

Northwestern | HUMAN RESOURCES

October 2023

Employee Matters

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

We are living in painful and difficult times that can affect our well-being. Please remember Northwestern's [Employee Assistance Program SupportLine](#), which has resources to support you and your household members, including free short-term and confidential counseling, Textcoach therapy, and virtual support groups. Call **888-881-5462** 24/7 to access these resources.

In addition, please see below for more well-being services and programs and visit our [Well-being website](#).

Benefits Spotlight

Annual Benefits Open Enrollment

[Open Enrollment](#) is from Monday, **October 23** at 8:30 am through 5 pm Friday, **November 10**. All changes will take effect January 1, 2024. The choices you make during Open Enrollment shape the benefits that will cover you and your family throughout the coming year. With that in mind, it's important to take the time to consider your coverage options and personal benefit needs. Outside of Open Enrollment, changes can only be made if you or a family member experiences an [IRS Qualifying Event](#). Questions? Email askHR@northwestern.edu or call 847-491-4700.



Benefits and Well-being Fair

The virtual fair features video overviews, vendor information, and flyers to assist faculty and staff members in the selection of medical, dental, vision, and other benefit plans. [Visit the virtual fair](#) and [consider attending a live session!](#)

Live sessions

SESSION	Date	Time	Attend
Employee Assistance Program Overview	Wed, Oct 18	Noon	Register
Open Enrollment Information	Thu, Oct 19	11 a.m.	Add to calendar
Well-being	Thu, Oct 19	Noon	Register

Resources Overview			
Caregiver Resources Overview	Fri, Oct 20	Noon	Register



NUSAC Town Hall

Interested in learning more about the Northwestern University Staff Advisory Council (NUSAC)? [Register](#) for the virtual Town Hall on October 20, 2023, 10 to 11 a.m.

Coffee Talk

Join **Cariloop**, our new caregiver benefit, for their monthly Coffee Talk on [Thursday, Oct 26 at Noon](#) to learn about the complexities of Medicare. They'll break down what Medicare covers—Parts A through D, Medicare Supplement Plans, and Medicare Advantage Plans. They'll also discuss the differences between Medicare and Medicaid.

Diversifying Your Communications

Do you know about [Google Translate](#)? This tool can translate website content into numerous languages as well as documents up to 10MB. Consider using it to diversify your communications.

DEIB Events

Check out the Office of Institutional Diversity and Equity's robust list of [DEIB events](#)!

Guidelines

Speak Up: [Reporting Workplace Concerns](#)

Northwestern is committed to the highest standards of professional and ethical conduct. There are several [resources](#) available for faculty and staff to meet their obligation to report potential policy violations or other concerns in the workplace.



Employee Engagement

In case you missed President Schill's Fireside Chat on October 10, check out the [recording](#).

Caregiving Resources

New Caregiver Support Benefit!

Northwestern is pleased to introduce [a new caregiver support benefit from Cariloop](#). Cariloop provides personalized, concierge-style resources and support for all your caregiving needs via licensed and certified Care Coaches. Benefits-eligible faculty and staff now can streamline their caregiving needs for any age, including yourself. [Activate your membership at any time by registering](#) using your Northwestern email address. And [join us on Thursday, October 26, 12:30 p.m–1 p.m. for an "Introduction to Cariloop" webinar.](#)



Upcoming Caregiving Webinars

Cariloop Webinar: Caregiver Burnout

This [Cariloop](#) webinar will cover exhaustion, stress, and related mental and physical health issues that often accompany caregiving responsibilities. Discover practical solutions and support tailored to you and your family. [Register for this insightful webinar addressing the challenges of caregiving burnout on Thursday, November 2nd at Noon.](#)

Care.com Webinar: Raising Children with Disabilities: Healthy Habits for the Holidays

The holiday excitement creates joy *and* stress for families of special needs children with disabilities. Learn how to effectively navigate family gatherings, different routines, special diets, and increased behaviors without relying on electronics. [Join Care.com on November 14th at Noon](#) to learn more.

Care.com Webinar: Financial Wellness: Living Off Your Paycheck

This webinar will cover goal setting and how your money beliefs can affect the way you save and spend. Other topics include reducing debt, the difference between “meat vs. gravy,” and how to increase your wealth. [Join Care.com on Wednesday, November 8th at Noon](#) to learn more.

Your Well-Being



New Well-being Program! Jin Shin Jyutsu

[Jin Shin Jyutsu \(JSJ\)](#) is an Eastern self-help practice -- similar to reiki and acupuncture -- used as a complementary practice. Learn how to place your hands on certain areas of the body to unblock stagnant energy, restore balance, and promote healing. These 1-hour virtual sessions will be held [Tuesdays, Noon-1p.m. through December 5](#). [Register to join us!](#)

New EAP Services

Our [Employee Assistance Program SupportLinc](#) has launched two new services:

Addiction Care Navigator

The Addiction Care Navigator (ACN) online clinical assessment offers a stigma-free, anonymous and confidential way to assess substance use risk and immediately connect you with care and support. [Learn how to access ACN, get connected with a licensed master's level Addiction Care Coach, and see program FAQs.](#)

Supervisor Connect

Supervisor Connect (SC) is a tool to help managers build skills for successful teams, leading to higher retention, engagement, and organizational performance. After you complete a short online assessment, you'll receive instant access to personalized recommendations. [Learn more about SC.](#)

Professional Development: Mental Health First Aid

[Mental Health First Aid \(MHFA\)](#) provides participants the skills to support a person experiencing a mental health challenge. MHFA takes the fear and hesitation out of starting conversations by providing an [action plan](#). [Participate in the Tuesday, November 14 training](#)

Well-being grants: Application Closes October 27

Well-being grants are intended to support the well-being of faculty and staff as related to the [Eight Dimensions of Well-being](#) by providing funding for a well-being activity, event, and/or space. [View examples of funded applications](#) to help you submit an application, which will be accepted through Friday, October 27. [Learn more and access the application.](#)

Upcoming Well-being Webinars

Attend an upcoming webinar to support your [emotional and financial well-being](#). To receive weekly well-being webinar and event updates, [join the well-being mailing list](#). Emails are sent each Monday afternoon.

- [Live to Learn](#) is hosting *Setting Boundaries for Well-being* on Tuesday, Oct. 24 at Noon! [View webinars](#) and enter access code **BETTERME** when registering.
- [SupportLinc hosts free monthly webinars](#) on a variety of mental health and well-being topics, including a *Holiday Budgeting* webinar on Nov 1 at [7a.m.](#), [2p.m.](#), and [7p.m.](#)
- [First Northern Credit Union \(FNCU\)](#) will host *Breezing Through the Holidays* on [Nov 7](#) and [Nov 16](#). Also, FNCU partners with BALANCE, a financial education and counseling company, to provide free access to financial resources. [Learn more.](#)

Learn and Grow

Why Create and Refine an Individual Development Plan?

Careers often follow a non-linear path that requires you to adjust and redirect. An individual development plan (IDP) helps you create a roadmap, facilitating informed decisions, identifying your strengths and interests, and uncovering new skills that align with your aspirations. Reflection (“What do I care about? What am I good at? What do I want others to know?”) and taking action drive career development.



Use the [IDP Resources](#) to take charge of your career and

- Plan based on your interests, goals, and life’s circumstances
- Reflect on and identify your strengths and opportunities for growth

Remember, an IDP is a living document to be updated throughout the year to reflect a change in goals, experiences, or strengths. Proactively socializing and talking about an IDP with your manager lets them know what’s most important to you.



Manager's Tip

Q: Why should a manager pay attention to a staff member’s individual development plan (IDP)?

A: Because managers will be better coaches and advocates when they know their direct reports’ career aspirations both short- and long-term. Managers no longer need to make assumptions and instead have a detailed account of employee strengths, goals, and action plans to support direct reports throughout their career journey. Employees will feel more engaged when they believe their manager is interested in their professional development.

For more Manager tips, [join the Manager’s Corner Teams](#) community.

Inside HR

Please welcome HR's new Director of Compensation Colleen Plant. Colleen joined Northwestern on October 16.





The mission of Human Resources is to promote an innovative and inclusive workplace where individuals thrive and collaborate to advance Northwestern's direction.

Northwestern University



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