

Northwestern | HUMAN RESOURCES

November 2023

Employee Matters

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

Over the last several weeks, I have been thinking about the phrase “Bring your whole self to work.” Many of you are familiar with this phrase, which is often used to explain what is meant by a diverse, equitable, inclusive workplace where employees feel as though they belong.

The events in the Middle East, as well as the related local events, have had an impact on many of us. This impact is felt by us as individuals, as people who identify with a multitude of affiliations, and as Northwestern employees. We bring all these identities to the workplace.

Right now, the ideal of bringing one’s whole self to work might feel challenging. My hope is that we can push through this challenge with the support of our colleagues and Northwestern community. We are in a moment where real-life events make tangible what we often discuss in theory. Let us all recognize that each of us plays a part in creating a workplace that honors everyone’s right to belong.

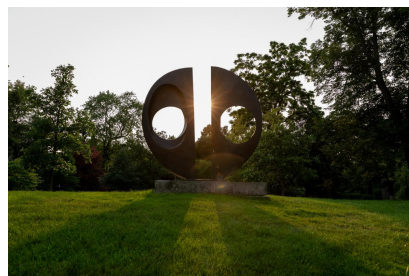
As a reminder, Northwestern provides resources to support you and your household members through our [Employee Assistance Program SupportLinc](#), including free short-term and confidential counseling, Textcoach therapy, and virtual support groups. Call **888-881-5462** 24/7 to access these resources.

Benefits Spotlight

Get the Most out of Your Retirement Plan

Ensure you are taking full advantage of the University’s Retirement Savings Plans. Our investment service providers, Fidelity Investments and TIAA, can help you:

- Manage your retirement savings goals
- Evaluate your investment options
- Build a plan that’s easy to put into action



Fidelity and TIAA are available for virtual and phone appointments. Schedule your complimentary 1:1 consultation today.

Fidelity: [Online](#) or call 800-642-7131

TIAA: [Online](#) or call 800-732-8353

Faculty & Staff Total Compensation Statement: Coming Soon!

The Office of Human Resources is pleased to announce the upcoming rollout of the personalized Total Compensation Statements. The statement visibly demonstrates the value of your benefits package and time off policies while also displaying all the benefits and programs available to you and your family. It is a personalized statement that reflects your current enrollment options. Please monitor your inbox in early December for the announcement.



Northwestern Receives Diversity Award 3rd Straight Year

The INSIGHT Into Diversity Higher Education Excellence in Diversity (HEED) [Award](#) annually recognizes colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. Learn more about this [Northwestern achievement!](#)

Go Green: Electronic W-2 Option Coming Soon

In an effort to protect your sensitive personal information, reduce paper and printing, and decrease unnecessary expenses, we will be encouraging all employees to opt for receiving only a digital W-2. In a few weeks you'll receive more information about how this will work.

Perkspot Discounts

Access discounts from 900+ merchants nationwide this holiday season ranging from movie tickets, framed photos, gift cards and other goods and services. Check [PerkSpot](#) out!

Your Well-Being

Northwestern Support Groups

HR Well-being has partnered with our [Employee Assistance Program \(EAP\) SupportLinc](#) to host free short-term, four-week, virtual support groups for employees. Groups will be facilitated by a Licensed Counselor and are specifically for University employees.

- Two group topics will be available: *Coping with Loss* and *Stress Management in the Workplace*.
- The program will kick off on Monday, November 27 with the *Coping with Loss* group.
- There is a maximum capacity of 20 per group and registration is first come, first serve.

[Learn more, including how to register.](#)



Access EAP Resources to Help Support You During the Winter Season

Webinar: Healthy Relationships

This webinar will address how to create and maintain healthy relationship dynamics. Participants will receive resources to help identify existing strengths, both as individuals and as part of their various relationship systems, and ideas on how to continue to learn and grow. Join Wednesday, Dec 6 at [7a.m.](#), [2p.m.](#), or [7p.m.](#)

Confidential and Free Counseling

The winter season can be challenging for a number of reasons and University employees and household members can access short-term counseling, up to 10 sessions, per life issue that arises to receive professional support and guidance. Sessions can be in-person or virtual and the provider network consists of diverse and multilingual counselors. [Learn more.](#)

Toolkits

Our SupportLinc EAP provides a number of toolkits to help improve and maintain your wellbeing. The toolkits range from [meditation, mindfulness, resilience, to sleep fitness](#) and are self-directed resources.

White Light Therapy Lamps

White light therapy lamps are available at the [Women's Center](#) in Chicago and at the [Henry Crown Sports Pavilion Wellness Suite in Evanston](#), and can help treat [Seasonal Affective Disorder \(SAD\)](#), symptoms of depression, and sleep disorders. Staff, faculty, and students can access the lamps. Incorporate light sessions a few times a week to help boost your energy and mood this fall and winter. [Learn more \(click on the White Light Therapy tab\).](#)

Live to Learn Webinars

Live to Learn is a [free digital mental health program available to BCBSIL PPO members](#). All are welcome to attend a webinar and a recording is shared with registrants. Enter access code: **BETTERME** when registering.

- Caring without Crumbling: [Tuesday, November 28 at 4p.m.](#) and [Friday, December 8 at Noon](#)
- Good News About the Winter Blues: [Wednesday, December 13 at 11a.m.](#)
- Retrain Your Brain: The Case for Gratitude: [Friday, December 15 at 9a.m.](#)

Care.com Webinars

Northwestern provides a paid membership to **Care.com**'s online marketplace for faculty, staff, and students. Users can use the membership to find childcare, adult & senior care, pet care, light housekeeping and tutors. Attend an upcoming webinar:

Confident Parenting: Managing Fear & Anxiety in Children: November 22 at Noon, [Register](#)

Your Healthy Lifestyle: Emotional Eating: November 30 at Noon, [Register](#)

Emotional Wellness: Stress Reduction Took Kit: December 7 at Noon, [Register](#)

Raising Children with Disabilities: Effectively Communicating: December 12 at Noon [Register](#)

Caring for Aging Loved Ones: How Teach Helps Older Adults and Gives Caregivers Peace of

Mind: December 20 at Noon, [Register](#)

Succeed at Work: The Science of Goal Setting: December 21 at Noon, [Register](#)

Learn and Grow



The [myHR Learn](#) homepage has been redesigned! We have enhanced the overall user experience by simplifying the site's navigation tools and added a dedicated space for professional skills growth.

What's new?

Streamlined Navigation: Explore a simplified design that will enhance your user experience.

Personal Growth Focus: Access new resources like the [Professional Skills Curriculum](#), presenting a new framework with varied skills paths to broaden your expertise and build on your current skill set. Enjoy the flexibility to select your preferred level of proficiency, learning pace, and topics.

Positive Workplace Culture Support: Discover a variety of resources and playlists featuring DEIB and Well-being topics contributing to the cultivation of a flourishing workplace culture.

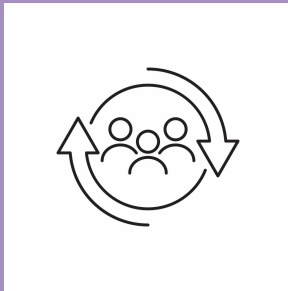
We're thrilled about this update. Please keep checking back in for more features and updates on their way!



Manager's Tip

Active listening is a term often used in the HR space, but what does it mean for you? By giving your staff the time and opportunity to share what is on their minds, including their career goals, they not only reap the benefits of feeling heard by

you, but you learn a lot as their manager. It can help you make better decisions, hear a perspective different from your own, and ultimately make you a more effective leader. Check out these tips to refine your [active listening skills](#). For more Manager tips, [join the Manager's Corner Teams](#) community.



Inside HR

We are starting a new feature that will shed light on various functions in HR. This month, we're starting with the HR Business Partners (HRBPs).

What is an HRBP?

The HRBP wears many hats and is primarily a resource for leaders, managers, and HR professionals across the University. HRBPs connect the HR centers of expertise (Compensation, Talent Acquisition, Payroll, etc.) to develop initiatives and solutions that align with the business strategy for their client schools and units. They advise on employee relations topics, policies, guidelines, and best practices. The decisions that might result from these discussions are made by the local unit. Read about the HRBP role on the [HRBP site](#). In addition, individual employees can reach out to their unit's HRBP for guidance on navigating workplace issues or when they want to [report](#) a concern or potential policy violation. To find out who supports your area, please contact HRBP@northwestern.edu.

New Team Member

Please welcome Kristin Salerno, who will join HR as the new Director of Talent Development and Well-being on November 15.

*Workplace Strategies photo credit: [Unsplash](#)



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



Northwestern University | 720 University Place, Evanston, IL 60208



Try email marketing for free today!