

Northwestern | HUMAN RESOURCES

June 2023

Employee Matters

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

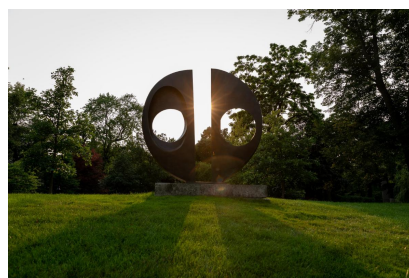
June is a significant month in relation to our strategic priority of Diversity, Equity, Inclusion, and Belonging (DEIB). We celebrate Gay Pride as well as mark the historic Juneteenth holiday. It is not only an opportunity to attend events, but to expand our awareness and understanding through reading and online learning.

Our colleague [Dr. Michelle Manno](#), Northwestern's Assistant Provost for Diversity and Inclusion, advances both our understanding and awareness of "belonging" in her eloquent piece [Access is not Everything](#). Included in the piece is a [diversity tip](#) that is especially timely for Pride Month.

And we are less than a week away from Juneteenth (Monday, June 19), which was first recognized as a University holiday last year. Marking Juneteenth, also known as Emancipation Day or Freedom Day, reflects Northwestern's commitment to DEIB. I call your attention to the [DEIB playlists](#) that can be found in myHR Learn. As noted on the site, the playlist contains a curated list of online courses, videos, articles, and books from renowned subject matter experts, including works from Northwestern faculty. Finally, please see "Under the Radar" for information on events related to Juneteenth and Pride Month.

Benefits Spotlight

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. The statement will launch in approximately 2 to 3 weeks. Please monitor your inbox for the announcement.





ON YOUR RADAR

[and Wellbeing Pride Panel](#)

Thursday, June 15, Noon-1:30 pm

Ramona Beltran, PhD, will lead a panel of indigenous SGM speakers on this year's topic, "Return to the Sacred: Pride as Medicine." [Register now!](#)

[The Center for Health Equity Transformation](#)

Juneteenth Celebration of Black Culture, Art, Music Thursday, June 15, Noon-

1:15pm. Arlene T. Geronimus, ScD, will lead a discussion on the persistent health disparities experienced by the Black community (livestreamed via Zoom). [Register now!](#)

[City of Evanston Honors Juneteenth: Parade & Celebration](#)

Saturday, June 17, 10:30 a.m. parade; Noon-6 pm celebration

Celebrate Northwestern Staff

[Northwestern Staff Recognition Celebrations Photo Gallery](#)

Northwestern Retiring the COVID-19 Return to Campus Policy

As a reminder, on April 26 Northwestern [announced](#) measures to incorporate most remaining COVID-19 protocols into broader health resources and thus will retire the [COVID-19 Return to Campus](#) policy on June 30.

To protect the health, safety, and well-being of the Northwestern community -- and remain agile and responsive to the trajectory of COVID-19 and other community health hazards -- key operational elements are incorporated into Northwestern's existing [Environmental Health and Safety](#) and [Employees in Essential Functions and Positions](#) policies.

For Northwestern to remain vigilant in monitoring public health threats, departments, schools, and units are encouraged to review and become familiar with these policies to maintain operational readiness in case of another emergency. Please visit the [university policies](#) and [COVID-19](#) websites for additional information.

Manager's Tip

According to Gallup only 12% of employees feel their organization does a good job onboarding new employees.

Employee turnover can be as much as 50% in the first 18 months of employment. **The most effective organizations**

onboard their new employees by focusing on the organizational (how things work, the culture), technical (how to do the job), and social onboarding (building community and sense of belonging) during that first year.



[Register and join](#) **Manager's Corner Live on June 20 from 2:30-3:30 p.m. CST** to discuss employee onboarding. You'll also see a sneak peek of Northwestern's New Employee Onboarding redesign from the project team (see below). Consider joining [Manager's Corner Teams](#) where you'll get to discuss and learn about different topics.

Employee Engagement

New! Re-designed and Re-imagined Northwestern Onboarding Program



Do you remember your first few days, weeks, months at Northwestern? Successfully onboarding new employees is critical to a positive employee experience. The New Employee Onboarding pilot has launched for all new staff employees, consisting of the following:

For employees, an updated *Welcome New Employee webpage* and [checklist](#).

For managers, an updated *Onboarding New Employees*

[webpage](#) and [checklist](#) and Manager's Resource [Guide](#).

New Onboarding Peer Mentor [Toolkit](#).

Updated communication processes and resources among Talent Acquisition partners, new employees, and managers.

New in-person New Employee Orientation Part 1 sessions launching June 26, and new *virtual* New Employee Orientation Part 2 sessions launching in August.

Your Well-Being

NEW! 90-minute Mental Health First Aid Overview for Departments, Units, Teams, Affinity Groups

[Mental Health First Aid \(MHFA\)](#) is an 8-hour skills-based training that teaches participants about how to provide initial help and support for someone who may be experiencing a mental health challenge.



We now have a 90-minute MHFA Overview that provides a summary of MHFA, common signs and symptoms of mental health challenges, how to apply the MHFA framework, and mental health resources. **The overview does not provide MHFA certification.** This is a group session for departments, units, teams, affinity groups, etc. [View the request form](#) to learn more and/or to request the overview.

QPR (Question-Persuade-Refer) Suicide Prevention Gatekeeper Training

The QPR program is a community-focused, nationally recognized and empirically based suicide prevention program that teaches participants how to recognize the warning signs of suicide, and provides guidelines on how to:

- Question a person about potential suicidal thoughts,
- Persuade them to seek help, and
- Refer them to appropriate professional services.

Two virtual trainings for faculty and staff will be held Noon-1:15pm on Thursday, June 22 and Tuesday, July 25. The trainings are hosted by [Health Promotion and Wellness \(HPaW\)](#). To sign up, [email Sam Conway](#) and specify which date you would like to attend.

Free Nutrition Resources

Take advantage of the [free, personalized and unlimited 1:1 nutrition consultations and monthly culinary demonstrations](#) available to you and family members. Meet with [Vicki Shanta Retelny, RDN](#) and discuss ways to best nourish yourself and have sustained energy, create realistic nutrition goals, or discuss nutrition-related disease management. [Join this month's culinary session, Summer Meals, on Friday, June 30 at 12:30 p.m.](#)

Upcoming EAP Webinar: Attitude of Gratitude

Gratitude offers physiological, psychological, and social benefits improving our bodies, minds, and relationships. In this webinar hosted by our [Employee Assistance Program, SupportLinc](#), learn about the benefits of gratitude and simple and manageable ways that offer significant results to cultivate it in our everyday life. This webinar will be held on Wednesday, July 5 at [7 a.m., 2 p.m.](#) and [7 p.m.](#)

Join the [Well-being Mailing List](#) to receive weekly well-being events and resources updates.

Learn and Grow



As the [Performance Excellence \(PEX\)](#) program year-end is taking place now, leverage the [REAL Conversations planner](#) for crafting a conversation to help both managers and staff reflect on current needs and interests, look ahead to next year, and explore development opportunities. Leverage [this worksheet](#) to help prep and draft your feedback message, and read [tips on receiving feedback](#). Managers, create a culture with your team so they understand [the reason for feedback is to help them grow](#) and develop personally and professionally.

Visit our [site](#) to stay up to date on professional development opportunities!

Inside HR

askHR will offer additional walk-in hours on the Chicago campus starting the week of July 10. In-person service will be available Wednesdays and Thursdays, 10 am to 3:30 pm. No appointment necessary. Come visit us at 710 N. Lake Shore Dr. (Abbott Hall), Room 150, for all your HR needs, including I9 processing. And we are always available by phone (847-491-4700) or askhr@northwestern.edu from 8:30 a.m. to 5 p.m.



*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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