

HR Topics:
HR SOP for URIC Activities; PEX;
Other Updates

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URIC Human Resources Activities: Standard Operating Procedures by Activity

- Overview of HR activities, with processes specific to URICs, URICA, & Research HRA
 - Links out to relevant web pages across NU
 - Defines key processes to serve as resource
 - Key point... Coordinate with Research HRA & URICA ('Dean's Office' equivalent)
- Published to web:
 - <https://urica.northwestern.edu/services-for-centers/staffing/>

HR Topics: PEX

For All:

- Reminder to enter goals into system
 - SIMple Goals structure
- HR Website:
 - <https://www.northwestern.edu/hr/learning/performance-excellence/>
 - Training and resources available

Supervisors:

- Review and ensure all staff are reflected appropriately in “Reports to”
- Ensure staff enter and associate goals with review
 - Performance & Development types

HR Topics: Other Updates

- Harassment and Discrimination Prevention
 - Deadline for completion is December 19, 2019
 - Takes about 90 minutes to complete
- OR's *Research Administrative Services* Website is live:
 - The new address is
<https://www.researchhradmin.northwestern.edu/>
- Questions about University processes (e.g., hiring, employee relations, performance excellence)?
 - We are happy to schedule a time to meet with you to review and answer any questions!