

IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

Announcing the Jean E. Shedd University Citizenship Award: Nominations Due April 12

Northwestern has created the Jean E. Shedd University Citizenship Award in honor of Jean Shedd, who retired last year. Jean served Northwestern with distinction for more than 41 years, and during her career exemplified the true meaning of citizenship through sustained and exceptional leadership. Jean served at department, school and University-wide levels, on committees and governance groups, and she served as a mentor and advisor to countless faculty, staff, students and alumni.

The first recipient of this award will be named at the annual Staff Service Recognition Luncheon on Tuesday, June 4. Faculty and staff are invited to nominate staff members who have continuously worked at Northwestern University for at least five years, have a record of sustained high performance, and exemplify the characteristics identified in the [nomination form](#) on the [Recognition webpage](#).

Nominations are due Friday, April 12.

[VISIT THE RECOGNITION WEBPAGE](#)

myHR Enhancements

The Office of Human Resources, in partnership with Northwestern Information Technology, has upgraded myHR with new enhancements to improve the user experience. The enhancements include a user-friendly fluid design for additional self-service pages, a more intuitive and mobile-enabled career site experience for candidates, new dashboards to simplify navigation for administration users, improved search capabilities, and a self-service portal to guide new staff hires through their HR onboarding tasks.

[Learn more about the enhancements to myHR.](#)

[LEARN MORE ABOUT myHR](#)

Employee of the Year Award

The Employee of the Year Selection Committee has reviewed all submitted nominations for Employee of the Year 2019 and selected seven finalists. From those seven finalists the committee has selected one Employee of the Year winner, to be announced at the 42nd annual Staff Service Recognition Luncheon on Tuesday, June 4.

Letters will be mailed to all nominees notifying them of their nomination and whether or not they have been selected as a finalist. An email was also sent in March, to those who nominated a staff member informing them whether or not their nominee was selected as a finalist.

If you have any questions regarding Employee of the Year, please contact hremployeerecognition@northwestern.edu.

LEARN MORE ABOUT EMPLOYEE OF THE YEAR

Diversity and Inclusion: Be Consistent, Be Intentional

Difference can be challenging and disquieting. When you have a similar group of people all thinking alike, it is easier to arrive at a comfortable, uniform consensus. However, comfort has never sparked innovation. Diversity and inclusion means not only inviting people with different perspectives, experiences, backgrounds or perhaps different work styles to the table, but also actively soliciting their voices at decision time. Successful diversity initiatives do a great job at managing differences and creating an environment where an assortment of differences are celebrated and championed as opposed to being tolerated. Our approach to hiring should be no different.

[Learn more about diversity and inclusion in hiring.](#)

LEARN MORE ABOUT DIVERSITY & INCLUSION

Performance Excellence: Getting Ready for Year-end

The time of year for self-reviews and supervisor reviews is rapidly approaching. Are you ready? Here are 5 tips for moving into year-end with confidence:

1. Set aside time on your calendar to gather your thoughts. Block out 30 minutes to brainstorm accomplishments and challenges of your year.
2. Gather data. What were the goals you set? What outcomes are important for your job? Are there documents/metrics that you want to upload to your review?
3. Use the STAR formula to describe your accomplishments and challenges ([sign up for an upcoming webinar](#) to learn more).
4. What development opportunities are you seeking in the year to come? Be ready to discuss development goals with your supervisor or staff.
5. For supervisors and managers: learn best practices for writing a review and using the rating framework in [an upcoming webinar](#).

[Learn more with the Successful Self-Reviews Playlist in myHR Learn](#)

SEE ALL UPCOMING WEBINARS

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 - 3 p.m. (unless otherwise noted), rotating between the Chicago and Evanston campuses:

Evanston	Chicago
April 2, April 17 (3:00-5:00 pm), April 30, May 14, May 28 1 - 3 p.m. Rebecca Crown Center 633 Clark Street HR Computer Lab G593	April 9, April 22, May 10 (3:00-5:00 pm), May 20 1 - 3 p.m. Tarry Research and Education Building 300 E. Superior Street Weinberg Lab 1-731

Lead Forward this Spring!



Coming Soon for Managers:

[Art of Interviewing & Unconscious Bias](#) | April 12 | Chicago campus



Coming Soon for Individual Contributors:

Accelerate your leadership potential by attending Lead 4 Success™* (replacing Leadership Fundamentals)

Lead 4 Success™* is a robust 2 day program during which high potential Individual Contributors will develop the four fundamental skills (self-awareness, learning agility, influence and communication) that leaders at any level need to master for success.

This two-day program is offered to Northwestern Staff at no cost to schools and units. Applications for this program will open in early April. Visit us at [Learning & Performance](#) for additional information.



Introducing Webinar Wednesdays! Join us for a live interactive webinar designed to help you navigate Performance Excellence. Open enrollment sessions are ongoing and conveniently offered at noon. Enroll today!

[Performance Excellence Year-end Essentials: For Managers and Supervisors*](#) | April

[Preview our upcoming workshops and webinars.](#)

**no charge to schools/units*

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

WELL-BEING

Wildcard Advantage Spotlight - Sparkl

[Sparkl](#) is a Chicago-based women owned business that provides mobile car wash services. Sparkl uses no water and biodegradable products to clean the interior and exterior of your car. Northwestern employees and students are offered a 20% discount on wash services. Have your car washed while you are working. There's no need to move your car; Sparkl will come directly to you. Go to [SparklNow.com](https://www.sparklnow.com) to download the app and purchase your services. Please enter promo code WILDCAT to obtain your savings.

Work/Life & Family Resources

April EAP Monthly Observance: Stress Awareness

Stress can manifest as anxiety, aggression, irritability, dependency, withdrawal, or depression. Regardless of the form it takes, stress can result in reduced productivity, absenteeism, employee burnout, turnover, and increased medical expenses. Learn ways to help decrease your stress by visiting the [Northwestern EAP website](#). (login: northwestern, password: eap)

[The Four A's for Managing Stress](#) (article)

[How to Deal with Stress and Anxiety](#) (infographic)

[Reducing Stress from Work and Home Demands](#) (article)

[Stress and Disease](#) (article)

[Tips to Reduce Workplace Stress](#) (article)

[What's Your Stress Relief?](#) (assessment)

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

Neighborhood Parents' Network - Connecting Chicago Parents

Neighborhood Parents Network (NPN) is a non-profit 501(c)3 that connects a diverse community of families with the resources they need to navigate parenting in the city. Expectant, new and seasoned parents come to NPN to find what they need to tackle the everyday challenges of being a Chicago parent. Whether online or in person, NPN makes it easy to find support, must-have information and amazing city events. NPN has been connecting Chicago parents for more than 36 years!

NPN has increased their membership discount from \$10 to \$15 off their \$55 annual membership fee to Northwestern faculty, staff, post-docs and graduate students. [Learn more about NPN's Northwestern discount.](#)

School Visitation

Staff members may take [school visitation](#) time off from work to visit their child's school for conferences or classroom activities for a total of eight hours in a school year, but no more than four hours on any given day. You must request this time off in advance and may be required to provide documentation regarding the need to take time off. Supervisors or departments/units may allow additional time depending on departmental/unit operations.

Vacation and/or personal floating holiday time may be used, if available, for school visitation. If no paid vacation or personal floating holiday time is available for a non-exempt staff member, an unpaid excused absence may be used for the school visits.

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:

Caregiver Support Group:

Date	Time	Location	Room	RSVP
Wednesday, April 10	Noon - 1 p.m.	Evanston	Norris Center Chicago Room (103)	RSVP

1:1 Consultations:

Date	Time	Location	Room	RSVP
Thursday, April 11	11 a.m. - Noon	Chicago	Abbott Hall, Human Resources Office	RSVP
Thursday, April 11	2 p.m. - 3 p.m.	Chicago	Abbott Hall, Human Resources Office	RSVP



Did You Know?...Preventative Services are Covered at No Cost to You

Preventative screenings can help find illness and medical problems early and improve your health and the health of your family. Blue Cross and Blue Shield covers screenings and services with no out-of-pocket costs like copays or coinsurance as long as you visit a doctor in your plan's network, even if you haven't met your deductible. Examples of covered preventative care services include: general wellness exams each year, recommended vaccines, and screenings for things like diabetes, cancer or depression. [View the full list](#) of covered services.

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. Join us for a class this spring!

[View the Evanston schedule](#)

[View the Chicago schedule](#)

YourLife Nutrition Consultations - Now Available 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.](#)

Chicago Abbott Hall Human Resources Office Room 152	Evanston 720 University Place Human Resources Office Room 17 (Garden Level)
April 9 & 10 9 a.m. - 2 p.m.	April 11 & 12 9 a.m. - 2 p.m.

Local Markets: Kick-off April 4

Northwestern Dining is starting Local Markets again taking place every Thursday from 11 a.m. - 1 p.m. on the ground floor of Norris beginning April 4 through June 6. Local produce and vendors will be featured, selling everything from peanut brittle to soaps to succulents. The kick-off event on April 4 will provide information about farm workers for Farm Workers Awareness Week with a cooking competition using ingredients produced by fair labor standards between our very own Executive Chefs from Allison and Foster Walker Dining Commons.

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 (Beginning April 12) 12:15 p.m - 12:45 p.m. Parkes Hall Room 204
--	--

Financial Wellness Webinars

April is National Financial Literacy Month and you can get ready with [TIAA's live webinars](#). Reserve your spot today!

YourLife Mailing List

[Join the YourLife mailing list](#) to stay up-to-date about upcoming events.

Northwestern University



NORTHWESTERN OFFICE OF HUMAN RESOURCES

