

# 5 STEPS TO GET REAL WITH ROLLINS EARN AND LEARN

Hire subsidized masters-level public health students!



## 1. WE CONFIRM YOUR OPPORTUNITY IS A GOOD FIT FOR OUR STUDENTS

We review your document submissions (which include: the mission of your organization, a [draft job description](#), and a financial statement for cost-sharing potential) and send you a confirmation email. If you are an external partner, we will also send you an MOU for your signature.



## 2. YOU UTILIZE THE RSPH CAREER CONNECTION (12TWENTY) PLATFORM TO HIRE STUDENTS

We provide training at every step of the job posting process. Employers may begin posting jobs early in the academic year, beginning from August 1st. Jobs may also be posted mid-year. Review the [REAL Program Calendar](#) on our website.



## 3. YOU ENTER THE STUDENT HIRE ON SALESFORCE

Once a student accepts your position, you must enter them in our Emory hiring system (as REAL students are Emory employees), where you can track and monitor their progress. Students may begin working starting from September 1.



## 4. YOU SUPERVISE, MENTOR, & EVALUATE STUDENTS

We provide guidance and tools and you supervise the students performance with your organization. We recommend filling out the [REAL Student Workplan](#) and reviewing the [REAL Program Guidebook](#) with your new hire. An [Evaluation Form](#) can supplement your end-of-term conversations.



## 5. WE COST-SHARE WITH YOU

The student hourly rate is \$15.00. We will invoice you for your portion of the student's wages, up to \$3,000 per academic year. Invoices are typically emailed in February and June.

More information can be found on our [Rollins Earn And Learn \(REAL\) Partner](#) website.

Contact [REAL@emory.edu](mailto:REAL@emory.edu) to get started today!