REAL
ROLLINS EARN AND LEARN
Internal Employer Training
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
- 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.
On the Road to a Stronger Public Health Workforce
Visual Tools to Address Complex Challenges

Patricia Dreholi, MPH, RN, Beth H. Stover, ADN, Denise Koo, MD, MPH

The public health workforce is vital to protecting the health and safety of the public, yet for years, state and local governmental public health agencies have reported substantial workforce losses and other challenges to the workforce that threaten the public’s health. These challenges are complex and often involve multiple influencing or related causal factors, and demand comprehensive solutions. However, proposed solutions often focus on selected factors and are not as comprehensive. This paper describes approaches to addressing the problem that include two visual tools: (1) a supply-side workforce snapshot and (2) a demand-side strategy map.

Global health workforce shortage to reach 12.9 million in coming decades

June 2014

Core Competencies for Public Health Professionals

Available from: phd.org/corecompetencies
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
Audience participation!

- Returning supervisors - what have you appreciated most about your REAL students?
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

- Work plan template
- Job description template
Pro-tip

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
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!
• 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!
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
  - *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

- **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

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**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.

This will help students interested in specific functions 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
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:
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

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ETest

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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
Step 2 - Add Employment Information

Employment Information
Please enter employment information here.

- Employment Type:
  - Non-REAL
  - REAL Internal
  - REAL External

- School:
  - Affiliated Organizations

- Departments:
  -- Departments --

Employer Information
Please enter employment information here.

- Employment Type: REAL Internal
- School: Affiliated Organizations

- Departments:
  -- Departments --
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

[Image of a form with fields for approvers' information, including options for 'Principal Investigator', 'Research Administrator', and 'Other', with fields for Net ID, First Name, Last Name, Primary Email, and Primary Phone for each type.]
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
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