REAL
ROLLINS EARN AND LEARN

Internal Partner Supervisor Training
2019 Version
Welcome and introductions
Overview of the REAL program
Benefits of REAL for Partners
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 (REAL) program 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 50/50 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 humility,
- 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
- Religion and Health
- Socio-Contextual Determinants of Health
- Water, Sanitation and Hygiene
PUBLIC HEALTH 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

- Link to RSPH competencies
- Job description template – optional, but makes it easy to cut and paste into our job posting site, created before you post
- Work plan template - strongly recommended; fill it out with your student in advance or at your first meeting
PRO-TIPS
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.
Pro-tip

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 of hours before the end of the term!
• Front-loading in January may make sense because April-May tend to fill up with school projects, presentations, theses and graduation requirements.
• 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 (Dec) student performance evaluation and conversation
• Required end of year student performance evaluation (April) and conversation

We can help!
INTERNAL PARTNER HIRING PROCESS
Internal Partner Process and Student Hiring Paperwork (Required)

1. Handshake “Employer Registration”
https://www.sph.emory.edu/careers/employers/post-jobs/index.html

   (wait for email confirmation of approval)

2. Handshake job posting

   (REAL personnel approve the posting before it is visible to students)

3. Registration in the Emory Hiring Software
https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1

4. REAL External Hire Form accessed via the RSPH Student Hire system.
Includes Health and Safety Questionnaire accessed via the RSPH Student Hire system.
USING HANDSHAKE
How to Post a Job in Handshake

Be sure to put “REAL 2019” at the start of the job title

https://www.sph.emory.edu/careers/employers/post-jobs/index.html

REAL Calendar:
https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/work-calendar/index.html
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.
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 3/4 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).
EMORY HIRING SOFTWARE 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
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.

First Name
Last Name

Please use your "Official Organization Email" and not a personal email.

Email Address
Phone Number

Organization
Organization web address

*Please include Upper case letter and digit, 6 character minimum.

Password
Retype Password

Reasons for Access?

Register for RSPH Student Hire
Registration - Step 2
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.

Check your spam and junk mail. Contact REAL if you don’t receive approval in 48 hours.
INITIATING HIRE
Logging In

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

RSPH Student Hire Login

Application used to manage new student hires. 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.

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

Student Information

Select a student to hire. All Emory students are pre-populated in the application.

1. To find the student you are hiring, you have the option to type their first name, last name.
2. After selecting a student, click the Save & Continue button.

*First Name: [First Name]
*Last Name: [Last Name]
*Emory Email Address: [Primary Email]
Primary Phone: [Primary Phone]

Save  Cancel  Save & Continue
Step 2 – Add Hiring Information
Step 3 - Preview in a form view

1. Clicking **Submit**, will take user to Health and Safety Questionnaire
2. Clicking **Close** will close the preview screen and take user back to tabs.
Step 4 – Health and Safety Questionnaire

“No” is pre-selected response for all these fields. Read carefully and change to “yes” if that will be the student’s situation at your site.

Don’t forget to scroll down to see the whole form.
Step 5 - Confirmation Page

Thank You! Your hire has been successfully submitted to the REAL Program for review.
Contacts

For assistance with submitting hire forms, please contact REAL Manager, Lisa Parker at real@emory.edu.
HOURS TRACKING
Hours Tracking

- Students can work up to 185 hours/semester
- After student has reached 185 hours the partner will be billed at 100% of the time worked
- Ways to keep track of hours worked:
  - Meet with students on bi-weekly basis and share excel spreadsheet tracking hours worked
  - Or, you can ask the student to send you a screen shot of their hours for the pay period in Kronos.
INVOICING EXTERNAL PARTNERS
Invoicing External Partners

- Invoiced by Emory University Accounts Receivable twice per year (usually January and June, after December and May end-of-pay-periods).
- Invoices will denote the employer portion due of the gross student pay for the semester.
- Payment is due upon receipt and will be considered current within 30 days of the invoicing.
Each One Tell One

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

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
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<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><strong>November 1 - February 25</strong></td>
<td>Employers may post positions for Spring semester hires and students may begin applying</td>
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<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>
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<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>
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<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>
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<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>
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