REAL
ROLLINS EARN AND LEARN
External Employer Training
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
Refer your friends and colleagues to REAL!
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
- 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
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 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 student performance evaluation and conversation
- Required end of year student performance evaluation (April) and conversation

We can help!
EXTERNAL EMPLOYER HIRING PROCESS
External Employer Hire Paperwork (Required)

1. Memorandum of Understanding (MOU)
   Outlines expectations and details our responsibility to each other and to the student(s).

2. Handshake Posting

3. REAL External Hire Form accessed via the RSPH Student Hire system at
   [https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1](https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1)

4. Health and Safety Questionnaire accessed via the RSPH Student Hire system at
   [https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1](https://apps.sph.emory.edu/RSPHStudentHire/?Registration=1)
USING HANDSHAKE
How to Post a Job in Handshake

* Job Title
REAL 2017 - SAMPLE JOB TITLE
* add an ATS/job code to match against your applicant tracking system (this will not sync applications)

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
dCan more options

* Employment Type
- Full-Time
- Part-Time

Duration
- Permanent
- Temporary / Seasonal

Start date
End date

Work Study Job?
- Yes
- No

Work study jobs are for eligible students only

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.
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 9/30 for Fall, and 2/24 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.

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, 8 character minimum.

Password
Retype Password

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:
Thank you!
Your registration has been successfully submitted and is pending approval. You will receive an email once it is approved.
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
Step 5 - Confirmation Page

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

Return to Dashboard  Exit
Contacts

For assistance with submitting hire forms, please contact REAL Manager, Lisa Parker at real@emory.edu.
INVOICING EXTERNAL EMPLOYERS
Invoiced by Emory University Accounts Receivable are available twice per year.

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 employer partners each year
- CBOs, NGOs, private sector, consulting
- Take brochures with you to share