

Northwestern | HUMAN RESOURCES

Employee Matters

September 2025

Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

The theme of change continues for us at Northwestern, but it does not affect the annual tradition of the return to school. I hope you all had an opportunity, either in person or via [video](#), to experience the March to the Arch. It always serves as a great reminder of why we are here and of the University's mission.

That energy seen and felt on campus can be contagious if we let it. As we enter this new school year, our units in one way or another may look different. While we must acknowledge the challenges related to those differences, I also encourage you to think about how you can view these as opportunities. Can you help support a colleague in a new way? Do you see a process improvement that would be beneficial to your area? Do you have

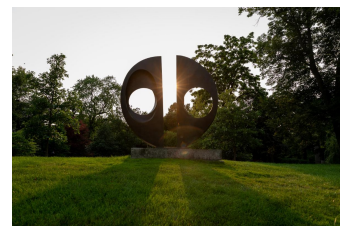
ideas on how to enhance communication within your team? These types of activities do not just belong to our managers, but to all of us.

In fact, your contributions locally can extend to the wider workplace. And just as importantly, it can increase your own sense of satisfaction and well-being.

Benefits Spotlight

Preparing for Open Enrollment

Open Enrollment is happening from October 27 through November 14, 2025. To be covered under a Northwestern-sponsored medical plan in 2026, you must elect medical coverage during this period. Watch the on-demand [Medical Plan video](#) for an overview of the medical and Rx plans and visit the [2026 Open Enrollment webpage](#) for resources and announcements. Stay tuned for more information in October.



Flu and COVID Vaccine Clinics Start Next Week

Human Resources is partnering with CVS to offer on-campus flu and COVID-19 vaccinations from **October 2 through October 30**. Appointments are scheduled through CVS; please have your insurance card ready during registration and bring your Wildcard to the appointment. Visit the Benefits [Upcoming Events webpage](#) for details.

BCBSIL is Calling to Help

Blue Cross and Blue Shield of Illinois (BCBSIL) have Personal Health Clinicians to support employees covered on the PPO in 2025. 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



Elevating The Staff Service Recognition Program

This fall, Human Resources Talent Development is redesigning the staff service recognition program to honor milestone service anniversaries (5, 10, 15+) with a focus on personalized, local recognition—shaped by feedback from the staff needs assessment.

Managers of honorees will be notified of upcoming staff anniversaries and invited to present a meaningful, HR-sponsored gift—honoring each employee’s unique contributions to their team and the university. More details are coming soon!

Stay Informed on Federal Actions

Learn about Northwestern’s responses to federal actions and resources, including Executive Orders and agency policy changes by visiting the [Responding to Federal Policies website](#).

Northwestern’s Updated Digital Accessibility Policy

Ensuring equal access to information for all people means digital content managers should be familiar with web accessibility standards and principles to apply them effectively and thoroughly. Please read Northwestern’s updated [Digital Accessibility Policy](#), effective September 1, 2025.

Have questions or need guidance? Refer to the [Digital Accessibility website](#) for more information and support.

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.



Northwestern Senior & Adult Caregiver Support Group

Looking to learn more about senior care or are you currently caring for an aging loved one? Join Senior Care Advisors from Care.com, who will provide monthly group one-hour virtual sessions on various senior care topics. For a list of session topics, dates, and registration please visit the [Caregiver Support webpage](#).

Learn & Grow

Set Goals, Stay Grounded

It’s performance goal-setting season! In times of change, clear goals help



teams stay focused and adaptable. Start by talking with your manager about the big picture for this year. Then set 2–3 simple, meaningful goals—including one for your development. Need help? Watch our [goal-setting video](#) and visit the [Performance Excellence website](#) for tools, tips, and templates.

How to Excel When Everything Is Changing – Including You

Check out LinkedIn Learning’s Next Big Idea Club and listen to [Master of Change: How to Thrive in Unstable Times](#) for an 8-minute audio summary of five big ideas that can help you navigate change.

Explore a New Professional Development Goal!

Build practical skills, grow professionally, and help make Northwestern more inclusive by participating in a digital accessibility training course. The [Siteimprove Frontier Learning Platform](#) offers free, self-paced training courses for all skill levels. From creating accessible content and documents to accessibility courses tailored for web designers, developers and marketers, there is much to check out. Have questions or need guidance? Refer to the [Digital Accessibility website](#) for more information and support.

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. Visit the [EAP website](#).



Mental Health First Aid

Mental Health First Aid (MHFA) teaches participants how to identify, understand, and respond to signs of mental health and substance use challenges among adults. MHFA will take place virtually over two half days **October 22 & October 23** and has a pre-work component. Participants who successfully complete the MHFA training will become a certified Mental Health First Aider. Click the registration button below.

Register

Engagement



Ombuds Day Breakfast Open House

Join the Office of the Ombudsperson for their annual Ombuds Day Breakfast Open House on Thursday, October 9, from 8:30 – 11:30 a.m. on the Evanston campus. Visit [PlanIt Purple](#) for more details.

Connect & Celebrate

Hispanic Heritage Month takes place annually from September 15 through October 15, and marks a time to recognize and celebrate the history, culture, and contributions of the Hispanic and Latinx community. Northwestern's Latinx coalition **Unidos** invites you to join in for a series of events that foster connection, culture, and celebration—all community members are welcome!

- Women's Soccer: NU vs. Ohio State – Thursday, September 25th | 6:30 p.m.
- Unidos Potluck Brunch – Thursday, October 9th | 9–11 a.m.
- Crafting with Rachel – Wednesday, October 15th | 12–1 p.m.

For event details visit the Unidos [events webpage](#).

New Offerings From The Office of Community Enrichment

Since its **launch in April**, the **Office of Community Enrichment (OCE)** has been working to build a Northwestern community rooted in belonging, learning through difference, and collective thriving. This fall, OCE is introducing several new initiatives!

- **Understanding Conflict Styles Workshop** – A workshop exploring different modes for responding to conflict. This workshop is also available to individual teams by request.
- **The Practice of Showing Up Workshop Series** – A quarterly workshop series on inner tension, accountability, and community-based approaches to conflict.
- **Mediation services** – Support for resolving conflict and preserving relationships, such as a colleague, supervisor, or peer.

To learn more visit the OCE [website](#) or sign up for the OCE [newsletter](#).

Manager's Tip

Reminder: Leading Through Uncertainty Toolkit

We've all faced a lot of changes and continue to do so during these times, so don't forget to explore our [Leading Through Uncertainty toolkit](#) to support you and your team navigate these moments. Designed to help managers lead with clarity and care, the toolkit includes resources and small, meaningful actions you can take!



Inside HR



Please join us in welcoming our new Well-Being Program Manager Micaela Moran, and our new Senior HR Business Partner Robbyn Pauley!

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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