IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

Schools and Units Take Action on Staff Survey Results
As we progress in 2019, Northwestern remains committed to continuing the important work of supporting change across the University in response to the results of the Staff Survey. Our school and unit leaders are taking thoughtful actions to enhance the staff experience, while aligning with the spirit of diligence and prudence communicated in the recent update on Northwestern University's financial health.

We can accomplish a great deal in the near term while being fiscally responsible and planning for actions that will continue to position Northwestern as a great place to work. Our school and unit leaders are implementing many changes, both small and large. Additionally, four cross-University action teams developed recommendations for University-wide implementation.

Please visit the Staff Survey website for details on the cross-University planned actions.

Conflict of Interest Annual Disclosures Due March 1
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. Disclosures are due today, March 1. Completion of manager reviews is requested by April 15.

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

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

Northwestern University staff members were honored for their exceptional service at the Service Excellence Luncheon held on February 6. Click here for the list of honorees.

VIEW THE LIST OF HONOREES

2019 Take Our Children to Work Day

Over the years Northwestern's Take Our Children to Work program has been a campus tradition enjoyed by all who participated - the children, the volunteers, and the many tour track instructors. It truly takes a village to orchestrate the many moving pieces of this event. While it may be disappointing to some, we are taking a break this year and not holding the event in order to re-evaluate the program and consider how it can be effectively resourced in subsequent years, ensuring the spirit and inspiration for which the program is known. If you have any questions, or suggestions with regard to the program, please contact worklife@northwestern.edu.

Visit the New HR Website!

The Office of Human Resources has launched 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. We welcome your feedback to ensure that we are meeting your needs. Please send an email to HRNewsletter with your comments.

VISIT THE NEW WEBSITE

Last Chance! 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 how a temp-to-hire strategy can add value to your search.

LEARN MORE ABOUT TEMP-TO-HIRE

The Audition: Using a Temp-to-Hire Strategy
Utilizing a temp-to-hire strategy is a great solution for hiring managers who have a key vacancy to fill, and cannot afford to allow important projects and tasks to languish while they search for the best candidate. A temp-to-hire strategy helps hiring managers meet immediate business needs while evaluating the knowledge, skills, competencies, and motivational fit of a potential candidate.

Learn more about how a temp-to-hire strategy can add value to your search.

LEARN MORE ABOUT TEMP-TO-HIRE

Accelerate Development with 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, and giving and receiving feedback is an important part of the conversation.

Resources for check-ins and feedback

- Giving Performance Feedback: Best Practices
  - Document
  - Webinar
- Check-in Guide and Template for staff and supervisor use

See all upcoming webinars

LEARN MORE ABOUT PERFORMANCE CONVERSATIONS

LEARN MORE

Spring into one of our Professional Development Workshops!
Preview all of our upcoming courses.

Coming Soon in Leadership Development for Managers:

Art of Interviewing & Unconscious Bias | April 12 | Chicago campus

New in Professional Development for all Contributors:

Design Thinking for Problem Solving and Innovation* | April 12 | Evanston campus

Coming Soon in Performance Excellence, get up to speed by joining us for a real-time webinar:

Introduction to Performance Excellence: For New Staff* | March 6 | Noon - 12:45 p.m.

Getting the Most from Performance Excellence: For Managers and Supervisors* | March 8 | Noon - 12:45 p.m.

Performance Excellence: Writing Your Self-Review* | March 20 | Noon - 12:45 p.m.

*no charge to schools/units

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

**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

Please register, as space is limited.

**NUSAC Brown Bag: Taking Charge of Your Career**

Chicago
Tuesday, March 19
Noon - 1 p.m.
McGaw Pavilion*
Hale Auditorium, 2nd Floor
Register

* Present your Wildcard at the front desk

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**WELL-BEING**

**Work/Life & Family Resources**

March EAP Monthly Observance: Rest & Reflection
With the return of spring around the corner, we can use this opportunity to reset and reflect as we look toward our goals for the rest of the year. Learn more at the Northwestern EAP website. (login: northwestern, password: eap)

Do I Have Good Sleep Habits? (assessment)
Give Yourself the Gift of Positive Self-Esteem (article)
Setting Goals: Plan to Make Your Dreams Come True (article)
Sleep and the High-Performance Adult (article)
The Power of Positive Talk (podcast)
Yes, You Can Be an Optimist (webinar)

Senior and Adult Backup Care
Northwestern offers a subsidized, in-home senior and adult backup care program through Care.com, for when regular care for your senior and adult loved ones falls through. This program allows faculty, staff, and postdocs to:

- Find in-home adult and senior backup care, when regular care falls through.
- Utilize a subsidized rate of $6/hour, up to 5 days per year.

Access vetted backup care providers by calling 855-781-1303 X 2 or login to MyHR Benefits. Learn about additional caregiver resources.

Senior and Adult Care - Onsite Caregiver Support Program
Register for the Senior & Adult Caregivers’ Group or a 1:1 Consultation with Stephanie Gerberding, LCSW, from Care.com:

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<tr>
<th>Caregiver Support Group:</th>
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<tbody>
<tr>
<td>Date</td>
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<td>Wednesday, March 13</td>
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<th>1:1 Consultations:</th>
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<tr>
<td>Date</td>
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<td>Thursday, March 14</td>
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Childcare Backup and Drop-in Care
Backup care, also known as drop-in care, is short-term care you access when your regular childcare arrangements fall through. Care sought during school in-service days, holidays, breaks and caregiver illness all fall under the umbrella of backup care. Visit Backup & Drop-In Care to learn more and view backup care FAQs for more information.

It’s a good idea to explore backup care options and complete backup/drop-in care enrollment paperwork before the need arises. Resources to support your search for backup care providers can be found at the Finding Childcare page.
Did You Know?...Northwestern has an Ergonomic Program

The Northwestern Ergonomic Program is designed to prevent and reduce work-related ergonomic strain. Risk Management offers ergonomic evaluation and training to prevent strains, and possible equipment recommendations and/or work practices to improve your health and comfort. Contact Gwen Butler, Director of Environmental Health and Safety, for additional information or to schedule an ergonomic evaluation.

Evaluations are free and require supervisor approval.

YourLife Wellness Grants: Deadline is March 11

YourLife Wellness Grants is a pilot program. Grants will be provided to help support the well-being of faculty and staff by funding wellness activities, events and/or space. All faculty and staff are encouraged to submit an application on behalf of your school, department or unit.

Submit a grant to host on-site chair massages, purchase exercise equipment or convert an empty space in your building into a designated wellness space. View additional ideas. View a grant application example or visit YourLife Wellness Grants to learn more. Applications are due on March 11.

YourLife Fitness Classes

Fitness classes are sponsored by YourLife and Northwestern Recreation. These free exercise classes are available in Evanston and Chicago. Winter quarter classes will end on March 15 and resume in the spring quarter on April 3.

Evanston schedule
Chicago schedule

On-site 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. Vicki can also assist with diet-related disease management.

- Consultations are 30 minutes
- Visit www.myhmih health.com to make an appointment
- Enter site code NWU
- You are welcome to schedule follow-up appointments

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<tr>
<th>Chicago</th>
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<tr>
<td>Abbott Hall</td>
<td>720 University Place</td>
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<td>Human Resources Office</td>
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<td>Room 152</td>
<td>Room 17 (Garden Level)</td>
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<td>Tuesday, March 5</td>
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Drop-in 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

Art and Science of Flourishing
Research from fields such as psychology, economics, and neuroscience shows that well-being is a skill that can be cultivated. Through this course you will develop an understanding of what it means to flourish, explore qualities such as resilience, compassion, and happiness. You will also engage in evidence-based practices to help you integrate the knowledge and skills of flourishing into your life at Northwestern and beyond. Learn more.

- 4-Session Course: Tuesdays, April 9 - 30, 12:30 - 1:45 p.m., Henry Crown Sports Pavilion, Classroom 1310
- Cost:Faculty & Staff: $129
- Registration: Register through the Northwestern's Recreation Membership Office by calling 847-491-4303

Financial Wellness Webinars
Sign up for a financial wellness webinar this month. Webinars are provided by TIAA.

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<tr>
<th>TOPIC</th>
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<tr>
<td>Understanding the Retirement Decision</td>
<td>Thursday, March 7, Noon - 1 p.m.</td>
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<td>Social Security Basics</td>
<td>Tuesday, March 12, Noon - 1 p.m.</td>
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<td>Navigating Debt Consolidation &amp;</td>
<td>Tuesday, March 12, 3 - 4 p.m.</td>
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<td>Understanding the Mortgage Process</td>
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<td>Responsible Investing</td>
<td>Wednesday, March 13, Noon - 1 p.m.</td>
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<td>Foundations of Investing</td>
<td>Wednesday, March 13, 3 - 4 p.m.</td>
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<td>Market-proof Your Retirement</td>
<td>Thursday, March 14, 3 - 4 p.m.</td>
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<tr>
<td>A Woman's Guide to Financially Ever</td>
<td>Thursday, March 14, Noon - 1 p.m.</td>
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To register:
- Visit TIAA.org/webinars
- Create a User ID and Password to login
- Choose the webinar(s) that you'd like to register for

View workshop descriptions
BCBS Fitness Program: Enrollment Fee Waived!

For the month of March 2019, the BCBS Fitness Program will waive the $25 enrollment fee for employees enrolled in a Northwestern-sponsored BCBS medical plan, as well as their covered dependents age 18 and older. Features of the Fitness Program include:

- $25/month membership
- No long-term contract
- Access to 10,000 participating facilities nationwide

Enter coupon code, SPRINGSAVE25, at checkout to qualify for the waived enrollment fee. Read additional information about the program and how to register.

YourLife Mailing List

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