

Northwestern | HUMAN RESOURCES

Employee Matters

September 2026

Benefits Spotlight

Mark Your Calendars for Open Enrollment!

Open Enrollment runs from **Monday, October 26 through Friday, November 13**. Stay tuned for information sessions, resources, and the benefits fair info later this month.



October Pharmacy Formulary Updates

Pharmacy formularies may be updated throughout the year to reflect new medications, new clinical evidence, or changes in pricing. The CVS Caremark formulary, reflecting changes **effective October 1, 2026**, is now available for you to [check your medications](#). Learn more about a [Prescription Drug Formulary](#).

Northwestern's Flu & COVID-19 Vaccine Clinics

The Benefits team is partnering with CVS Caremark to offer on-campus flu and COVID-19 vaccinations in October. If you are a faculty, staff, or postdoc and enrolled in a University health plan you are covered for the vaccine and will be billed through your insurance. If you're covered under another health plan, such as a spouse or parent's plan, you are welcome to attend and will need to confirm that CVS is in network for your insurance provider.

Schedule your appointment via PlanIt Purple:

Evanston campus

- [Wednesday, October 7](#) | [Tuesday, October 27](#)

Chicago campus

- [Wednesday, October 14](#) | [Tuesday, October 20](#)

Please bring your Wildcard and insurance card to your appointment.

Your Benefits Explained

We are diving into Northwestern's Employee Assistance Program (EAP) this month to learn about the various services and resources available to all benefits-eligible faculty and staff, even if you're not enrolled in a Northwestern health plan. [Read the column](#).

In Case You Missed It

Last month, we launched [Your Benefits In Focus](#). Created in response to your feedback for more benefits communications, give it a read for timely benefits-related information and practical resources.

You can find benefits-related announcements on the [Benefits Updates & Announcements webpage](#).

Questions about your benefits? Start with askHR. Our front-line help desk is available to support you via email or phone at askHR@northwestern.edu or (847) 491-4700.

Benefits Events & Webinars

Well-being & Caregiving Virtual Overview

9/22 | Noon

Join Well-being Program Manager Micaela Moran for a virtual session on Northwestern's well-being and caregiving programs and resources. [Save your seat.](#)

Webinar: Understanding Your HSA Investments

9/29 | Noon

Join the Benefits team and Inspira Financial for a webinar on the Health Savings Account (HSA) and how you can get started investing with as little as \$1,000. [Register for the webinar.](#)

Caregiving



Senior & Adult Caregiver Monthly Support Group

Are you currently caring for an aging loved one or looking to learn more about senior care? Join Senior Care advisors from Care.com for a one-hour virtual support group session on various senior care topics. The support group meets monthly from September through

June; [visit the Caregiver Support webpage](#) to learn more and register.

Well-being

Webinar: Financial Stress

9/24 | noon

Join SupportLinc to learn about the common causes of financial stress, recognize its negative effects, and learn practical strategies to reduce or eliminate it. [Register for the webinar.](#)



Webinar: Spot the Scam

10/2 | 1:00 p.m.

Attend Fidelity's cyber security webinar to learn how to recognize and respond to common financial scams. Hear about the ways scammers infiltrate their victims' lives and get practical resources that can help you protect yourself from financial exploitation. [Register for the webinar.](#)

Attend Mental Health First Aid Virtual Training

10/20 and 10/21 | 9:00 a.m.–noon

Mental Health First Aid (MHFA) teaches participants how to identify, understand, and respond to signs of mental health and substance use challenges among adults. Please note there is a 2-hour pre-work assignment prior to attending the workshop. Participants who successfully complete the MHFA training will become a certified Mental Health First Aider. [Register in myHRLearn.](#)

On Your Radar



Support Northwestern's Initiative for Digital Accessibility

Do you manage a website or social media for your department? Do you create Word, PDF, or Excel files for download by members of the Northwestern community? Do you purchase software?

The Digital Accessibility Policy requires you to take steps to ensure that your department's digital content is accessible to users with disabilities. Visit the [Digital Accessibility website](#) to learn more.

Take action by advancing your digital accessibility skills!

- Visit [Northwestern's Accessibility Training website](#) to enroll in an accessibility training course.
- Join the [Digital Accessibility Liaisons Teams channel](#) to learn from fellow colleagues and join the conversation.
- Sign up for the listserv. Email ACCESSIBILITY@LISTSERV.IT.NORTHWESTERN.EDU to receive updates about resources, training opportunities, and accessibility-related news and announcements.

Northwestern University Staff Advisory Council (NUSAC) Staff Recognition Awards

NUSAC is launching a new peer-to-peer annual recognition program for the Northwestern staff community. Nominate a colleague for one of the Staff Recognition Awards, celebrating exceptional contributions to the University's community. [Learn more and submit a nomination](#) by September 25 at 5:00 p.m. CT.

Learn & Grow

Leadership Workshop for Individual Contributors 10/14 | 10:00 a.m.–2:00 p.m. | Evanston campus

What can improvisation teach us about how we listen, collaborate, and lead when we don't have all the answers?

Join HR's Talent Development team on the Evanston campus to find out! The workshop will build on improv principles and exercises that strengthen connection, attention, adaptability, and the ability to build upon different perspectives. [Register via myHRLearn](#).



Growing Your Career Workshop

10/26 | 9:00 a.m.–1:00 p.m. | Evanston campus

Whether you're exploring new opportunities, developing new skills, or planning your next career move, the *Growing Your Career* Workshop can help.

Hosted by HR's Talent Acquisition team, this half-day workshop will kick off with a panel discussion featuring Northwestern staff sharing their career journeys. Following the panel you can attend two more sessions focused on: career conversations, self-advocacy, responsible use of AI for resume development, and building meaningful professional connections. [Register via myHRLearn](#).

Performance Excellence



Start Your Performance Year with New Goals!

As we kick off the new academic and performance year, it's time to set goals for your performance year. [Watch this short video](#) for tips on how to write **SIM**ple goals: **S**pecific, **I**mportant, & **M**eaningful.

Remember to [enter your goals in myHR Learn](#) and discuss them with your supervisor. Visit our [Performance Excellence webpage](#). For questions [email askhr@northwestern.edu](mailto:askhr@northwestern.edu).

Manager's Tip

Manager Meet Up: Feedback for Growth

10/1 | 10:00–11:30 a.m. | Chicago campus

Join HR's Talent Development team for a focused on delivering feedback that supports employee growth, strengthens working relationships, and helps teams succeed. Takeaways include practical strategies for making feedback specific, actionable, and effective. [Register via myHRLearn](#).



Community & Engagement



Opportunities to Connect and Build Community

The [Office of Community Enrichment \(OCE\)](#) has several opportunities to connect, learn, and build community! Upcoming offerings include the [Native American & Indigenous Welcome Reception](#), the Staff and Faculty Affinity Groups Fairs in [Evanston](#) and [Chicago](#), [Understanding Conflict Styles Workshop](#), and

[The Practice of Showing Up](#) virtual workshop series.

OCE is also accepting applications for [CoLAB Partnerships](#), which support collaborative ideas, initiatives, and learning experiences that strengthen the Northwestern community and [CatalystNU](#), a cohort-based learning program that builds skills for dialogue, leadership, and connection across difference. Explore [OCE's latest newsletter](#) for dates, details, and more upcoming opportunities.

Check out the Block Museum's Latest Exhibition

Experience [Picturing the Modern Metropolis: Prints and Photographs from The Block's Collection](#). Drawn from the Block Museum's own collection, this exhibition features compelling works by Edward Steichen, Vivian Maier, Ed Ruscha, Andy Warhol and many more. [RSVP for the keynote conversation](#) on September 30.

Navigating Cultures in the Global Workplace Series

For benefits-eligible staff members, this interactive virtual workshop series provides tools for greater self-awareness and practical knowledge to increase intercultural sensitivity and effective communication in the workplace. This workshop series is offered at no cost by

the [Office of the Vice President for International Relations](#). [Learn more and apply](#) by October 8 to be considered for the fall cohort.

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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