

### The REAL News - Supervisor Newsletter - December 8, 2020



#### Thank you for Supervising REAL Students

We give thanks for your partnership year-round. Your patient, dedicated time with students is preparing them for a lifetime of success in public health. Coaching students is rewarding. It can also be challenging. We're here to help. Check out the "Partner Resources" on our website (middle of the page) for REAL success tips, the Partner Guidebook and more.

[Resources](#)



#### Mid-Year Evaluation due December 18

Your feedback helps us improve. We ask partners to complete a mid-year evaluation so we can see how our students are doing. Also, please be sure to give specific performance feedback to your student directly. Thank you!

[Evaluation](#)



#### REAL Change Request Form

**Has any of your information changed since you hired your student?**

Now you can request changes to supervisor name, billing information and more in our online change request form.

[Form](#)



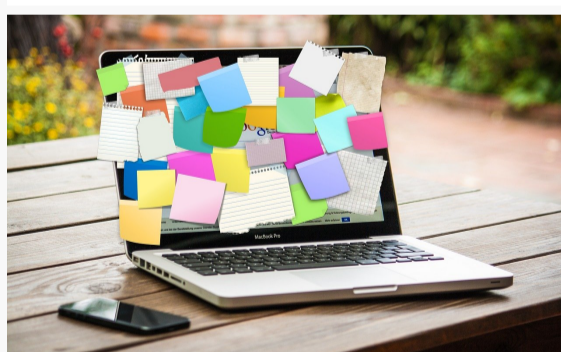
#### Partner Profile: Nichole Fields-Kyle at Concrete Jungle

Nichole works at Concrete Jungle, a local organization that works to meet the needs of our homeless and food insecure populations. She is a recent RSPH alumna and a former REAL student employee. She now supervises two REAL students, **Adam Hicks** and **Claire Fendrick**. Adam and Claire lead logistics and volunteer efforts to keep the organization's grocery delivery program running. They are making a difference during COVID by allowing high-risk Atlantans to quarantine while still having their food needs met. When she isn't working, Nichole has become an avid puzzler and reader and looks forward to going to concerts again when it is safe to do so.



#### Student Profile: Courtney Pico

**Courtney Pico** is a second year student at RSPH in the Hubert Department of Global Health. Her REAL position is with the CDC's Epidemiology Workforce Branch where she works on the Science Ambassador Fellowship program and the WASH in Schools course restructure. Her supervisors are **Kelly Corderia** and **Jed Snyder**. For fun, Courtney is a fan of hiking.



#### Training Videos now Online

If you ever want to review a step in the hiring process, you can now access short video tutorials online.

[Videos](#)

#### HR Corner

Please remember that students may not work on any Emory holidays. You can find the [REAL calendar online](#).

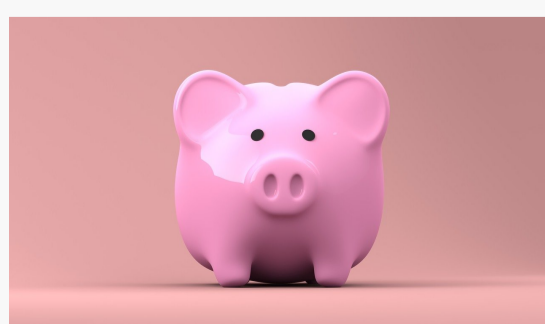
Access your students' timecards at any time by logging into the [ETAS system](#). You will receive an auto-generated email at the close of each pay period prompting you to certify the accuracy of hours worked. You will also receive intermittent approval requests as your student enters individual adjustments during the pay period. Follow the links provided within the email to access the approval page.

[Timekeeping Resources](#)



#### CDC Corner

For assistance with hiring at the CDC, please contact Marilyn James in the CDC/OCCO/HRO at [oro8@cdc.gov](mailto:oro8@cdc.gov).



#### Fall invoices coming soon!

Students can work during the fall term until December 18. We will invoice non-Emory partners for 50% of the student's earned wages. Please be on the lookout for invoices via email in January-early February. Your partnership with REAL helps students fund the cost of their education. You make a difference!