Updated Staff Handbook Now Available Online

Human Resources is pleased to introduce an updated Staff Handbook effective April 2019. The Staff Handbook is reviewed annually to ensure we continually provide you with the most current information on our policies and programs. Click here to view the Staff Handbook and to learn more about this year’s updates.

GO TO UPDATED STAFF HANDBOOK

Performance Excellence: 5 tips for year-end

Self-reviews and supervisor reviews are rapidly approaching. Are you ready? Here are 5 tips for year-end confidence:

1. **Set aside time.** Block out 30 minutes to brainstorm accomplishments and challenges you want to highlight.
2. **Gather data.** What were the goals that were set? What outcomes are important? Are there documents/metrics that you want to include or attach to the review?
3. **Be specific.** Use the **STAR formula** to describe your own accomplishments and challenges or provide feedback (sign up for an upcoming webinar to learn more about using STAR in your self-review).
4. **Focus-forward.** What goals or development opportunities are most interesting in the year to come? Be ready to discuss what's happened and also what's ahead.
5. **Learn best practices.** For supervisors and managers: learn or brush up on best practices for writing a review and using the rating framework in an upcoming manager webinar. For staff, sign up for a webinar about self-reviews or Learn more with the Successful Self-Reviews Playlist in myHR Learn

SEE ALL UPCOMING WEBINARS
Are you receiving unwanted paper pay stubs or deposit notices?
Do you receive your pay via Direct Deposit but still receive a paper pay stub (or "advice") in the mail? If you no longer want to receive a paper stub or "advice" in the mail you can turn this option off using the 2 easy steps below.

Turn off paper advices
1. Log into myHR with your NetID, then click on "Pay > My Direct Deposit"
2. Under "Print Option," select "No"

Manage your Direct Deposit in myHR
If you have an active NetID you can manage your Direct Deposit information in myHR Self-Service. You can also speak to someone in person at either of our Evanston and Chicago offices. Office hours and locations are listed below.

Office Hours:
Open 8:00 a.m. to 5:00 p.m. on University business days

Office Locations:
Evanston Campus: 720 University Place, 2nd Floor
Chicago Campus: Abbott Hall, 710 N. Lake Shore Drive, 8th Floor

For further information please reach out to Julie Phelan, HR Operations Manager, at j-phelan@northwestern.edu or 847 491-4860.

LEARN MORE

Need myHR Assistance?
Find upcoming open lab sessions currently scheduled through May on myHR Learn. Open lab is a resource for all users and walk-ins are welcome at any time during the session. Bring your questions and examples as new users or experienced administrators with complex cases. Sessions are hosted every week from 1:00 p.m. - 3:00 p.m. (unless otherwise noted), rotating between the Chicago and Evanston campuses:

<table>
<thead>
<tr>
<th>Evanston Campus</th>
<th>Chicago Campus</th>
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<tbody>
<tr>
<td>May 14, May 28</td>
<td>May 10 (3:00 p.m. - 5:00 p.m.)</td>
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<tr>
<td>1:00 p.m. - 3:00 p.m.</td>
<td>May 20 (1:00 p.m. - 3:00 p.m.)</td>
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<tr>
<td>Rebecca Crown Center</td>
<td>Tarry Research and Education Building</td>
</tr>
<tr>
<td>633 Clark Street</td>
<td>300 E. Superior Street</td>
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<tr>
<td>HR Computer Lab G593</td>
<td>Weinberg Lab 1-731</td>
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Enroll in a professional development workshop today! Preview all upcoming workshops [here](#)!  

Coming soon for Managers:

**Resolving Workplace Conflict** | May 20 | Evanston Campus  

Coming soon for Individual Contributors:

**Getting Things Done** | May 22 & May 29 | Chicago Campus  

Coming soon for Contributors at all levels:

**Mastering Your Presentations** | June 3 & 4 | Evanston Campus  

Coming soon in Performance Excellence webinars:

**Performance Excellence Year-end Essentials: for managers and supervisors** | May 10 & May 22  

**Performance Excellence: writing your self-review** | May 15  

**Professional Development with Lynda.com**

Fulfill your professional development goals, get in-demand skills, and grow your career, anytime, anyplace, with world-class digital learning from [Lynda.com](http://www.lynda.com).  

Go to learn.northwestern.edu > Jump to Playlists. Browse playlists for quick tips and inspiration, or enroll in online courses for extended learning experiences.

*no charge to schools/units*
Work/Life & Family Resources

May EAP Monthly Observance: Mental Health Awareness
1 in 5 adults in the US lives with a mental health condition. Navigating life with a mental health condition can be tough, and the isolation, blame and secrecy that is often experienced by stigma can create huge challenges to reaching out, getting needed support and living well. Learn how to cope with mental health conditions by visiting the Northwestern EAP website (login: northwestern, password: eap).

Choosing the Right Mental Health Therapist (article)
General Mental and Emotional Health Resources (webpage)
How Well Do I Take Care of My Mental Health (assessment)
Mental Health Disorders in Children and Adolescents (article)

Northwestern faculty, staff, and household members also have access to free and confidential short-term counseling via the EAP. Call (885) 547-1851. Learn more.

Adoption Assistance Reimbursement Program
Northwestern University recognizes that families are built in many ways. In order to support eligible faculty and staff who are adoptive parents, the University offers an Adoption Assistance Reimbursement Program. All active, benefits eligible faculty and staff, with at least three years of continuous service at the time of the adoption are eligible for reimbursement of up to $5,000 to assist with agency placement and attorney fees, court costs and more. View additional program information.

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

<table>
<thead>
<tr>
<th>Caregiver Support Group</th>
<th>Senior Living Options: A Review of Senior Housing Options and Levels of Care</th>
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<tbody>
<tr>
<td>Date</td>
<td>Time</td>
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<tr>
<td>Wednesday, May 8</td>
<td>Noon - 1 p.m.</td>
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Register

<table>
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<tr>
<th>1:1 Consultations</th>
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<tbody>
<tr>
<td>Date</td>
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<tr>
<td>Thursday, May 9</td>
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Register

The Sandwich Generation:
Strategies for Caregivers Brown Bag
Sandwich generation caregivers are caring for both aging parents and children, while trying to focus on work too. Nearly half of adults ages 40-59 are sandwich caregivers,
which can be emotionally, physically, and financially challenging. You are not alone and there is a way to manage it all without feeling guilty and depleted.

Join the Office of Work/Life & Family Resources and Stephanie Gerberding, Senior Care Social Worker, MSW, LCSW, of Care.com for this brown bag to learn about resources and practical strategies for sandwiched caregivers. It's just as important to care for yourself, as you do for your loved ones. Feel free to bring your lunch.

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<tr>
<th>Evanston Campus</th>
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<tr>
<td>Monday, June 10</td>
<td>Tuesday, June 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 University Center</td>
<td>Lurie Research Building</td>
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<tr>
<td>Wildcat Room 101</td>
<td>Searle Seminar Room</td>
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<td>Register</td>
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**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 Office can help you coordinate, schedule, and plan a workshop for your school or department.

Topics include:

- Resilience and Stress Management
- Strategies for Professional Success
- Workplace Communication and Interpersonal Relationships
- Financial Planning and Saving Strategies
- Parenting, Childcare and Caregiving and much more!

Contact worklife@northwestern.edu to request a catalog of topics.

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**Did You Know?...You Can Work With a LifeCoach**

LifeCoach is a free service available through our Employee Assistance Program, in which unlimited coaching is available via phone, email or online chat. Speak with a coach about a variety of topics such as career satisfaction and development, financial management, parenting, work-life balance and more. This service is also available to your household members. Learn more about LifeCoach.

**Spring Wellness Grants: Accepting Applications**

YourLife Wellness Grants are sponsored by Human Resources, Benefits. Wellness grants are intended to help support the well-being of faculty and staff by providing funding for wellness activities, events, and/or space. All faculty and staff are encouraged to submit applications on behalf of their school, department, or unit.

Apply for a grant this spring! Spring applications will be accepted through June 3, with decisions provided on June 24. Visit YourLife Wellness Grants to learn more. Contact Evelyn Cordero with questions.

**YourLife Walking Group**

Join YourLife Wellness Champions for a 30 minute walk each Tuesday May 14 -
This no-commitment, no-judgement group is open to all faculty and staff regardless of ability or fitness level. Join the YourLife Mailing List to receive walking group updates, including weekly location information.

Join the Cardz for Kidz Challenge!
Cardz for Kidz (CFK) is an organization dedicated to uplifting the spirits of hospitalized and/or traumatized children across the globe by delivering inspiring homemade cards. The goal of CFK is to impact as many children as possible and help them take their minds off their current situation by reminding them they are truly special.

YourLife invites you to join the Cardz for Kidz Challenge! Create as many inspiring cards as possible June 3 - 28. Participate as a team or individual. The team with the highest average number of cards per person and the individual who creates the most cards will win bragging rights, a trophy and be featured in the August HR newsletter!

During the month of May, organize your team and gather supplies in order to be ready for the challenge in June. Visit Cardz for Kidz Challenge to learn more.

YourLife Fitness Classes: Spring Schedule
Each quarter YourLife and Northwestern Recreation co-sponsor free exercise classes on the Evanston and Chicago campuses. These on-site group exercise classes support Northwestern's ongoing objective of promoting faculty and staff health and well-being.

YourLife Nutrition Consultations - In-person or Online
YourLife Nutrition Consultations are free for University faculty and staff. Vicki Shanta Retelny, Registered Dietitian Nutritionist (RDN), will assist you with setting realistic nutrition goals and provide motivational tips during these 30 minute one-on-one consultations. Vicki can also assist with diet-related disease management. Consultations can be provided in-person or via video conference, using BlueJeans. View scheduling and consultation information.

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<thead>
<tr>
<th>Chicago</th>
<th>Evanston</th>
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<tbody>
<tr>
<td>Abbott Hall</td>
<td>2010 Sheridan Rd</td>
</tr>
<tr>
<td>Human Resources Office</td>
<td>Room 101</td>
</tr>
<tr>
<td>Room 152</td>
<td></td>
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<tr>
<td>Tuesday, May 7 &amp; 21</td>
<td>Tuesday, May 9 &amp; 23</td>
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<tr>
<td>9 a.m. - 2 p.m.</td>
<td>9 a.m. - 2 p.m.</td>
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Drop-in Meditation
Join YourLife for meditative practices in Chicago on Tuesdays and Eric Budzynski on Fridays in Evanston. The benefits of meditation include reducing stress, improving concentration and increasing happiness. All are welcome.

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<tr>
<th>Chicago</th>
<th>Evanston</th>
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<tr>
<td>Tuesdays</td>
<td>Fridays</td>
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<tr>
<td>1:30 p.m. - 1:55 p.m.</td>
<td>12:15 p.m - 12:45 p.m.</td>
</tr>
<tr>
<td>Abbott Hall</td>
<td>Parkes Hall</td>
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<tr>
<td>Women's Center, Suite 1400</td>
<td>Room 204</td>
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</table>

Financial Wellness Webinars
Keep your financial goals on track and attend a TIAA webinar this month. Topics include: integrating healthcare into your retirement, a woman's guide to investing and
YourLife Mailing List
Join the YourLife mailing list to stay up-to-date about upcoming events.