

Northwestern | HUMAN RESOURCES

Employee Matters

April 2025

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

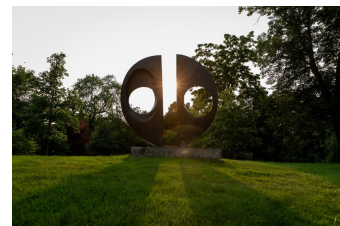
As all of us continue to navigate uncertainty, it can be helpful to remember the uniqueness of Northwestern as a workplace and the opportunities it offers. In this issue, you will see programs and activities related to research, the arts, mental health, tips for managing your life outside of work, and so much more.

Besides serving as a reminder, we are highlighting these opportunities because they reflect our values and what we, as an educational community, deem important: scholarship, learning, service, skill development, and personal growth in a caring and supportive environment. These values serve as a touchstone as we go through this unprecedented time.

Benefits Spotlight

askHR Has Got You Covered!

Have a benefits question? askHR is ready to assist you with benefits, enrollment matters, 403(b) plans, requests for ID cards, payroll deductions, tuition benefit questions, and more. The **askHR Team**, your **first point of contact** is available via email askHR@northwestern.edu and just a phone call away at 847-491-4700.



PPO Member Rewards Program

Faculty and staff enrolled in one of the three PPO medical plans are eligible to earn cash rewards by choosing a high-quality, lower-cost provider for certain medical procedures. The Member Rewards program allows you to earn a portion of the savings, which are mailed to you by check. The next time you need care, call a BCBSIL Benefits Value Advisor at the number on the back of your member ID card. You can also log in to your member account at www.bcbsil.com. Once logged in, select "Find Care" and "Medical" to learn more about the *Member Rewards* program.

On Your Radar

It's Tax Season—Protect Yourself from the Latest Scams

Northwestern IT has compiled a list of tools and tips to help you recognize and avoid the latest phishing lures. Having the tools to spot a scam can protect you from giving away financial and other personally identifiable



information. [Read the tips.](#)

Spotlight: Sitters and Tutors Network for Northwestern Parents

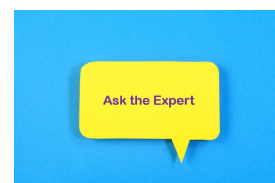
Did you know faculty and staff parents can search for Northwestern student-provided sitting and tutoring services? All it takes is 3 easy steps—join the network by creating your own Northwestern account, search for sitters and tutors, and connect! [Learn about this service.](#)

Explore the Arts Circle: Where Art, Innovation, and Community Converge

In these complicated times, find joy, respite, and self-reflection by exploring Northwestern's Arts Circle and its rotating calendar of events. The Arts Circle celebrates Northwestern's rich history of excellence in the arts and features multidisciplinary talent including art exhibitions, lectures, concerts, and performances. [Visit the Arts Circle webpage.](#)

Ask the Expert

This month's column delves into **best practices for managers communicating during times of change** and is authored by Janet Walzer, Associate Vice President of Human Resources and Chief of Staff. [Visit the Managers webpage](#) to read the column.



Caregiving



Visit the [Caregiving webpage](#) to find resources and programs to support your caregiving journey. Whether you need childcare, elder care assistance, or connection with other caregivers, the University is here to help. View upcoming events below.

Caregivers + Stress Webinar: Know You Are Not Alone

In honor of Stress Awareness Month, join Cariloop's Care Coaches on **Thursday, April 25 from Noon-1 p.m.** to explore the effects of caregiver stress, receive practical advice for managing it, and discuss how Cariloop can support you and your loved ones with mental and emotional health resources.

[Register](#)

Well-being

Explore the [Well-being webpage](#) for resources that support your personal and professional well-being.

SupportLinc is Northwestern's Employee Assistance Program (EAP) provider, available to faculty, staff, and household members. It provides 24/7/365 free



and confidential access to mental health and well-being services and resources, including short-term counseling. [Learn more.](#)

Mingle with ANUW Members at Coffee & Connection

Meet us at Coffee & Connection in Chicago on **Thursday, April 17**, or Evanston on **Thursday, April 24**, and mingle with the [Association of Northwestern University Women](#) and fellow University colleagues in a low pressure and fun setting.

Register

Manage Stress & Restore Balance with Jin Shin Jyutsu

Participate in virtual Jin Shin Jyutsu sessions this quarter to address stress and fatigue and help restore balance and promote healing. Attend one or more of the weekly sessions; materials are shared with registrants.

Register

Register for Stretch Breaks

Incorporating 15-minute stretch breaks into your day can help increase your energy and support your physical, mental, and emotional well-being.

[View the schedule](#) to add stretch breaks to your calendar and receive access to session recordings.

EAP Spotlight: Mindstream Platform

Mindstream is a free [Employee Assistance Program](#) platform that provides live and on-demand well-being content.

Topics vary in length and can be filtered by your preferences, such as self-care, career development, parenting and more. [Learn how to access Mindstream.](#)

Workshop Spotlight



Constructive Conflict: Skills for Having Hard Conversations

Join facilitators from the [Office of Community Enrichment](#) on **May 14, from 3-4:30 pm** for this virtual workshop, which delves into addressing conflict as a crucial element of communication skills. Explore the opportunities that conflict can offer, learn how to distinguish between being uncomfortable and unsafe, and learn how to engage in conflict with colleagues and move forward productively together.

Register

Engagement

Celebrate Earth Month with sustainNU

April is a time to think about reducing your ecological impact while connecting with your community and our planet. Check out SustainNU's [Earth Month website](#) for information on the annual Earth Month Fair, a guided tour of the Block Museum's current exhibition, information sessions on sustainability best practices, and a tree planting event on campus!



Kellogg Climate Conference: Now & Next

Attend the [Kellogg Climate Conference](#) on Wednesday, April 16 for a variety of dynamic panel discussions featuring thought leaders across industries on topics such as the future of energy, global development and resiliency, and equitable climate solutions.

Save a Tree, Go Digital with Your W-2 in 3 Easy Steps!

A small step can go a long way! Contribute to a greener planet by opting out of receiving a paper copy of your W-2 in 2026. [Log into myHR Self Service](#) and click on the Pay Tile/Select W2 Electronic Consent/Check box to opt out. You can always print a PDF of your W-2 and opt back in to receive a paper copy in the future.

Join HR and sustainNU for a Brown Bag Session

HR is teaming up with sustainNU on April 16 in Chicago, and April 22 in Evanston, for an informative session on reducing waste, recycling effectively, and adopting sustainable habits in everyday life. Learn practical tips on minimizing waste at work and home. [Download and share the flyer.](#)

Register

Connect & Collaborate: Networking Across Northwestern

Are you interested in expanding your community engagement and networking opportunities at Northwestern? Join the [Northwestern Staff Advisory Council](#) (NUSAC) on **Thursday, May 8, from 10 a.m. to Noon** at Norris for a relaxing morning of conversation, light refreshments, and networking! Feel free to bring a colleague along; the more, the merrier! Please note that RSVP is required.

RSVP

Tips to Help you Thrive



Turn Down the Stress Level

Northwestern Professor Judith Moskowitz has gained significant attention for developing a toolbox of eight positive-emotion skills proven effective in reducing anxiety, boosting mood, and improving well-being, even during challenging times. Read more about her work and explore the toolkit in [Northwestern Magazine](#).

The mission of **Human Resources** is to promote an innovative and inclusive workplace where all individuals thrive and collaborate to advance our Northwestern directions.

Northwestern University



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