Let’s do lunch: Eat with ANUW every month

Lunch is always better with friends. Leave your desk, bring your lunch, and join NU women for casual conversation and camaraderie.

Eat with ANUW is our monthly lunch gathering, a casual event where you can meet other ANUW members. This is an opportunity to connect with staff members outside your department and grow your Northwestern Network. Watch your e-mail or check PlanIt Purple for updates on the place - it changes from month-to-month. There are lunches scheduled on the Chicago campus and the Evanston campus. There is no agenda or presentation, just an opportunity to gather. This May, lunch in Evanston on Wednesday, May 11 at 12pm in the Segal Visitor’s Center, 2nd Floor Conference Room. In Chicago, lunch with ANUW on Tuesday, May 10 at 12pm at the Women’s Center.

Invite a colleague or your ANUW mentor to join you. Remember to bring your own lunch.
Linking in: Making a strong, professional profile

by Kelly Coffey
Program of African Studies

Tuesday, February 2, ANUW hosted the noontime information session: Leverage LinkedIn as a Professional Networking Tool. Digital and Social Media experts from the Office of Global Marketing shared advice on how to best leverage LinkedIn as a professional networking tool. A range of topics were covered, from profile pictures to using the site as a resource.

Your LinkedIn profile should build presence and showcase your skillset and experience. Think of it as a contact resource and a resume - what do you want people to know about you?

Photos can say a lot about who you are - you have one image to tell your story, so it's important to decide what story you want to tell. Professional looking headshots are always acceptable, but selfies can also be used to effectively project a certain image or persona.

Treat your summary section like a broad cover letter. Keep it to 2-5 paragraphs long, highlighting your skills and interests, as well as what you'd like pursue in a career. This is a place to mention your strengths as well as your philosophy about your vocation.

Key word searches are a great way to get noticed. Other LinkedIn users may be running a search looking for someone just like you - make sure you give them the description to find you. You can use it keywords for job searches and ways to reach out to people in similar fields to share ideas.

Use your own discretion when accepting skill endorsements. It's important to feel confident in the way you represent yourself. If someone writes an endorsement that is not accurate, be ready to graciously say that the endorsement doesn't represent your current skill set. Conversely, don't feel pressure to endorse someone for something you don't feel knowledgeable about, but play up the skills you do know they excel in.

LinkedIn is a great way to stay in touch with colleagues. It has messaging capabilities, and you can always look in on someone's profile to see where they are at in their work life. Use it as a way to connect with old coworkers, as well as your current coworkers. And don't forget: ANUW has its own LinkedIn group. Join and start a conversation in the forum to find other ANUW members and stay connected to activities and events related to ANUW. Visit: https://www.linkedin.com/groups/1456927/profile.
Being a Powerful Negotiator

by Ann Anderson
McCormick Undergraduate Engineering Office

A presentation by two staff members of the University Women's Center, conducted on March 11, covered key points on negotiating for an increase in pay, the false assumptions women make, how to negotiate, areas that may be negotiable, and a few of the reasons why the pay gap exits and persists into the 21st century.

One reason the pay gap exists is because companies are still living the legacy of long-standing assumptions that women do not need equal pay because they will not be the primary provider. Of course, everyone should be paid according to their skills and abilities. One way women can advocate for this bit of equality is by asking for what they want. If you don’t ask, you will never know. Ask for a salary increase when you’re offered the job. You may also ask once you have the job and you’re ready for that next step.

If you have a job offer, support your request for an increase in your starting salary by reminding your contact why you made it this far in the process: you have the skills and abilities they want. Be mindful of any false internal narratives you may have that say you’re not deserving or the company will rescind their offer. The reality is that most companies will not rescind their offer just because you choose to negotiate. Once you realize these narratives exist, you can compensate by avoiding the trap of accepting a low offer.

If you’re looking to that next step and want a pay increase in your current role, ask. As emphasized by the presenters, beware the Tiara Syndrome: the idea that the company or your boss or someone will recognize your hard work and give you a “tiara” in recognition and appreciation. It’s a false narrative and will lead to disappointment.

Do your homework before negotiating. Research similar positions at public and private institutions. Focus on the job description as titles can be misleading. Research the company, talk to colleagues, and undertake informational interviews. These steps can give insight into the items that are negotiable at a particular organization. Negotiable items also depend on your anticipated role but may include start date, starting salary, date and amount of next salary increase, office or computer equipment, parking fees, time to respond to an offer, research support, job title, etc. If you don’t ask, you will never know.

Research, be confident, ask. Contact the Women's Center at 847-491-7360 for more information on this and other programs they offer.
Mentoring 2016 is up and running!

This year’s Mentoring Program is off to a great start! There are a total of 26 pairs in this year’s group, including former Mentees now joining the program as Mentors, and for the first time ever we succeeded in obtaining an even number of Mentor and Mentee applicants!!

Thank you to everyone who attended the Breakfast Match Mixer, the official kick-off event for this year’s program. It was great to see so many pairs connect and set their goals for the relationship; and if your match was unable to attend, please be sure to meet and discuss your goals within the next couple of weeks.

Attention Mentors: as you embark on this mentorship journey, remember the importance of connecting not only with your Mentee, but with other Mentors as well. The Mentoring Program will be hosting a Mentor Brown Bag Session in Chicago on Tuesday, June 14, where you can share resources, experiences, and tips for success.

As always, if you have any questions, concerns, suggestions or other feedback – we would love to hear from you! Please feel free to contact us at anuw-mentoring@u.northwestern.edu.

Sincerely,

The ANUW Mentoring Program Committee
Lupe, Lauren, Amanda, Chris, Jen, Maureen and Shayna

Special thanks to the ANUW Publicity Committee!
Holly Golcher, Ann Anderson, Cindy Waldeck, Meghan Whalen
Mentoring March Mixer Breakfast 2016

http://www.northwestern.edu/anuw/mentoring/index.html
What do you love about your work space and what could use improvement? Sometimes we’re in spaces where we need to make the best of it, because there are restrictions that we can’t change. However, there may be little ways that you can make your space feel more pleasant and this can help you feel productive and happy in your spot.

Your image in the work place is comprised of your communication, your clothing and grooming, and how you take care of and present your individual work space. Is your style traditional, trendy, or completely unique? How can you make your cube or office more enjoyable to you, while enhancing your professional image?

Clearly, this topic is subjective. For example, some think a cluttered office connotes high volume activity and hard work while others might feel the person is disorganized, even unreliable. Some people enjoy lots of personal touches and photos of family and friends, while others find this to be too much, sometimes even inappropriate for the office.

If you’re curious about how your space contributes to your professional image, ask a trusted colleague for her thoughts. Find what is right for you (within the confines of what’s OK in your department) and let your work space bring you the positive vibes you need to be your best at work.
Easy Stuff – Add Visual Appeal

1. Put up a paper calendar (wall or desk style). We need to deal with digital calendaring, so it’s refreshing to have something pretty on paper close by to your computer.
2. If you’re feeling crafty, spray paint a rock in metallic paint for a book end or paper weight.
3. Put up a quote that you love. If it’s in a spot where others will view it, think about what it projects about you. Consider the source in addition to the words themselves.
4. If you have fabric cube walls, frame and mount lightweight IKEA picture frames with Velcro strips. The frames can contain photos, words, or colorful paper designs.
5. Get a cute mug, mouse pad, coaster, or pen cup that you really love.
6. Cover a bulletin board with colorful fabric or wrapping paper.
7. Add a plant – traditional, air, or faux.

Now We’re Getting into This!

1. Are you not loving the coffee or tea options available? Bring in a tiny French press for yourself, some lovely loose tea, or your favorite creamer. If you can, make a little café station just for you.
2. Try a standing desk some of the time. Search online for DIY options.
3. Designate a secure, locked drawer for your purse and other valuables and use it consistently.
4. Bring in a Swiffer or dust cloth, a small packet of Lysol wipes, and a Magic Eraser and do a little clean-up every few weeks.
5. Fill a small zippered tote with a toothbrush/toothpaste, lip balm, comb, painkillers, mini deodorant, nail file, mini contact solution, hair elastics, and anything else you need to feel comfortable. Taking this ready-made tote to the restroom can be a lot easier than bringing your entire bag or purse.
6. If your computer cables are out of control, ask your IT support person or a work-study student for help organizing them.
7. Make sure you have recycling bins handy, whether in your space or shared with your colleagues. Contact the Office of Sustainability (recycling@northwestern.edu or 847-467-1374) if you need bins.

Time for Some Serious Thought and Potentially Big Improvements

1. Completely de-clutter, clean out, and organize your space at least once a year. Pick the quietest time of the year and devote an hour or two to this. It’s worth it!
2. Utilize the Office of Risk Management for assistance with work station ergonomics. They have online guides and tips, but they also provide thorough evaluations and presentations for whole departments. Visit www.northwestern.edu/risk/services/work-station-evaluation.html.
3. Develop open communication on your team around the impact of using your individual and shared spaces in the ways you currently use them. Often, if something is bothering you, it’s bothering someone else too. It might help to frame the discussion in the context of group productivity and professional image.
4. Does your work spill over to home? Make a small spot for yourself at home where you can work comfortably, and leave it set up that way so it’s there whenever you need it. This will alleviate some of the stress you may feel when you need to handle a work matter from home.
5. Consider your individual and shared office spaces from a visitor’s perspective. Is it easy to find people, rest-rooms, and conference rooms? Is it welcoming and professional? Does it represent Northwestern?
Tips for advancing your career

by Holly Golcher
Kellogg School of Management

Here is a list of tips that will help you advance to the next step in your career. Please keep in mind that these tips are not in order of importance, it is up to you to determine what works best for you in your current career and where you would like to take it!

1. **Dress for Success** - Most people aspire to be their boss one-day and we all know the saying “dress for the job you want, not the one you have.” Therefore, take note of what your boss wears to work on a daily basis and dress accordingly. If he or she does not wear jeans then maybe you should consider not wearing jeans. If you are lucky enough to have casual Fridays and your boss does wear jeans then consider it reasonable to wear jeans on Fridays. Wouldn’t you rather be over dressed than under dressed?

2. **Record your successes and accomplishments** - I myself have a folder full of emails sent to me from end-users showing their appreciation for my hard work and thanking me for going the extra mile in helping them. I also keep record of any professional development classes that I take throughout the year. Northwestern University gives out certificates for most of their professional development courses; hold onto those! Keeping track of emails and certificates can be beneficial for one-on-one meetings you may have with your boss, especially during your yearly performance review.

3. **Make others aware of your accomplishments** - In the previous step you recorded your accomplishments and now it is time to let others know about them. Try not to over do it, but do let others and especially your boss know the successes you have had in your position. If someone sends you a compliment on a job well done, after recording it in your own file you may want to pass that onto your boss so they are aware of the great job you have been doing. Your boss will appreciate knowing your personal success as it relates to the overall success of your department.

4. **Offer your assistance on projects** - You are sitting in a meeting and your department is splitting projects up into committees. First, consider your workload and whether or not you can take on the extra time required for a special project. If the answer is yes, then offer to be on that committee even if you are not familiar with the topic that project will cover. Being part of different committees offers you the opportunity to gain knowledge and experience in subjects you otherwise would not be exposed to. This will make you a more rounded employee and also show that you are a team player who is willing to help the department.

5. **Don't be tardy** - If your job starts at 8:00 am then make sure you are at your desk at 8:00 am. If you show up everyday at 8:15 am, realize that it does not go unnoticed even if no one comments on your tardiness. The same goes for being the first person to the elevator when the clock strikes 5. Being perceived as the person who does not stay a minute past 5 is not ideal in most professional environments. By no means does this mean stay late every night but you do not want to have your coat on and computer shut down at 4:58pm waiting to run out the door at 5.
Upcoming Events

April 27, 2016
11:30 AM - 1:00 PM
Pathways to Success with Teresa K. Woodruff, PhD
Norris University Center, Northwestern Room
1999 Campus Drive, Evanston Campus

Join ANUW’s annual Pathways to Success, where Dr. Woodruff will share her career story. Lunch will be provided.

Dr. Woodruff is an internationally recognized expert in ovarian biology. In 2006, she coined the term oncofertility to describe the merging of two fields: oncology and fertility. Widely recognized for her mentoring work, Woodruff was awarded the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring by Barack Obama in an Oval Office ceremony; the Beacon Award from Frontiers in Reproduction; and the Women in Science Award from the Weitzman Institute. She also was named to Time magazine’s most influential persons list and received the highest alumni awards from the Northwestern Alumni Association and will receive the same honor from Olivet Nazarene University in 2016. She has an honorary degree from Bates College and will deliver the commencement remarks and receive an honorary doctorate from the University of Birmingham, UK in 2016. She is civically active and is an elected member of The Economic Club of Chicago, an elected fellow of the American Association for the Advancement of Science, served on the school board of the Chicago-based Young Women’s Leadership Charter School, is past president of the Endocrine Society and championed the new NIH policy that mandates the use of females in fundamental research. Advances in cancer treatment have significantly increased the rate of survival among pediatric cancer patients, which has brought issues of survivorship—including the ability to have a family—to the forefront. New technology developed by Teresa Woodruff and her colleagues has led to a new field of medicine, oncofertility, which addresses this once unmet need. She now directs a global consortium of clinics and labs that are together making breakthroughs to provide hope to young cancer patients.

May 26, 2016
12:00 PM - 1:00 PM
ANUW’s Book Club
John Evans Alumni Center, Sunroom
1800 Sheridan Road
Evanston, IL 60202

May’s book is Brain on Fire: My Month of Madness by Susannah Cahalan. This autobiography chronicles her struggle to deal with the sudden onset of a rare and debilitating disease that affected her brain.

It’s okay if you haven’t finished the book!

June 2, 2016
12:00 PM - 1:00 PM
A Conversation with Nim Chinniah, Executive VP of Northwestern University
Norris University Center, Louis Room
1999 Campus Drive
Evanston, IL 60208

Join ANUW’s annual Conversation with Nim Chinniah. Lunch will be provided. RSVP Link TBA.

This event is for members of ANUW, the Association of Northwestern University Women, a professional development group for women staff.

Ongoing Campus Events:
Lunch with ANUW!
Check your e-mail for monthly updates on location and dates.

New Moms Support Group
The group provides a place for new mothers to discuss their experiences, concerns, and thoughts about being a new mom. Discussions include work/life balance, sleep, nursing and feeding and the impact of parenting on relationships. Meetings the second Monday of every month from 12-1pm in the Women’s Center in Abbott Hall, Room 1400, on the Chicago campus. Facilitator: Sara Walz, LCSW. RSVP appreciated.

Evanston - Meetings are the third Tuesday of every month from 12-1pm upstairs in the Women’s Center library. Facilitator: Sara Walz, LCSW. RSVP appreciated.
Who was the inventor of the probe used to remove cataracts?
- Dr. Patricia Bath
- Jacques Daviel
- Albert Einstein
- Steve Jobs

In 2015, which actress won an Emmy for Outstanding Lead Actress in a Drama Series?
- Viola Davis
- Elisabeth Moss
- Julianna Margulies
- Glenn Close

Identify the original computer coders:
- Betty J. Jennings
- Marilyn Lovelace
- Bram Stoker
- Ada King

Send your answers to Ann Anderson at Ann.anderson@northwestern.edu