

## ■ Setting positive work/life goals for 2015



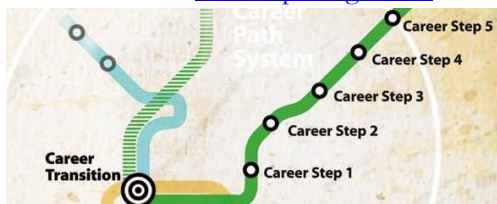
The New Year is here and if you haven't already, it's time to start thinking about setting

positive goals for your home life as well as your work life. Setting goals gives you long-term vision as well as short term motivation in life. Set goals that will motivate you, put them in writing and make an action plan, then stick with it! Looking for motivation? Here is a start:

- Challenge yourself to learn something new in or outside of work
- Join a campus committee, business organization, or networking group
- Make time to visit Creighton's fitness facilities during or before your work day
- Revive your LinkedIn profile
- Find a stress reducing technique that works for you
- Start a "kudos" file
- Make sure professional goals in performance management system are up to date

## ■ Creighton job openings

Interested in growing in your career or know someone who is? You can do it here at Creighton! Current openings include: Events Manager, Business Outreach Specialist for Heider College of Business, Program Supervisor-REACH, Career Counselor-Business Career Programs, Program Planner-Health Sciences Continuing Education, Director of Institutional Research and more. Review current [list of openings here!](#)



## ■ EAP enhancements

Magellan, Creighton's Employee Assistance Program provider, is offering members the ability to actively engage in their emotional health and wellness, as well as reach professional staff in new ways. New enhancements include:

- More visual design and intuitive navigation
- Website is mobile friendly and can be accessed through any mobile device
- Members can create a profile that will enable more personalized information
- Receive educational emotional health and wellness info directly in in-box
- One click provider search

The website also includes the Live Chat function allowing you to communicate with specialists to answer questions, help find providers, or locate other community resources. Members can also chat confidentially with clinical specialists on emotional wellness concerns they may have including depression, stress, and family/life issues. [Check out their website here!](#) Also, you're welcome to participate in a free webinar from your desk: *Strategies for Achieving Emotional Wellness*. [Register here](#) for 1/14/15 viewing, from 1 pm – 2 pm.

## ■ Double check your benefit deductions

Now is the time to compare your Benefits Confirmation Statement against the deductions shown on your pay slip. Biweekly paid employees will see the 2015 deductions on the January 2<sup>nd</sup> paycheck, and monthly paid employees should review their February 1<sup>st</sup> paystub. [To view your paystub, access HR Self-Service](#). If you don't have the hard copy of your benefits statement, you can always log on to [portal.adp.com](#). In the upper right corner, click 'View Election Confirmation' to view a PDF of your Annual Enrollment elections. For questions call X 2709.

## ■ New year, more development

The Compass Professional Development has offerings scheduled for the New Year.



The Werner Institute's Mary Lee Brock will be facilitating the January session and in February, the "Building a Better World" series continues.

- Jan. 22<sup>nd</sup>, 10:00-11:15 am: [Organizational change & providing respectful & constructive feedback \(all employees\)](#)
- Feb. 10<sup>th</sup>, 1:30-3:00 pm- [Building a Better World: CUSP QI \(all employees\)](#)

*[Need time to plan so you can attend the Compass sessions? Take a look at our extended 3 mo. Calendar!](#)*

## ■ Vaccination survey

The College of Nursing will be conducting a survey to determine the current vaccination rates of Creighton University employees. The survey will examine vaccine rates, knowledge about vaccines, and any barriers to immunization. The survey is optional, but strongly encouraged, completely anonymous, & will take less than 5 minutes to complete. Look for an email in January to participate in the survey.

### REMINDER CORNER:

- W-2's mailed home this month
- [First time tuition remission students—apps here](#)
- [New year, new wellness offerings](#)
- [Print the January wellness calendar](#)