

A GUIDE FOR PROFESSIONAL SKILL DEVELOPMENT



EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

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COMMUNITY ADVISORY BOARD

In June 2004, the Rollins School of Public Health (RSPH) founded the Community Advisory Board (CAB), a group of public health practitioners and alumni from the community. Most of these professionals represent organizations who employ graduates of schools of public health and/or host such students in internships or practicum.

A purpose of this project is to assist the school in identifying skills and experiences that they, as employers, found most valuable in new employees graduating from a school of public health. Their observations, combined with findings from surveys of recent graduates, resulted in a list of skills and experiences associated with the 8 Domains of Public Health identified by the Council on Linkages Between Academia and Public Health Practice.

CAB will continue to serve RSPH students and graduates through their collaboration with the Office of Career Services in its efforts to better prepare students for employment in public health.

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*"What every job
seeking RSPH graduate
should consider"*

ROLLINS SCHOOL OF
PUBLIC HEALTH
CAREER SERVICES

In partnership with

The
Community
Advisory Board

-2012 EDITION-

Who should use this list and how?

Community employers have stressed the importance of graduates being able to provide concrete examples of their professional skills. Students may wish to use this list to identify “products” prepared during their coursework that could be included in a personal portfolio. This may include:

- literature searches
- project plans
- grant applications
- data analyses
- presentations

How was this guide created?

A group of professionals and organizations employing RSPH graduates formed the RSPH Community Advisory Board (CAB). CAB partnered with the RSPH Office of Career Services in creating a list of skills and experiences that these employers desired in new employees. This brochure presents the list as they contribute to the 8 domains of public health. We encourage students to cultivate these skills and experiences throughout coursework, the practicum, and other learning opportunities. Some skills and experiences are more relevant in some programs and positions than others, but we encourage students to know their peers by familiarizing themselves with skills built in other disciplines.

How will Career Services prepare me to find a job?

As of 2012, RSPH Career Services offers such services as: One on one career coaching, mock interviews, resume/CV and cover letter reviews, and many networking opportunities-including multiple career fairs, a mentoring program and much more!

-Legend-

Domains of public health

Example competencies

Example experiences

Domains	Professional Skills
Communication Skills	<p>Write clearly, correctly, & succinctly:</p> <ul style="list-style-type: none"> ● Technical report ● Business writing ● Executive summaries <p>Communicate or present in a range of settings:</p> <ul style="list-style-type: none"> ● One-on-One ● Small group ● Large group <p>Use other communication techniques:</p> <ul style="list-style-type: none"> ● Second language ● Negotiation skills ● Conflict resolution
Analytical Assessment	<p>Demonstrate a working knowledge of:</p> <ul style="list-style-type: none"> ● Quantitative analysis: SAS, SPSS, Epi Info ● Qualitative analysis: Survey design and analysis ● Database software
Financial Planning/ Management Skills	<p>Demonstrate proficiency of software packages:</p> <ul style="list-style-type: none"> ● Microsoft Word, Excel, and Powerpoint ● Microsoft Project and Access ● SharePoint ● Visio ● Prezi ● Web page creation <p>Apply management skills in program operations:</p> <ul style="list-style-type: none"> ● Budgeting ● Personnel procedures ● Time management
Cultural Competencies	<p>Seek opportunities to work in diverse groups:</p> <ul style="list-style-type: none"> ● Peace Corps, Global Field Experience, refugee and rural migrant populations, gay, lesbian, and underserved communities
Community	<p>Participate in community based activities:</p> <ul style="list-style-type: none"> ● Extracurricular activities ● Volunteering

Domains	Professional Skills
Basic Public Health Sciences Skills	<p>Participate in the research process:</p> <ul style="list-style-type: none"> ● Literature research ● Design and methodology of research and surveys ● Data collection, management, and analysis ● Manuscript preparation ● Grant writing <p>Discuss critical issues and key stakeholders (changes and varies by department):</p> <ul style="list-style-type: none"> ● Role of Public Health - local, national, global ● Health care delivery systems ● Disease processes and/or environmental consequences <p>Participate in professional organizations:</p> <ul style="list-style-type: none"> ● American Public Health Association, Georgia Public Health Association, etc.
Policy Development/ Program Planning	<p>Manage a project from beginning to end including:</p> <ul style="list-style-type: none"> ● Develop a project plan ● Execution and management of plan ● Process evaluation ● Comprehend project's role in improving public health
Leadership and Systems Thinking Skills	<p>Demonstrate effective team membership:</p> <ul style="list-style-type: none"> ● Evidence of productive negotiation and problem solving <p>Demonstrate leadership:</p> <ul style="list-style-type: none"> ● Willingness to assume major role ● Timely deliverance on commitments <p>Demonstrate professionalism:</p> <ul style="list-style-type: none"> ● Professional etiquette ● Strong interviewing skills ● Competitive resume ● Professional references <p>Demonstrate professionalism:</p> <ul style="list-style-type: none"> ● Team work and leadership activities ● Multi-disciplinary activities