Message from HR Vice President and CHRO Lorraine Goffe

Dear Faculty and Staff,

The start of the school year is always a unique time in the calendar. Of course for those working on the academic side of the house, the start of the year is palpable, with students physically back on campus. But for those who do not interact with students on a regular basis, it is a good time to remind you that we are all part of what it takes to fulfill Northwestern’s mission.

The statement -- the whole is greater than the sum of its parts -- might feel like a cliché, but I think it clearly demonstrates the importance of staff to our organization. Without all of us focused on our particular jobs, the University would not advance and thus not meet its goals.

You are a critical part of Northwestern’s ecosystem. I hope you can see how your role makes a real difference in not only the day-to-day work that must get done, but in the big picture of Northwestern’s aspirations. We cannot do any of this without you, and I hope you remember this not just in September, but all year round.

Benefits Spotlight

Open Enrollment
Open Enrollment will take place from 8:30 am Monday, October 23 to 5 pm Friday, November 10. All changes made during this time period will be effective January 1, 2024. Before Open Enrollment begins, take some time to review your current life insurance beneficiaries and other insurance enrollments. For assistance updating beneficiaries, please see this user guide.

Benefits Fair
The Virtual Benefits & Well-being Fair takes place the week of October 16, 2023, and will be open the following three weeks during the Open Enrollment period.
Growing Your Career Workshop
Human Resources is looking forward to offering the Growing Your Career Workshop in partnership with NUSAC. The event will take place in-person at Norris on the Evanston campus **Monday, October 2, 2023 from 9 am to 1 pm**. The workshop schedule and registration link can be found on this [site](#). Registration will close on September 27, 2023.

**Fireside Chat**
NUSAC will host the Annual Fireside Chat with President Schill on **Tuesday, October 10 from 2 to 3 pm** at the Norris Center Louis Room. President Schill will be in conversation with Vice President for Human Resources and Chief Human Resources Officer Lorraine Goffe, sharing updates on University news and insights on the University priorities and guiding principles.

The event will be live streamed with a special viewing on the Chicago campus in the Robert H. Lurie Medical Research Center Building Hughes Auditorium. A reception will follow both in-person events. NUSAC will be sending registration details later this week so please monitor your inbox.

**Diversity, Equity, Inclusion, and Belonging Events**
Check out a list of upcoming multicultural and diversity events held at the University via the Office of Institutional Diversity and Inclusion’s [calendar of events](#).

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**Your Well-Being**

**Flu Shots**
Free on-campus flu shots will be available on **October 3, 11, 16, and 26** for benefits-eligible faculty and staff through our partnership with Empower Health Services. An appointment is required. [Learn more](#), including location information, how to schedule your appointment, and how to download your requisition form.

**Well-being Breaks**
Well-being breaks are intended to help support day-to-day well-being by providing opportunities to engage in brief, facilitated well-being activities throughout the workday. Breaks are provided in 15-minute virtual sessions in partnership with Northwestern Recreation. If unable to attend a live session, you can [access the Well-being Activities YouTube channel](#) for on-demand and curated well-being content.

**1:1 Nutrition Consultations**
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, Air Fryer Cooking 2.0, on Friday, September 29 at 12:30 pm

Caregiving Resources

Senior & Adult Caregiver Support Group

The monthly NU Senior & Adult Caregiver Support Group, facilitated by Care.com senior care social workers, has started meeting again for the academic year. The goals of this group are to help caregivers navigate caregiving responsibilities, provide social, emotional, and informational support, and relieve caregiver isolation through shared connections with others. Learn more!

Well-being grants: Fall Applications Open October 2

Apply for a well-being grant of up to $500 this quarter on behalf of your unit, department, team, or affinity group. Grants support the well-being of employees by providing funding for well-being activities, events, and/or space. Applications will be accepted October 2-27. Learn more and/or view examples of funded grants.

Neighborhood Parents Network – Annual Preschool and Elementary School Fair

Join one of our non-profit partners, Neighborhood Parents Network, in their Annual Preschool and Elementary School Fair on Sept. 23 for an opportunity to meet with Chicago area representatives and attend sessions with local experts. Visit this link for registration and additional information. Northwestern families receive a discount on an annual membership with the promo code nwwildcat.

Upcoming Care.com Webinar: Confident Parenting – Important Teen Health Issues

Gain a comprehensive understanding of the physical and emotional transformations that adolescents undergo during puberty and learn actionable steps for effectively managing and supporting your teenager throughout this transformative phase. Join Care.com on Wednesday, September 27, Noon – 1 p.m. to learn more.

Come to the Caregiver Open House!

October is National Work and Family Month and to kick it off, please save the date for our Caregiver Open House on Thursday, October 12 in Evanston (Parkes Hall) and Tuesday, October 17 in Chicago (Lurie Atrium)! Stop by between 9 a.m. and 11 a.m. to meet our Well-being team and fellow Northwestern parents and caregivers. Learn about our programs, grab a hot beverage or snack, and don’t forget your gift! If interested, register to ensure that we have refreshments and gift cards for all our visitors.
Learn and Grow

Setting Your Course for Success in FY24- The Power of Goals

As we step into a new fiscal year, it’s time to set our sights on what will make this a successful year for you as a staff member. Setting and aligning on goals is a powerful tool that will help guide you to your end destination. Why set goals?

- **Clarity and Focus**: Goals provide clarity, helping us prioritize tasks and maximize productivity.
- **Motivation and Engagement**: Working toward specific goals can boost your motivation and engagement.
- **Professional Growth**: Setting development goals promotes continuous learning and growth.
- **Measurement of Progress**: Goals offer tangible metrics for success, enabling us to track progress and celebrate our achievements.
- **Enhanced Communication**: Goal setting encourages open communication with managers and colleagues, enabling collaboration, support, and accountability.

As you go through your goal-setting process, we encourage you to leverage Performance Excellence Resources for Staff, particularly the Goal-Setting Essentials Job Aid, which will help you draft SIMple goals.

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**Manager’s Tip**

Managers play an important role in helping staff craft and achieve meaningful goals. This SHRM article offers great tips, including how an employee can have an impact on unit goals, and finding common ground between those goals and unit goals. Leverage resources for having these conversations from our Performance Excellence resources for managers. For more Manager tips, consider joining Manager’s Corner Team community where you can discuss and learn about different topics throughout the year.

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**Guidelines**

Over the past few months, two new federal laws supporting pregnant and postpartum employees have taken effect: the Pregnant Workers Fairness Act (PWFA) and the PUMP for Nursing Mothers Act (PUMP Act). The University has long
provided these protections in accordance with the Illinois Human Rights Act (IHRA) and the Illinois Nursing Mothers in the Workplace Act. Please see more details on our website. Additional questions may be directed to wellbeing@northwestern.edu

Inside HR
Eleanor Aquino, Benefits Financial Manager, retired on Aug. 30 after 12 years at the University. Bill Chafetz, Director of Talent Development and Well-being, retired Sept. 15 after 11 years. We wish them well!

*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 | 720 University Place, Evanston, IL 60208

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