Message from HR Vice President and CHRO Lorraine Goffe

Dear Faculty and Staff,

A colleague recently commented to me about the amount of organizational change that Northwestern is going through right now. This is certainly true and does not make us unique, as all healthy organizations go through change. There is a natural cycle when leaders decide to try something new or retire and new leaders come on board.

It is important to recognize that some of us view change as exciting and opportunistic -- while others of us feel anxious and disconcerted. In this issue, you’ll see several resources on managing change, and I’ll recommend one more – the organizational change expert, William Bridges, has written several books on the topic.

Lastly, we’re now in the middle of July so I hope that all of you have planned time off to decompress from the busy academic year and have some fun. In that spirit, Employee Matters will take August off and instead we will have a special edition that will focus on how to recharge and renew for the upcoming academic year. Many of us feel the challenges of finding work-life integration, which is key to avoiding burnout. The August special edition will offer resources on this subject.

Enjoy the summer!

Benefits Spotlight

Leave Resources for Managers and Administrators

The Benefits Office has created a quick reference guide to assist managers and administrators in understanding the various types of leave and job protection offered to staff. The guide also outlines the responsibilities of the employee, the department, and the Benefits Office.

First-Ever NUSAC Town Hall: July 27, 2023

Interested in learning more about the Northwestern University Staff Advisory Council (NUSAC)? Join
ON YOUR RADAR

NUSAC for their inaugural Town Hall in person on Thursday, July 27, 2023, 11:15 am-12:30pm at the Norris Center in Evanston.

There will be a brief presentation about NUSAC and an opportunity to provide feedback and ideas. Please register in advance. Registered attendees will receive the Norris room location and pre-event survey. Registration closes July 21. Questions? Contact Stephanie Cisneros at s-cisneros@kellogg.northwestern.edu

Funding for an All-Gender Inclusive Campus
Northwestern’s Office of Institutional Diversity and Inclusion is accepting Seed Fund Proposals for projects related to growing an all-gender inclusive campus. Funding for unit- and department-level initiatives can range from $500-$5,000 from smaller projects to larger initiatives. Learn more and apply here by Monday, July 31.

Summer and Fall Hiring Tips
Wondering who really needs an I-9? Or how to enter historical time worked? See the “Summer and Fall Hiring” newsletter from Operations/Payroll/Tax/askHR sent this past May.

Manager's Tip

It is often said that “Change is the only constant in life.” Managers’ support and guidance play a critical role in how team members navigate and adapt to organizational change. Managers can offer timely and clear communication, emotional support, clarification of expectations, coaching and feedback -- as well as recognize and celebrate progress. Read this short article on 10 ways managers can help employees adjust to change, and join our Manager’s Corner community to learn more and ask questions.

Employee Engagement

Change can be stressful but research shows that employees actively involved in identifying issues and implementing workplace change are more engaged, more committed, and have a greater sense of control and well-being. How and when to speak up at work? Here’s how to make yourself heard in a way that’s good for you and everyone else.

Ice Cream Socials

HR has partnered with NUSAC to host staff appreciation ice cream socials this summer to connect with colleagues and cool down. Ice cream novelties and non-dairy options will be available while supplies last. Look for the ice cream truck at the specified locations per campus and please present your Wildcard. No RSVP required.

- Thursday, August 10, 12-2pm, Evanston, 555 Clark parking Lot, Add to calendar
- Thursday, August 17, 12-2pm, Chicago, 345 E. Superior driveway (former RIC building), Add to calendar
Your Well-Being

EAP Change Resource
View the *Change is Constant* video (7 min) from our Employee Assistance Program (EAP) SupportLinc to learn about coping with change and maintaining good mental health during transitions. Additional resources are available through the EAP such as short-term counseling, coaching, courses and more.

Apply for the Portable Caregiving Grant
The Portable Caregiving Grant is available for faculty, staff, and postdocs to help mitigate the financial and accessibility burdens caregivers face today. This grant complements our center-based fee assistance program and may be used for care at centers outside our center partnerships as well as home daycare and in-home care for both children and adults/seniors. You may apply every academic year. Grant amounts vary from $750-$1,500, depending on eligibility factors.

Live to Learn Webinars
Live to Learn is a free digital mental health program available to BCBSIL PPO members to help improve and support mental well-being. They are hosting free webinars this month. All are welcome to attend the webinars. Enter access code: BETTERME when registering.

*Don’t Let ANTS (Automatic Negative Thinking Traps) Ruin Your Lunch: Wednesday, July 19, Noon*

*Resisting the Pressure to be Perfect: Tuesday, July 25, 11 a.m.*

Financial First Aid
A financial crisis can throw even the best money management plan into chaos. This session, hosted by First Northern Credit Union (FNCU) in partnership with the City of Evanston, focuses on ways to gain control of a crisis. Join FNCU on Wednesday, August 9 at Noon for this webinar. Access BALANCE for additional financial education and support resources.

Well-being Breaks: Summer Sessions Through Aug 25
Well-being breaks are 15 and 30-minute live movement sessions available through Friday, August 25. Sessions range from various stretch formats, including office stretches and Vinyasa Flow yoga. View the schedule and get these daily breaks on your calendar this summer! The schedule is updated quarterly.

Learn and Grow

REAL Conversations and Finalizing Performance Reviews
As we close out the Performance Excellence year, you have had or will be having your Annual Performance Review conversation.
Remember to leverage the REAL Conversations planner for crafting a conversation to reflect on current needs and interests, look ahead to next year, and explore development opportunities. Once you’ve had your conversation and read the review in myHR Learn, the staff member should Finalize the Review in myHR Learn to complete the Performance Excellence process. Reviews will stay in progress in both your queue and your supervisor’s until they are finalized.

Inside HR

Save the Date: Growing Your Career Workshop
Human Resources is looking forward to this year’s Growing Your Career Workshop in partnership with NUSAC. The event is scheduled for Monday, October 2, 2023 from 9:30 am-2 pm at the Norris Center. More details to come!

*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

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