

The REAL News - Supervisor Newsletter - October 22, 2020



Getting Started with Supervising REAL Students

Coaching students is rewarding. They bring new energy and ideas to your work and workplace. Their questions can inspire innovation. And, their effort gets items off your to-do list. It can also be challenging. We're here to help. Check out the "Partner Resources" on our website (middle of the page) for the student work-plan to guide your first meeting, REAL success tips, the Partner Guidebook and more.

[Resources](#)



How are we doing? Five short questions

Your feedback helps us improve. What do you think of the hiring timeline? Please complete our short, five item survey. Thank you!

[Survey](#)

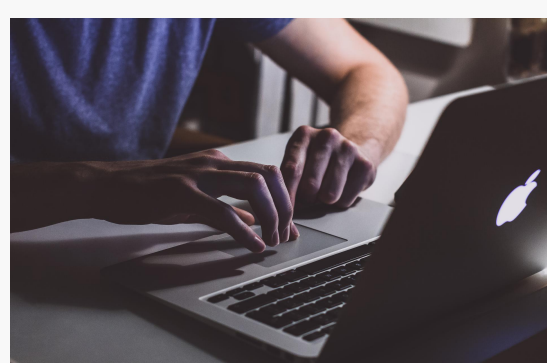


New for 2020! REAL Change Request Form

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.

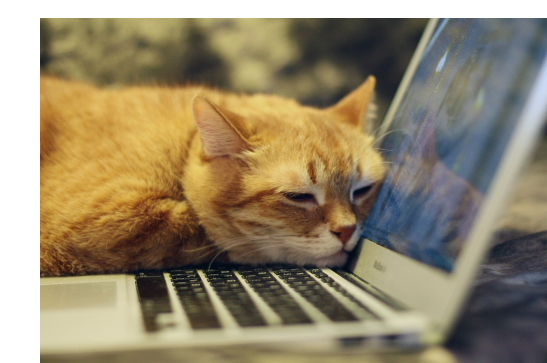
[Form](#)



Begin with the End in Mind

We won't ask you to evaluate your student's performance until April. But, feedback is always a gift and if you want a sneak peek of our performance indicators, please check out the REAL Student Evaluation form linked from our website.

[Learn More](#)

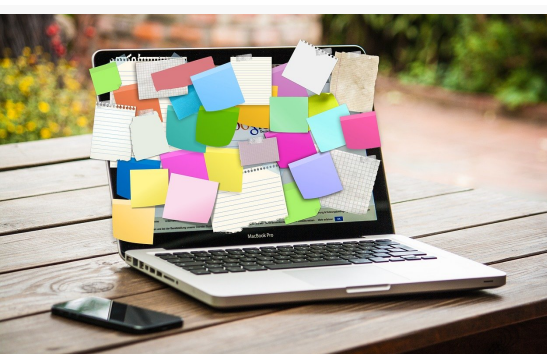


New for 2020! ETAS Access for External Supervisors

Now all of our partners can approve and monitor student hours directly online in the Emory Timecard Adjustment System (ETAS).

You will receive reminders to approve your student's hours biweekly.

[Timekeeping](#)



What's new with the REAL Calendar for 2020-2021?

Students may work through Friday, December 18, 2020 for the Fall Term. Unused fall hours can roll over to Spring term, beginning January 4, 2021. Please remember students may not work on Holidays.

[REAL Calendar](#)

Handshake Reminder

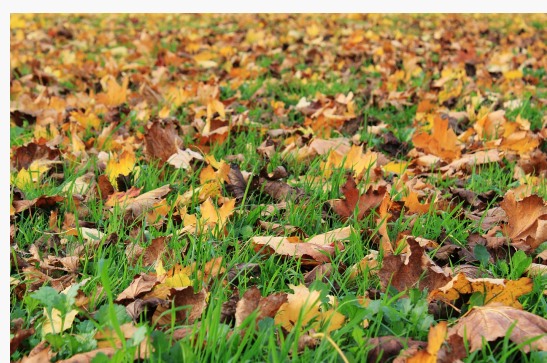
Pro-tip: Once you have identified the REAL student(s) you plan to hire, please expire the job in Handshake. This will ensure students do not continue to apply for your position. You can expire your job in two quick steps. Just log on to Handshake to access your job. In the *Status* section, click the *Expired* tab and the *Save Expired* button. Or, send your job number to REAL@emory.edu and we will expire the job for you.



[RSPH Handshake](#)

CDC Corner

For assistance with hiring at the CDC, please contact Marilyn James in the CDC/OCOO/HRO at oro8@cdc.gov.



Haven't hired yet? There is still time!

There is still time to post positions and hire students. Students are encouraged to secure a position by the end of October. See below for the 5 Steps to Get REAL. Please spread the word about REAL. We grow every year by word of mouth.

[REAL Interest](#)

THE ROLLINS SCHOOL OF PUBLIC HEALTH PRESENTS

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 the mission of your organization, a draft job description aligned with public health competencies, financial statement for cost-sharing potential and then send an MOU for signature.

2.) YOU POST THE JOB, INTERVIEW & SELECT STUDENTS

We use the RSPH Handshake platform and provide training at every step of the process. Most jobs are posted in August and students can begin work September 1. Mid-year hires are also an option.



3.) YOU ENTER THE STUDENT HIRE

You enter your hire(s) in our Emory hiring system since REAL students are Emory employees and we pay them biweekly for the hours they work with you.

4.) YOU SUPERVISE, MENTOR AND EVALUATE THE STUDENT

We provide guidance and tools and you supervise the students performance with your organization. Remote work is preferred at this time. You and the student monitor their hours and you approve their timecards.



5.) WE COST-SHARE WITH YOU

We will invoice you for your portion of the student's wages, up to \$2500 per academic year. Usually, invoices go out in February and June. The student hourly rate is \$13.50.

PLEASE CONTACT REAL@EMORY.EDU TO GET STARTED TODAY

REAL | ROLLINS
Earn and Learn
10 YEARS OF IMPACT