IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

Complete Your Conflict of Interest Annual Disclosure
The Conflict of Interest annual disclosure process for faculty and staff launched February 1 in eDisclosure. All eligible faculty and staff should have received an email with a personalized link to the eDisclosure system and instructions for completing the disclosure form. We participate in this process annually to understand what outside activities faculty and staff are engaged in that may relate to their Northwestern roles and responsibilities, and to demonstrate that business decisions are made with the highest ethical standards.

Resources on the COI website:
- Full instructions for completing and reviewing a disclosure
- step-by-step tip sheet
- FAQs for what to disclose

Key dates: The annual disclosure opened in eDisclosure on February 1. Disclosures must be submitted by March 1. Completion of manager reviews is requested by April 15.

HR Administrators: Please make sure that the COI approvers listed in myHR are correct for staff in your unit. Staff members' disclosures are routed for review in eDisclosure based on who is listed as the person's COI approver in myHR. COI approvers are usually one's manager or the manager's designee. Please refer here for guidance in checking (and updating, if required) employees' COI approvers in myHR.

Your cooperation is appreciated. If you have questions, please contact the Northwestern Conflict of Interest Office at nucoi@northwestern.edu or 847-467-4515.

NU CARES: A Fund for Faculty and Staff in Crisis
In times of crisis, the Northwestern community offers support to those who find themselves in need due to an unforeseen hardship. Northwestern staff and faculty collaborated in 2010 to create NU Cares, a fund built from employee contributions to help those experiencing financial difficulty due to a catastrophic event.

Since 2010, the Northwestern community has donated over $80,000 to help 108
colleagues in need. The stories are typically tragic and the circumstances dire, but the support offered by the Northwestern community has always been greatly appreciated and never forgotten.

Please consider making a gift to NU Cares or visit the NU Cares website for more information.

READ THE FAQs

New HR Website Coming Soon!
The Office of Human Resources is preparing to launch its new website. HR partnered with the Office of Global Marketing and Communications to create a new website designed to help visitors more easily find the information they're seeking, as well as to align with online best practices and University brand standards. Watch for the new website this month.

Call for Nominations: Employee of the Year Award
Each year, we take time to recognize the outstanding contributions of staff members by inviting the Northwestern community to nominate individuals who are advancing the University's mission through their exemplary work.

Nominations for Employee of the Year may be submitted through Friday, March 1. Access the online form to start the nomination process. The University-wide selection committee will select seven finalists, and the winner will be named at the Annual Staff Service Recognition Luncheon, which will be held this spring.

You are welcome to contact Maudell Gaines, Program Manager of Employee Recognition Programs, via email at maudell-gaines@northwestern.edu or call 847-491-7509 for more information. To learn more about employee recognition at Northwestern, including past Employee of the Year awardees, click here.

LEARN MORE ABOUT EMPLOYEE OF THE YEAR

To Hire, or Not To Hire, That is the Question...The Cost of a Bad Hire
Hiring can be one of the most important decisions a manager makes. However, most managers will make a bad hiring decision at some point in their careers. So what is the cost of making a bad hiring decision? It is not just monetary.

Learn more about the true cost of a bad hire and some techniques you can use to make better hiring decisions.

READ THE ARTICLE
Clarify Goals, Provide and Ask for Feedback

Performance Excellence is a year-round experience, which is most successful when both staff and supervisors engage in conversations throughout the year. Check-ins are recommended at least quarterly. At your next 1:1 meeting:

1. confirm goals and priorities
2. share one piece of performance feedback.

Resources to support check-in conversations

- Goal-setting Essentials
- Giving Performance Feedback: Best Practices (document)
- Giving Performance Feedback: Best Practices (webinar training)
- Check-in Guide and Template for staff and supervisor use

Learn More About Performance Conversations

Learn a New Skill this Year by Enrolling in one of our Professional Development Workshops!

- **Leadership Development for Managers:**
  - Resolving Workplace Conflict | Feb 14 Evanston campus | Feb 26 Chicago campus

- **Professional Development for all Contributors:**
  - Mastering Your Presentations | March 5 & 6 | Evanston campus

- **Performance Excellence for Managers and Supervisors:**
  - Giving Performance Feedback: Performance Excellence best practices* | February 18 & 27 via webinar

* no charge to schools/units

Questions or comments? Contact us at workplace-learning@northwestern.edu.

Audiology Open House
Northwestern's Center for Audiology, Speech, Language, and Learning is hosting an open house on February 15. Learn more.

**NUSAC Brown Bag: Taking Charge of Your Career**
Join the Northwestern Staff Advisory Council (NUSAC) for this Brown Bag facilitated by Leadership Coach, Ellen Burton. Ellen will discuss how to develop the knowledge, attitudes, skills, and political savvy necessary to manage your career and increase job satisfaction, especially as organizational needs evolve. Feel free to bring your lunch!

Following this seminar, you will be better able to:

- Identify workplace changes and their potential impact
- Pinpoint skill areas that contribute to career advancement
- Create a plan for effective career management

Space is limited. Please register using the appropriate link below.

<table>
<thead>
<tr>
<th>Evanston</th>
<th>Chicago</th>
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<tbody>
<tr>
<td>Thursday, February 28</td>
<td>Monday, March 11</td>
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<tr>
<td>Noon - 1 p.m.</td>
<td>Noon - 1 p.m.</td>
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<tr>
<td>Norris, Northwestern Room 202</td>
<td>McGaw Pavilion*</td>
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<td>Register</td>
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* Present your Wildcard at the front desk

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### WELL-BEING

**Work/Life & Family Resources**

**Childcare Fee Assistance**
As a reminder, Work/Life & Family Resources is accepting child care fee assistance applications for the 2019-2020 school year. Applications are accepted on a rolling basis, and are first come, first served. Please apply early. Visit the Fee Assistance page for eligibility requirements and further information.

**It's Time to Start Planning for Summer (Camp)**
It might be hard to believe, but summer is just a few short months away, and camp application deadlines are fast approaching! Get a head start on your summer camp planning by visiting the Work/Life & Family Resources website for information and connections to local summer camp resources.

Are you considering summer camp for your children, but don't know where to start? Contact Northwestern's dedicated childcare specialist, Kanella Rebapis, at Action for Children of Illinois for summer care and camp resources and referrals.

**Senior and Adult Care Webinar February 5: Advocate for a Loved One in a Healthcare Setting**
Register for the webinar regarding how to advocate for a loved one in a healthcare setting. Contact worklife@northwestern.edu for more information.
Senior and Adult Care - Onsite Caregiver Support Program

Register for the January Senior & Adult Caregivers’ Group with Stephanie Gerberding, LCSW, from Care.com:

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<th>Location</th>
<th>Room</th>
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<tr>
<td>Wednesday, February 13</td>
<td>Noon - 1 p.m.</td>
<td>Evanston</td>
<td>Norris Center Chicago Room (103)</td>
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Register for January Senior & Adult Care 1:1 Consultations with Stephanie Gerberding, LCSW, from Care.com:

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<td>Norris Center Chicago Room (103)</td>
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FY 2019 Work/Life Workshops for Schools and Departments

Host a free workshop on a work-life or social/emotional topic at an upcoming meeting for your school or department. The Work/Life & Family Resources team can help you coordinate, schedule, and plan a workshop to help your school or department meet its goals in FY 2019. Topics include:

- Building Resilience: Your Best Weapon against Stress
- Emotional Intelligence
- Navigating the Seas of Organizational Change
- The Multi-Generational Workplace, and many more!

Please contact worklife@northwestern.edu to request a catalog of topics.

Did You Know?...YourLife has a Wellness Committee

The Wellness Champions Committee is a group of faculty and staff members who are passionate about wellness. Committee members participate in monthly meetings in order to learn about, initiate and lead wellness programs within their schools and units. If you are interested in joining the committee, please contact Evelyn Cordero.

Livongo: Diabetes Management Program

Livongo is a Diabetes management program available through Express Scripts. Livongo provides a free smart touchscreen glucose meter and unlimited lancets and test strips - with no copays or out-of-pocket fees! Employees who are enrolled in a
Northwestern-sponsored BCBS medical plan, as well as their covered dependents age 18 and older, are eligible to participate in the program.

Join today at join.livongo.com/northwestern/register or call (800) 945-4355. Read more.

New Program! YourLife Wellness Grants
YourLife Wellness Grants is a pilot program sponsored by YourLife within the Human Resources Benefits team. YourLife seeks to create and sustain a culture that educates, motivates, and empowers faculty and staff to adopt and maintain healthy lifestyles.

Apply for a grant to fund a wellness activity, event or space for your department. Visit YourLife Wellness Grants or read the FAQs to learn more!

YourLife Reading Series: The Gifts of Imperfection by Brené Brown
Friday, March 1, 2 p.m. - 3:30 p.m.
Chicago, McCormick Hall, Room 175

What does it meant to re-discover or own wholeness and how can we perfectly live out our imperfect lives? Join the YourLife Reading Series to explore Brené Brown's best-selling work, The Gifts of Imperfection. Participants will receive the book free of charge and gather over light refreshments for an engaging discussion facilitated by Eric Budzynski, Associate for Spiritual Life at Northwestern.

Space is limited. Reserve your spot by February 11.

"Hands Only" CPR Workshops
YourLife has partnered with the American Heart Association to host this "Hands Only" CPR workshop. If you or someone you know experiences a heart attack or cardiac arrest, receiving immediate cardio-pulmonary resuscitation can be the difference between life and death. During the workshop you will:

- Learn the difference between a heart attack and cardiac arrest.
- Learn techniques to quickly apply CPR and possibly save someone's life.
- Receive "hands on" training with a mannequin.

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<td>Thursday, February 14</td>
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<tr>
<td>Noon - 1 p.m.</td>
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<tr>
<td>Henry Crown Sports Pavilion</td>
<td>Lurie Research Building</td>
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<tr>
<td>2311 Campus Drive</td>
<td>Gray Seminar Room</td>
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<tr>
<td>Classroom 1310 (adjacent to the Wellness Suite)</td>
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White Light Therapy
Light therapy - exposure to artificial light - can be a safe, effective way to treat symptoms of depression, seasonal affective disorder (SAD), sleep disorders and mood disorders. Seasonal Affective Disorder (SAD) is a form of depression that often occurs as a result of reduced exposure to sunlight in the fall, winter, and spring. Light
therapy is performed through light boxes which emit full-spectrum light similar in composition to sunlight and thought to affect brain chemicals linked to mood and sleep.

Located in the Wellness Suite, this service is offered free of charge to Northwestern students, faculty, staff as well as to members and massage clients of Henry Crown. To make an appointment or for more information, call 847-467-2607 or visit White Light Therapy.

YourLife Fitness Classes
Fitness classes are sponsored by YourLife and Northwestern Recreation. These free exercise classes are available in Evanston and Chicago. This program supports Northwestern’s ongoing objective of promoting faculty and staff health and well-being.

Evanston schedule
Chicago schedule

Free Nutrition Consultations
YourLife Nutrition Consultations are free for University faculty and staff. Sign up for a one-on-one consultation with Vicki Shanta Retelny, Registered Dietitian Nutritionist (RDN). Vicki will assist you with setting realistic nutrition goals and provide motivational tips. You are welcome to schedule follow-up consultations as needed. View the full 2019 Winter Schedule.

To schedule a consultation:

- Visit www.myhmihealth.com
- Create an account
- Enter site code NWU

Financial Wellness Webinars
Sign-up for a financial wellness webinar this month! Webinars are provided by TIAA. View topics and schedule, and workshop descriptions.

Mindfulness Meditation
Join YourLife for meditative practices with Elizabeth Tuckwell in Chicago on Tuesdays and with Eric Budzynski on Fridays in Evanston. The benefits of meditation include reducing stress, improving concentration and increasing happiness. All are welcome.

Chicago: Tuesdays, 1:30 p.m. - 1:55 p.m., Abbott Hall Women’s Center Suite 1400
Evanston: Fridays, 12:15 p.m. - 12:45 p.m., Parkes Hall, Room 204

Fitness Program: Waived Enrollment Fee Extended!
The Blue Cross & Blue Shield Fitness Program has extended the waived enrollment fee of $25 for the month of February. The Fitness Program is a $25/month gym membership program with access to over 10,000 facilities nationwide. Employees enrolled in a Northwestern-sponsored BCBS medical plan, as well as their covered dependents age 18 and older, are eligible to receive the
Read additional information about the program, including how to register. Enter coupon code, NUYourLife*, at checkout to qualify for the waived enrollment fee.

*Please note the coupon code is case sensitive. Enter the code as displayed above.

YourLife Mailing List

Join the YourLife mailing list to stay up-to-date about upcoming events.

Northwestern University

NORTHWESTERN OFFICE OF HUMAN RESOURCES