions on Handshake should default to “YES”.

Eligibility for international students (non-US citizens or permanent residents)

* Would you sponsor a work visa for the right candidate?

- Yes  
- No

* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under OPT/CPT)

- Yes  
- No
This section (preferences) is optional.
This last page is where employers select RSPH and the job post closing date:

**Default Expiration Date**

The expiration date should be no later than 10/31 for Fall, and 3/5 for Spring.

Note: This job will not be viewable to students after the expiration date.

You must select “Create,” then record your **Job Posting Number**.

The Job Posting Number must be entered on your **Hire Forms** (electronic and paper).
REGISTRATION
Registration

https://apps.sph.emory.edu/RSPHStudentHire/?Registration

RSPH Student Hire Login

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

User Name/ NetID
Password
Login to RSPH Student Hire

Registration  Forgot Password
Registration - Step 1

RSPH Student Hire Registration

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

- Emory
- Test
- Etest@emory.edu
- Phone Number
- Reasons for Access?

Register for RSPH Student Hire
Registration – Step 2

Additional Questions

Is this a Rollins Earn and Learn (REAL) Hire? Yes

Location/Site/Campus Work will be performed?
Street Address: 
City/State: Georgia 
Zip Code: 

Please Select One.
- I want to hire a student
- Inquiries about hiring a student
- Other, please explain

Additional Information:

Submit
Registration - Step 3 (Confirmation)

Thank you!

Your registration has been successfully submitted and is pending approval. You will receive an email once it is approved.

Return to Login  Exit
INITIATING A HIRE
Logging In

https://apps.sph.emory.edu/RSPHStudentHire/

RSPH Student Hire Login

Welcome to the RSPH Student Hire System. This Student Hire process cannot be used to hire non-Emory students.

Emory Healthcare and external partners, please use your email address as the username to log in. Emory University employees, please use your NetID as the username to log in.

ETest

*******

Login to RSPH Student Hire

Registration  Forgot Password
Dashboard

RSPH Student Hire

Click New Employment button to initiate a hire
Step 1 - Selecting a Student

1. To search a student, type in their NETID, first name, last name, or NETID email address in the appropriate fields.

2. Click the student’s look-up box, and the student’s information will populate in the appropriate fields.
Step 2 - Add Employment Information

![Employment tab](image)

**Employer Information**

- **Employment Type:**
  - [Dropdown]
- **School:**
  - [Dropdown]
- **Departments:**
  - [Dropdown]

**Hiring Contact**

- **Net ID:**
  - [Input]
- **First Name:**
  - [Input]
- **Last Name:**
  - [Input]
- **Email:**
  - [Input]
- **Phone:**
  - [Input]

**Supervisor Contact**

- **Net ID:**
  - [Input]
- **First Name:**
  - [Input]
- **Last Name:**
  - [Input]
- **Email:**
  - [Input]
- **Phone:**
  - [Input]

**Buttons:**

- Save
- Cancel
- Back
- Save
- Save & Continue
Step 2 - Add Employment Information
The names of all eligible Emory employers are pre-populated within Student Hire. To search for the hiring contact and supervisor contact, you can start typing in the person’s first name, last name, email address, or Emory NETID.

Note that it is possible for the Hiring Contact and Supervisor Contact to be the same person.

If the Hiring Contact and the Supervisor Contact are the same person, click the “Same as Hiring Contact” check box and the fields for the Supervisor Contact will automatically populate with the same information entered for the Hiring Contact.
Step 3 - Approvers

Approvers Tab
Step 3 - Approvers

Funding Source drop-down

Approver(s) Information
Please enter the people who will need to approve this new hire.

Is the Funding Source

- Please Select Type -
- Grant-Based or a Sponsored Account
- Non-Sponsored Account or Department Speedtype

*If you do not know which to select please ask internally.
Step 3 - Approvers
Step 4 - Start Hiring Process

**Approver(s) Information**

Please enter the people who will need to approve this new hire.

**Is the Funding Source:** [Grant-Based or a Sponsored Account]  
*If you do not know which to select please ask internally.*

<table>
<thead>
<tr>
<th>Type</th>
<th><em>Net ID: cdavi31</em> Or</th>
<th><em>First Name:</em> Courtnée</th>
<th><em>Last Name:</em> Davis</th>
<th><em>Primary Email:</em> <a href="mailto:cdavi31@emory.edu">cdavi31@emory.edu</a></th>
<th>Primary Phone: 3052154406</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Net ID</td>
<td>First Name</td>
<td>Last Name</td>
<td>Primary Email</td>
<td>Primary Phone</td>
</tr>
</tbody>
</table>

*Notice on the Approvers tab after you click the **Save** button the **Start Hiring Process** button appears. This means you have successfully filled out all the information needed to start the hiring process.*
Step 4 - Start Hiring Process

The student you started the hiring process for will appear here.

### RSPH Student Hire

#### Pending Employment

<table>
<thead>
<tr>
<th>Action</th>
<th>Student</th>
<th>Employer</th>
<th>Completion</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>test</td>
<td>test</td>
<td>0/5</td>
<td>12/14/2017</td>
</tr>
</tbody>
</table>

#### Completed Employment Process

<table>
<thead>
<tr>
<th>Action</th>
<th>Student</th>
<th>Employer</th>
<th>PS Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Jack Oakley</td>
<td>Development</td>
<td>07/13/2016</td>
</tr>
<tr>
<td>View</td>
<td>Constance M. Daise</td>
<td>Behavioral Sciences/Health Ed.</td>
<td>07/13/2016 9:50 AM</td>
</tr>
<tr>
<td>View</td>
<td>Bayan Ali Shelen</td>
<td>Environmental Health</td>
<td>08/09/2015 8:45 AM</td>
</tr>
<tr>
<td>View</td>
<td>Prasad Allampalli</td>
<td>Epidemiology</td>
<td>09/11/2016 10:29 AM</td>
</tr>
<tr>
<td>View</td>
<td>Richard Baker</td>
<td>Epidemiology</td>
<td>08/02/2016 8:05 AM</td>
</tr>
</tbody>
</table>
HOURS TRACKING
Hours Tracking

» Students can work up to 185 hours/semester

» **After student has reached 185 hours the employer will be billed at 100% of the time worked**

» Ways to keep track of hours worked:
  » Meet with students on bi-weekly basis and use ETAS to track the student’s hours.
  » *Emory Timecard Adjustment System (ETAS)*
    » *Employers view timecards biweekly and approve time worked*
ETAS

➢ The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments and request time off.

➢ ETAS for REAL students is monitored by Rollins School of Public Health HR
  ➢ rsphhr@emory.edu
Emory requires supervisors to review and approve all employee timecards after each pay period using the Timecard Adjustment System.

The Timecard Adjustment System will prompt biweekly employees and their managers to certify the following:

➢ Biweekly employees will be prompted to certify the accuracy of their clock times, adjustments, and lunch periods

➢ Managers will be prompted to certify that they have reviewed their biweekly employees’ timecards for accuracy
Approve Timecards

1. Click Approvals > Approve Timecards. Timecards that require approval will be displayed for each employee by pay period.

2. Review the timecard totals for accuracy.
   a. To view or edit an employee’s timecard, click the View/Edit button.
   b. Once a timecard has been approved, a blue Details banner will appear. Hover over the Details banner to view the approval details.

3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the Select All button.

4. Click Approve Selected. The approval certification statement will appear.
5. Read the Timecard Approval Statement.

6. Click Approve All. The timecard details will be removed from the Timecard Approval list.
   a. After you approve a timecard, the employee will receive an email notice regarding the timecard approval.
   b. You cannot make any adjustments to a timecard unless you remove your approval (see Remove Timecard Approval instructions).
   c. Only the departmental timekeeper may adjust employee timecards after a supervisor approval. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve the timecard(s).
REFERRALS
Each One Tell One

- Please refer your public health friends and colleagues to REAL!
- We add employer partners each year
- CBOs, NGOs, private sector, consulting
- Take brochures with you to share
### REAL Program 2019-2020 Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1 – October 3</td>
<td>Employers may begin posting positions and student may begin applying</td>
</tr>
<tr>
<td>September 3</td>
<td>Earliest start day for Fall semester</td>
</tr>
<tr>
<td>October 31</td>
<td>Deadline for students to secure a position if starting in Fall semester</td>
</tr>
<tr>
<td>November 1 - February 25</td>
<td>Employers may post positions for Spring semester hires and students may begin applying</td>
</tr>
<tr>
<td>November 28 - 29</td>
<td>University Holiday (students not allowed to work)</td>
</tr>
<tr>
<td>December 11 - 14</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day students may work during Fall semester</td>
</tr>
<tr>
<td>December 15 - January 1</td>
<td>Winter Break (students are not allowed to work)</td>
</tr>
<tr>
<td>January 2</td>
<td>Earliest start date for Spring semester</td>
</tr>
<tr>
<td>January 2 - 10</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>March 4</td>
<td>Deadline for students to secure a position for Spring semester</td>
</tr>
<tr>
<td>March 9 - 13</td>
<td>Spring Break (students may work up to 40 hours/week with supervisor approval)</td>
</tr>
<tr>
<td>April 28 - May 9</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>May 9</td>
<td>Last day students may work during Spring semester</td>
</tr>
</tbody>
</table>
The Office of Career Development is committed to you!
How OCD prepares our students