

Northwestern | HUMAN RESOURCES

November 2022

Employee Matters

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

We know one of the most important factors in retaining our staff is access to career development opportunities. We are addressing this need in both short- and long-term ways.

We are developing a new professional skills curriculum and currently piloting one of its courses, “Project Management for the Everyday Project Manager.” Additional skill-building programs are under development related to personal effectiveness and communication. These topics came directly from staff feedback. In addition, if you look below under “Learn and Grow,” we’re introducing two new resources: individual development plans and career conversation guides.

One of the longer-term solutions is a job families project that will offer a career development framework -- clear paths/ladders so you can literally see how to progress in your field. Not surprisingly, building this framework is a complex undertaking as it involves reviewing all job categories and the positions within each of these categories (aka “families”).

For now, however, many learning and growth opportunities are **available** -- and I encourage all managers to carve out time to discuss these resources with their staff.

Thank you!

Benefits Spotlight

Introducing PerkSpot!

Northwestern has partnered with PerkSpot to offer faculty and staff and their family members discounts from 900+ merchants nationwide. By registering with PerkSpot, you can access these discounts and exclusive offers on a wide range of goods and services. Check [PerkSpot](#) out!



IRS announces contribution limits to retirement plans for the 2023 tax year.

- Scroll down this **Benefits page** for the new limits as well as tools to maximize your savings for 2022 and to plan ahead for 2023.
- Verify or update your contribution amounts via **myHR** or visit this **site** to get help. Changes

are effective when processed, so 2023 contribution changes should be made after January 1 and during the following times to be reflected in the first paycheck of 2023:

- Biweekly employees: January 1-5; monthly employees: January 1-18



Workplace Strategies

As we approach the end of fall quarter, it's a good moment to evaluate the effectiveness of your workplace strategy. Review the expectations and measurable outcomes you set at the beginning and the data you've collected. Then schedule a time to discuss with your manager and make any necessary changes. You might then suggest a discussion with your whole team. Questions? Need a sounding board? Email wellbeing@northwestern.edu.

Learn and Grow

Two new resources are available for career development planning and year-round conversations. The new Individual Development Plan (IDP) enables staff to identify strengths and plan actionable steps to achieve professional development goals. Please see the IDP Resources on the **Career Tools** page.

The **Career Conversation 1 Guide for Staff** and the **Career Conversation 1 Guide for Managers** can be used for discussions throughout the year, and are part of the Performance Excellence enhancements this year.

Visit our **site** to view our calendar of workshops and stay up to date on professional development opportunities.



- **Watch** the Fall 2022 Faculty Webinar: A **Discussion** With President Schill, and read President Schill's **commentary** published in the *Chicago Tribune*.
- Join the **World Cup Watch Party** on Nov. 21!
- **Interested** in some noon time knowledge? Check out the **Lunch & Learns** offered by the Office of the Ombudsperson.
- **Register** for the Office of Equity 101: Reporting, Resources, and Options workshop. It will take place on Tuesday, December 6 and registrants can visit the Office of Equity **website** for more information.
- **Virtual Culinary Class: Nourishing Festive Side Dishes.** **Join Vicki Shanta Retelny, RDN, and Human Resources on December 15, Noon-12:30 p.m.** to learn creative tips and tricks to making traditional favorites with a healthy twist.

Your Well-Being



Mental Health First Aid Training

Mental Health First Aid (MHFA) teaches participants how to identify, destigmatize, understand and respond to signs of mental illnesses and substance abuse, enabling those trained to offer immediate, concrete support. **Sign-up to participate in the December 8 training, 9 a.m.- 4:30 p.m. in**

Evanston.

Holiday Toolkit

The holiday season can bring joy, memories and time with loved ones *and* can also bring stress, and sadness. Our **EAP SupportLinc** offers a **Holiday Toolkit** with videos, tips and resources for support during this season. HR is partnering with SupportLinc to host a *Holiday Survival Guide* webinar next month. **Join the well-being mailing list** to receive registration information once available.

Manager's Tip

Data show that retention and engagement increase significantly when managers regularly and effectively recognize their employees. These managers are seen as more collaborative, inspiring, and better at building relationships. While not everyone wants public recognition, being appreciated is a universal need.



Read about how you can hone your recognition skills, and discuss tips and strategies with your fellow NU managers by joining our **MS Teams Manager's Corner Channel**. **Register** for the next *Manager's Corner* live virtual session on Tuesday, Dec. 6, 2:30 PM CST.

Inside HR

From WELL to Talent Development & Well-being

The WELL team is changing its name to Talent Development & Well-being to convey its offerings more explicitly to the community. It remains the same people with the same mission and the same service portfolio. Stay tuned for updates to the HR website in the days to come.



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

[Constant Contact Data Notice](#)

Sent by officeofhumanresources@northwestern.edu in collaboration with



Try email marketing for free today!