

Northwestern | HUMAN RESOURCES

Employee Matters

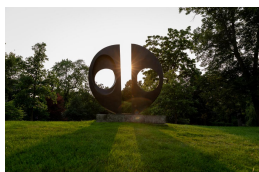
March 2025

Message from HR Vice President and CHRO Lorraine Goffe

Dear Faculty and Staff,

Last Friday was National Employee Appreciation Day. While some of you might view this as just another marketing tactic, I would counter that there is real value in a day that celebrates employees. The research shows a clear relationship between employee engagement and staff feeling that they are recognized, especially by their managers.

As I noted last month, now more than ever, we want to let our teams know how much they are valued. That recognition can come in many **forms**. For example, our HR team used a Teams social channel to share their appreciation. This takes such little time but can have a significant impact. While we are all busy, I encourage all of us -- senior leaders, directors, managers -- to make this a priority.



Benefits Spotlight

Parental Leave 101 Info Session, April 3, Noon

Join the Benefits Office for a 30-minute overview of the parental leave process for staff. The session is designed for new parents or those planning to become parents. The session will cover: FMLA, Extended Sick

Time (EST), Birth/Adoption Parental Leave (BAPL), how and when to file your leave claim with MetLife, and Dependent Care FSA coverage. [Reserve your spot.](#)

Leave of Absence Info Session for Managers and Department Administrators, April 8, Noon

The Benefits Office will offer an information session for managers, supervisors, and department administrators of staff members taking medical or parental leaves. The session will cover FMLA, who is eligible for FMLA, types of leaves available to staff members, how to file a claim, as well as EST reimbursement processing. [Register for the session.](#)

BCBSIL is Calling to Help

Blue Cross and Blue Shield of Illinois (BCBSIL) have Personal Health Clinicians to support employees covered on the PPO. They may call you to review your doctor's instructions, set up care needs after an illness or procedure, and more. This benefit is free and the calls are confidential. For more information, call the Customer Service number on the back of your member ID card and ask for a Personal Health Clinician.

On Your Radar

Performance Excellence Reviews are Launching Soon!

The Performance Excellence review forms for 2024-2025 will be available in mid-March in [myHR Learn](#). What you should know:

- As the reviews are launched, active goals in the system for this performance year are pulled into the review form automatically.



- You can continue to modify goals by adding, editing, tracking progress, deleting them from the system, or removing them from the review.

Visit the [Performance Excellence website](#) for resources and the [myHRLearn Help page](#) for system job aids.

Fireside Chat with President Schill & VP Lorraine Goffe

Visit [NUSAC's website](#) for coverage of this year's Fireside Chat with President Michael H. Schill and Vice President for Human Resources and Chief Human Resources Officer Lorraine Goffe.



Engagement

Jordan Craig's Largest Solo Exhibition at the Block Museum

Experience the Block Museum's exhibition, *it takes a long time to stay here: Paintings by Jordan Ann Craig (Northern Cheyenne)*. This marks Craig's first exhibition in the Chicagoland area and features seven paintings highlighting the introspective quality of Craig's work. The Block Museum is always free and open to all, with free parking available. [Visit the Block Museum's website](#) for more information.

Menopause Awareness in the Workplace and Beyond Webinar

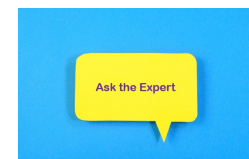
Join the Association of Northwestern University Women (ANUW) and The School of Professional Studies on Monday, April 7, from Noon-1 p.m. to learn about the diversity of experiences of menopause and perimenopause and why these topics are important in the workplace. Invited speaker Allison Lewin will address the various impacts and provide guidance for support and allyship. [Register for the webinar](#).

Practical Steps to Wasting Less, Recycling Right, and Living Sustainably

Join sustainNU and HR on April 16 in Chicago, or April 22 in Evanston, for an informative brown bag on reducing waste, recycling effectively, and adopting sustainable habits in everyday life. Learn practical tips on minimizing waste at work and home. All are welcome! [Register](#) for the session.

Ask the Expert

Ask the Expert is a monthly Q&A column authored by experts from across the University and focused on common workplace challenges. Thank you for your valuable feedback in last month's Ask the Expert survey.



We are kicking off the March column with one of the topics most requested by staff members; Conflict Resolution Skills in the Workplace, authored by University Ombudsperson, Sarah Klapner. [Visit the Manager's webpage](#) to read the column.



Well-being

Navigating Uncertainty: Practical Tips for Resilience & Wellbeing

Check out Supportlinc's [tip sheet](#) for practical guidance and strategies on managing stress, anxiety, and emotional well-being during uncertain times.

Stress Management in the Workplace Support Group Registration Closes this Week

Participate in the Stress Management in the Workplace support group to receive support, tips, and resources. This free short-term group meets on Tuesdays through April 1. The support group is participant led and facilitated by a licensed [Employee Assistance Program \(EAP\) SupportLinc](#) counselor. [Learn more](#).

Women Talk Money Series: Women's History Month

This month Fidelity's *Women Talk Money* Series celebrates Women's History Month with special programming highlighting real-life issues that women are navigating today. The insights and lessons shared aim to educate and inspire women to help build greater financial confidence. [View the schedule and register.](#)

Enrollment Fee Waived for the BCBSIL Fitness Program

The BlueCross BlueShield of IL [Fitness Program](#) (FP) provides access to a nationwide network of gyms, digital workouts, and wellness discounts for insured members and dependents age 18+. There is also a Digital Only membership available for \$10/month. The \$19 enrollment fee is being waived through March 31 for new FP members. [Learn more](#) about the waived enrollment fee.

Webinar: Budget-Friendly Meals

Eating on a budget can foster creativity in the kitchen with new and interesting ways to get in vital nutrients without breaking the bank. Join Vicki Shanta Retelny, RDN, on Friday, March 28 at 12:30 p.m. for a webinar on how to get proper nutrition in tasty and thrifty ways. [Register for the webinar.](#)

Webinar: Are You Financially Healthy?

Attend First Northern Credit Union's webinar on Tuesday, April 8, 12:30-1:30 p.m. or Thursday, April 17, 7:30-8:30 p.m. to learn what it means to be financially healthy. True financial health is based on spending, saving, borrowing, and planning. You'll confidentially determine your Financial Health Score and the steps to improve that score. [Register for the webinar.](#)

Join us in April for Coffee & Connection

Attend [Coffee & Connection](#) (CC) to take a break and network with University colleagues in a relaxed and fun setting. [Join us](#) on April 17 in Chicago or April 24 in Evanston and connect with members of the [Association of Northwestern University Women \(ANUW\)](#).

Learn and Grow

Moving Through Change

Change can often cause discomfort and fear by disrupting what feels predictable. Recognizing common responses, such as resisting, freezing, or clinging to the past, builds resilience. To learn techniques on how to help you successfully navigate change, view the 42-minute course [Preparing Yourself for Change](#) via your Northwestern LinkedIn Learning account.



Caregiving

Webinar: Sleep Science and Relaxation to Calm Caregivers

Join care.com on Wednesday, March 19, from Noon-1 p.m. to explore the science of sleep. Learn how social media creates sleep debt as well as information on good sleep hygiene habits, circadian rhythms, pink noise, naps, and more. [Reserve your seat.](#)

New Summer Camp Partner Mudlark Theater

Mudlark Theater in Evanston offers an unforgettable summer camp experience, providing a variety of programs focused on stage performance and behind-the-scenes production. There are one and three-week camp options. In addition, Mudlark offers unconditional scholarship support. Visit [Mudlark Theater's website](#) to learn more.

Manager's Tip

Make Your 1-on-1s Count

Optimize your check-ins with your direct reports by tailoring your questions to their needs. Ask them for agenda items in advance, add topics they might not think to bring up, and use open-ended questions that spark real conversations. Check out these meeting planners designed for [managers](#) and [direct reports](#) to



help structure your 1-on-1s and maximize the effectiveness of your conversations.

Learn more about this topic and interact with the Northwestern Manager community by joining [Manager's Corner](#).



Inside HR

We are excited to announce the promotion of Angela Zentefis to Associate Director of HR Business Partners. Angela will lead a team of HRBPs dedicated to supporting the Feinberg School of Medicine and other Chicago-based schools starting April 14, 2025.

*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



Northwestern University | 1800 Sherman Ave | Evanston, IL 60201 US

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