

Northwestern | HUMAN RESOURCES

Employee Matters

May 2025

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

Some of you might be familiar with the Robert Frost quote: “The best way out is always through.” This quote comes to mind at this moment. For the last several months, I have discussed navigating this uncertain time and various ways to approach it. Being honest with your team, communicating when you can, acknowledging the ambiguity, and recognizing their work are some of the ways to show how we can get through this time.

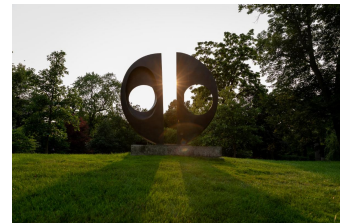
In this month’s issue, I want to call your attention to a new Manager’s Toolkit created by our Talent Development team. And although it was created for right now, the ideas, resources and tools should be considered evergreen. Whatever level of management you are, I would encourage you to take a look – it will either remind you of something you used to do with your teams or prompt you to try something new.

Benefits Spotlight

LegalEASE: Wills, Trusts & Estate Planning

LegalEASE, Northwestern’s legal services benefit, will sponsor a virtual informational session on Wills, Trusts & Estate Planning on Thursday, May 29, from Noon-1 p.m.

This seminar will provide an overview of documents everyone should have to protect and assist their family in solving various estate planning issues. Estate Planning allows you to consider alternatives, and to think through and set up legally effective arrangements if something happens to you or those you care about. [Register](#) today.



ExpressScripts Launches EnReachRx Program for GLP-1 Users

ExpressScripts, Northwestern’s pharmacy benefit for faculty and staff, will launch a new program EnReachRx on June 15, 2025, to support those prescribed GLP-1 drugs. EnReachRx was created to expand mail order availability, provide a high-touch support model at pharmacies or by phone, and ensure available supply.

For those filling GLP-1 drugs through ExpressScripts, you will receive a letter with instructions on how to move your script to the new EnReachRx pharmacy. Those filling scripts at retail pharmacies, such as Walgreen’s or Costco, may continue to use your current pharmacy and will receive a letter outlining access to clinical support through the program.



New Employee Orientation Goes Virtual This Summer

Beginning in June, NEO will shift to a monthly virtual format. Virtual sessions will include new hires from both the Chicago and Evanston campuses. The enrollment process will remain automatic—new employees will continue to receive calendar invites and reminders through myHR Learn. Stay tuned for info on meet and greet sessions to accompany NEO.

Stay Up to Date!

Along with a web page devoted to University [announcements](#), a new page focused on the impact of [Northwestern research](#) has been created. Bookmark these sites to stay current.

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 announcements and upcoming events below.



Exclusive Offer from Bright Horizons for NU Faculty and Staff

Did you know that Northwestern employees have preferred tuition rates and waived registration fees at Bright Horizons at Evanston for children from 6 weeks to 6 years? Bright Horizon offers flexible schedules, research-based curriculum, and classrooms focused on exploring. If you enroll by September 30, 2025, you'll receive an extra 10% off your first 3 months of tuition. Learn more by visiting www.brighthorizons.com/evanston, or call 312-966-4789.

New Partnership: Sacred Heart School

We're excited to announce a new partnership with Sacred Heart School in Winnetka. Serving preschool through 8th grade, this private Catholic school offers programs extending beyond the classroom, including after-school care, enrichment activities, fine arts, STEAM, and no-cut athletics. [Learn more.](#)

Care.com Webinars

Your Healthy Lifestyle: Building Resilience and Bouncing Back Stronger

Join this webinar on Tuesday, May 27 at noon, and leave feeling empowered with clear steps to become more resilient. [Register.](#)

Digital Balance & Parenting in a Screen-Filled World

Attend this webinar on Wednesday, May 28 at noon, to learn how parents can define screen limits for themselves and their families. [Register.](#)

Webinar: The Importance of Play in Child Development & Emotional Wellbeing

Join Emily Perepa, LCSW, ICST, and Chanelle Ramos-Doucette, Psy.D., on Monday, June 9 from 6-7 p.m. for a live, virtual discussion exploring the benefits of play, practical strategies to increase connection and confidence, and when and how to encourage kids to play independently. Hosted by The Family Institute at Northwestern University.

Learn & Grow



Performance Excellence Season is Here

It's time to reflect and shine—performance self-reviews are due in [myHR Learn](#) by June 2, and managers should complete and submit performance ratings in myHR Learn by July 3.

Your self-review is more than a box to check—it's your opportunity to document your accomplishments, reflect on challenges you've navigated, and set the stage for what's ahead. [Explore](#) tips and tools for writing a strong self-review.

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](#).



As we begin to wind down our Well-being programs for the academic year, look for updated information on resources, programs and activities in the weeks to come.

May is Mental Health Awareness Month

Each year, one in five Americans experiences a mental health disorder. For many, a combination of stigma and lack of access to care can leave them feeling like they don't have anywhere to turn to for help. [Watch this video](#) to learn how to break the stigma.

At Northwestern, you and your household members can access our Employee Assistance Program SupportLinc to help support your mental health. [Learn about the available services](#), including confidential and free short-term counseling, guaranteed appointment availability, substance use disorder support, and much more.

SupportLinc Mental Health Awareness Month Webinars

TODAY! Building Better Mental Health: Thursday, May 22, Noon-1 p.m., [Register](#).

Supporting Our Kids' Mental Health: Thursday, May 29, 2-3 p.m., [Register](#).

Nutrition Trend Spotting: Label Reading 2.0 Webinar

Confused by food labels? Join Vicki Shanta Retelny, RDN, on Friday, May 31, 12:30-1 p.m. to learn how to decode nutrition labels, ingredient lists, and marketing claims with confidence. Empower yourself with the knowledge to navigate grocery aisles like a pro! [Register](#).

Engagement

[Apply to be a Member of the MCR Team](#)



The [Office of Community Enrichment \(OCE\)](#) is sponsoring the [Mediation, Conflict Resolution, and Restorative Practices \(MCR\)](#) initiative for benefits-eligible faculty and staff. This initiative is designed to support the NU community with constructive, empathetic, and evidence-based approaches to resolving conflict and settling disputes that do not rise to the level of formal complaints or policy violations. [Submit your application](#) by May 30, 2025.

Spotlight on Staff!

As the academic year comes to a close, let's pause to celebrate our NU staff members whose everyday contributions support the mission of our Northwestern community! Take a closer look at 3 of our dedicated staff members and learn about their Northwestern Direction: [Carlos Octavio Ballinas](#), [Maureen Veronica Knight-Burell](#), and [MaryPat Pyles](#).

Annual Service Awards

The Office of Human Resources is hosting the Annual Length of Service Staff Recognition Reception on Tuesday, June 17, in the Walter Athletic Center on the Evanston campus. This Northwestern tradition celebrates staff members reaching significant service milestones, marking their 25, 30, 35, 40, 45, and 50 years of service.

President Michael Schill, Provost Kathleen Hagerty, and Vice President for Human Resources and CHRO, Lorraine Goffe will be in attendance to honor staff members milestone service anniversaries.

Manager's Tip

Manager Tools in Times of Uncertainty

When things feel unclear, small actions can make a big difference. This [resource](#) offers bite-sized conversation starters, check-in ideas, LinkedIn Learning playlists, and small, meaningful actions you can take—no budget required!



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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