

ShopTalk

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Extension 4-6803

Win Free Tickets!

We need your input! Tell us what you think about *IntraNED*, The Post's internal Web site for employees and you could win one of three sets of tickets to the Warner Theatre, the Kennedy Center, or a sports event. The deadline for responding to the survey is **Wednesday, August 14 at noon.**

Since *IntraNED* was launched in December 2000, the site has added many valuable features that can help employees work more efficiently, or even save a trip to pick up a form. The Information Technology and Public Relations departments are interested in finding out why you use *IntraNED*, why you don't use *IntraNED*, and what changes or additional features will make *IntraNED* work better for you. In addition to this copy of the *IntraNED* survey in ShopTalk, you can also fill out the survey online on *IntraNED*. Just type in *IntraNED* in your Web browser address area (no www.) and you will find the survey on the home page. No need to print out the online survey, just click and send. If you include your name, you will be included in the prize drawing. The results of the survey will be published in an upcoming issue of ShopTalk.

Now, about those tickets...if you send in your completed survey by the August 14 deadline, your name will be included in the three random drawings held on Monday, August 19 to win the following tickets:

- The first name picked at random will win two tickets to *Bring in 'da Noise Bring in da Funk*, playing November 12-17 2002 at the Warner Theatre. (Times TBA)

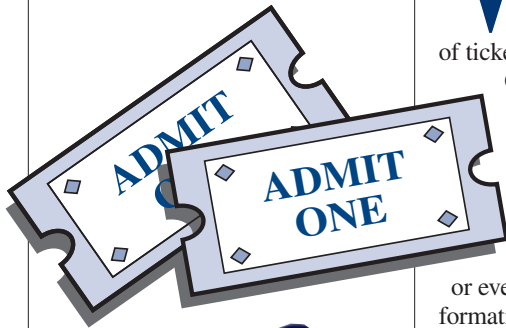
- The second name picked will win two tickets to see the musical comedy *Babes in Arms: Words & Music*, playing at the Kennedy Center's Eisenhower Theater from November 21 - 24, 2002. (Times TBA)

- The third name picked at random will win their choice of one set of four tickets to see:

- The Orioles versus the Anaheim Angels, on Saturday, September 7 at 7 p.m. at Camden Yards.
- D.C. United versus the NY/NJ MetroStars on Saturday, September 14 at 7:30 p.m. at RFK Stadium.
- The Orioles play the New York Yankees on Friday, September 27 at 7 p.m. at Camden Yards.

The value of each set of tickets is approximately \$100 - \$150.

Please return the *IntraNED* survey that appears in ShopTalk via interoffice or regular mail to ShopTalk Editor, Public Relations Department, 7th Floor, The Washington Post, 1150 15th Street, NW, Washington, DC 20071. You can also fax the survey (please send both pages!) to (202) 334-4963. If you are filling out the survey on *IntraNED*, simply follow the instructions. If you have any questions about the survey in ShopTalk, contact Lisa Connors at x4-6803. If you have questions about the online survey, contact **ROGER PIANTADOSI** at x4-7865. Many thanks to **UNNI CHERYAN**, Marketing, for his valuable assistance with the survey, and to **CHRIS WAGNER**, IT, for making it available online.



1. Please check the departments/features on *IntraNED* that you have visited at least once. Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Ad Ops | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Admin/Accounting | <input type="checkbox"/> Production |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Circulation | <input type="checkbox"/> Online Forms |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Help |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Advanced Search |
| <input type="checkbox"/> IT Help Desk | <input type="checkbox"/> People Finder |

2. Which one department or feature on *IntraNED* do you find most useful?

3. The enhancements listed below are being considered as part of an upgrade to *IntraNED*. Using a scale of one to four, with "1" being "very unimportant" and "4" being "very important", please indicate how important each item is to you. Circle the most appropriate number.

	Very Unimportant		Very Important	
	1	2	3	4
Access to email within <i>IntraNED</i> *	1	2	3	4
Access to your calendar and to-do list within <i>IntraNED</i> *	1	2	3	4
A "My Bookmarks/Favorites" page or area	1	2	3	4
Customized startup screen and page tabs (meaning <i>IntraNED</i> opens to the page, department or feature you prefer, and you can designate which other pages are located on four or five tabs along the top of the screen)	1	2	3	4
Ability to customize pages within <i>IntraNED</i> (meaning you can include features and elements of <i>IntraNED</i> on your own personally designed page)	1	2	3	4
Local weather and/or traffic	1	2	3	4
Tracking of Post Savings Plan funds or other funds/stocks	1	2	3	4
Instant messaging	1	2	3	4

*Without having to open Lotus Notes separately.

4. Please rate how frequently you use each of the *IntraNED* features listed below.

Circle the most appropriate number.

	Daily	Weekly	Monthly	Less Than Once a Month	Never
Look up staff names and/or phone numbers	1	2	3	4	5
Fill out expense forms, health insurance claims, etc.	1	2	3	4	5
Read departmental news or information (such as: transitions, new hires, projects and events)	1	2	3	4	5

Find information I need to do my job (IT Help Desk site, links to useful Web sites, advertising rate cards, the newsroom's online Post Stylebook.) **1 2 3 4 5**

Read company news or information (new policies and projects; job postings) **1 2 3 4 5**

Links to intranet applications (such as My Media Center, Advertising Adjustments) or sites (such as QuickPlace and "team rooms") **1 2 3 4 5**

Cafeteria menu **1 2 3 4 5**

Online version of ShopTalk/ShopTalk archives **1 2 3 4 5**

5. What do you like MOST about *IntraNED*?

6. What do you like LEAST about *IntraNED*?

7. What changes would you like to see made to *IntraNED*?

8. About how often do you visit *IntraNED*? (Please check one):

- At least once a day
- At least once a week
- At least once a month
- Less than once a month
- Never

9. Your Name: _____

(Note: You need to include your name to be eligible for the prize drawings.)

10. Extension: _____

11. Department: _____

12. Years worked at The Post (Please check one):

- Less than one year
- One to five years
- More than five but less than 10 years
- 10 to 20 years
- More than 20 years

Thank you for filling out the survey!

Postpourri

Despite wilting temperatures, approximately 1,650 Post distributors, staff, family and friends gathered at Smokey Glen Farm outside Gaithersburg, Md. for The Post's 33rd Annual Distributors Picnic on Tuesday, June 25. Highlights of the picnic included a reptile show, petting zoo, softball game, basketball hoops, horse-shoes competition and finding a cool spot in the shade. The picnic was coordinated by the Circulation



PHOTO- NICOLE SOQUINASE

WANDA THOMPSON, zone manager for Maryland home delivery, smiles for the crowd after winning the adult division of the hula-hoop contest at the distributors picnic.

Department's field relations staff including **TERRY LYN JOHNSON, CHRIS KASSIS, MELISSA McCULLOUGH,** and **KELLY THOMAS.**

As part of The Washington Post's commitment to being an exceptional place to work, Publisher **BO JONES** recently announced the implementation of a Web-based training course on the topic of equal employment opportunity in an email to managers. The Organization Development & Training Department (OD&T) oversees the training course which will help ensure that managers at The Post understand their responsibilities in the area of equal opportunity. The training provides managers with an overview of the relevant laws and practical guidance about employment discrimination issues. The format of the course is similar to the workplace harassment training that was instituted for all employees last year.

Over half of the managers required to take the training have already completed it and OD&T has sent reminders to those who have not yet completed the course. The deadline to complete the training is August 6.

Instructions to access the training are posted online on *IntraNED* in the Human Resources/ OD&T home page. If you have any questions or need assistance accessing the site, please contact **CLIFF KAYSER**, assistant manager of OD&T at x4-6656.

Vice President of Marketing **MARGARET CROMELIN** recently announced that **SEAN FINNELL, TARIKH GAINES,**



June's Marketing troopers are (l-r) **SEAN FINNELL, AMY LUXNER, TARIKH GAINES** and **GARY PALMATIER.**

AMY LUXNER and **GARY PALMATIER** earned the Marketing Trooper Award for June. The award is presented monthly to non-managers on the Marketing staff who perform above and beyond the call of duty.



According to records in Human Resources, The Post staff listed below will have reached their 20-year anniversary at The Post in 2002 and will become members of the 20-Year Club. If you or someone else you know is eligible for the 20-Year Club and is not listed, please contact **LISA MARTIN** Human Resources/Employee Records, at x4-6489 as soon as possible.

**Mark Acord
Elizabeth Alexander
David Anderson
Michael Anderson
Douglas Baker
Ruth Blue
Thomas Bradley
Charles Brown
Josef Carrigan
Lucienne Chaffier
Wyman Colona, Jr.
Myrtha Coyte
Michael Dobbs
Donald Everstine
Ramon Fleming
Gerald Gray
Larry Hall
David Harrison
David Hoffman
Edna Hornberger
Alison Howard**

**Brenda Jackson
Laverne Johnson
Walter Johnson
William Jones II
Joseph Jones, Jr.
Park Kim
James Langham
David Lippincott
Michael Magerer
Michelle Marcellino
Sohan Matharoo
Robert McCartney
Kenneth McCoy
John McInerney
Robert Melton
Kenneth Metzker
Philippe Monfort
Mary Morris
Patricia Myers
Thomas Pearson, Sr.
Arthur Perry**

**Thao Phan
Anthony Powell
Diane Prather
Charles Price
Hayden Rigsby
Donna-Elaine Shaw
Fred Sherrod, Jr.
Judith Sieber
Georgie Solomon
Laura Stepp
Robert Thompson
Edward Washington, Jr.
Henry Whisman
John White, Jr.
Mary White
Russell Wilson**

POST SCRIPTS



The “new” Washington Post Building on L Street was dedicated on Sunday, January 28, 1951. The guest speaker at the dedication was the Secretary of Defense, General George Marshall. The dedication included an open house for employees and their spouses from 1 -4 p.m. Employees were invited to stop by the second floor where there were two large displays, one depicting the history of The Post and the other showing the production of the newspaper. Just prior to the open house, ShopTalk included a floor by floor guide to the new Post building:

- 1st floor:** Pressroom, stereo-type, lobby, assembly room
- 2nd floor:** Pressroom, employment, machine shop, show-er room, snack bar
- 3rd floor:** Mailroom, produc-tion offices, art department, publications
- 4th floor:** Composing, engraving
- 5th floor:** News and features, photo department, library, editorial department
- 6th floor:** Advertising, circula-tion, promotion
- 7th floor:** Executive, adminis-trative services, accounting and telephone switchboard

During the six-month cele-bration of the 125th Anniver-sary, ShopTalk will take a look back at the events and people that shaped the history of the newspaper. If you have ideas about information or photos to include in this column, contact ShopTalk at x4-6803, or email at ShopTalk@washpost.com.

GOT NEWS?

Do you have news we can use in ShopTalk? Don't forget to send your news tips and story ideas to ShopTalk! Call ShopTalk Editor Lisa Connors at x4-6803 or send an e-mail to ShopTalk@washpost.com. If you know of a Post event, celebration, or retirement, please send a notice at least two weeks prior to the event. ShopTalk is delivered weekly to almost 3,000 Post employ-ees and also mailed quarterly to retirees.

HEAT RELIEF

Looking to get some relief from the heat and have some family fun, too? Click on to the home page of IntraNED, where you'll find information about how you can get dis-counted tickets to area theme and water parks from the Rec Association. The information includes discounted ticket prices and Rec Association contacts.

PLAN AHEAD!

ShopTalk will not be published on Thursday, August 8 and Thursday, August 29. If you want to place an ad in Market-place, or have deadline sensi-tive information to be included in ShopTalk, please plan ac-cordingly. The deadline for Marketplace ads is Friday at noon, the week prior to publi-cation. If you have any ques-tions contact Lisa Connors at x4-6803.

MARKETPLACE

CONDO TO RENT: In Oakton, Va., avail-able September 1, 2 BR, 2 BA, full laun-dry, sunroom, balcony, fireplace, kitchen with pantry, free parking, 5 min. to Vienna Metro, commuter bus in front of complex. \$1,500/mo. Call Linda at x4-7844 for more info.

FOR SALE: 1963 Chris Craft Constella-tion. 34', twin 351s, complete with gener-ator, windless, AC/heat, full galley, head/holding tank, power, double plank mahogany, ready to go and enjoy! Com-plete documentation of everything (in-cluding original manual/electronics schematic/and more) - only 3rd owner, good condition. Moving - must sell! \$12K/OBO! Please call Megan at x4-4919 or (202) 903-6288.

FOR SALE: Beige carpet remnant, only two months old. 8' 9" x 12', \$80. White Samsung microwave, 1 cuft., 1-year-old, \$50. Email moodye@washpost.com or call Erica at (301) 484-6767.

FOR SALE: 2000 Mustang GT. Black, V8, 5 speed, A/C, AM/FM with CD, power windows/locks. Low mileage. Not only is this car a beauty, but perfect inside/out, black leather interior, asking \$17,900. Call Rita at x4-7088 or (301) 564-1414.

HELP THE HOMELESS – Recycling will help the homeless. Bring in the travel-size toiletries you picked up on vacation and also any large or boot size shoe boxes, bring to Barbara Hudson in Account-ing or call x4-6229 or (301) 593-3422.

FOR SALE: Surround sound capable digital receiver. Yamaha RX-V795a, 85 watts, stereo output, mint condition, have used for six months. Home Cinema Mag-azine's choice for “best buy.” Check out review on dvdbits.com, or check Google online for product reviews. Worth over \$700 new. A great value at full price, but will sell for \$299. Call Steve at x7800, or home at (301) 907-9264.

MENTORS NEEDED: Guiding Light Inc., a nonprofit organization is looking for vol-unteer mentors in the District of Columbia and Prince George's County. If you are looking for an opportunity to give back to children & families in your community vis-it www.guidinglightinc.com, or call McKenna Lewis at (301) 333-0138.

FOR SALE: Townhouse, Upper Marlboro, 3 level, 3 BR, 2.5 BA, townhouse end-unt with cathedral ceilings and fenced backyard. Call Kaye at x4-7966 for more details.

FOR SALE: 1987 AMC Eagle, 6 cyl. au-tomatic, 4 door sedan. 4 wheel drive, AC, cruise control, 112K miles. Needs muffler and brake work. In Manassas, call Jimmy (703) 369-2648.

FOR SALE: 2001 Ford Focus, one-owner car, excellent for commuting. All service records available and all factory main-tenance performed. ZX3 hatchback with a 5-spd. stick shift in silver (outside) and black (interior) with 38K miles. Fully optioned ex-cept for leather. It has ABS, CD in dash, front and sidebags, traction control, snow tires and wheels, a catback exhaust and 16" alloy wheels. Asking \$9,000. Contact Peter at x4-5408 after 4 p.m.

FOR SALE: Barely used Amana BH20 refrigerator/freezer, gleaming white, 20.7 cu feet. New in 1995, used two years, stored, no longer needed. Opens from left. 15.2 cu feet fresh food storage, 26.9 sq ft shelf space. Was \$799 new, for sale at \$500 if you can haul. h-66 1/2" w-32 5/8" d-31". Call Spencer at x4-7335.

FOR SALE: Broyhill washed pine bed-room suite. Queen headboard and foot-board, mattress and boxspring, two night-stands and armoire. Excel. condition. \$1,000. Call Cheryl at x4-7460 or (202) 302-5958.

FOR SALE: Two queen Herculon (fabric) sleepers. Good condition. Both for \$400. x4-7675 or call Norman at (301) 989-9012.

FOR SALE: Excel Stair Lift — brand new condition. Asking \$1,500 or best offer. Contact Maria Wilson x6-1123 or (301) 868-9143.

FREE! FREE!: Ads in marketplace are free to employees of The Washington Post. Join thousands of satisfied cus-tomers who have bought and sold through Marketplace. The deadline is Fri-day at noon for the next Thursday's issue of ShopTalk. Send your ad with your ex-tension and home phone number via e-mail to ShopTalk, or fax to x4963.

MARKETPLACE DEADLINE: Noon Fri-days. Please include your name, exten-sion and home phone number. **ADS ARE FOR POST EMPLOYEES ONLY.** Send ads to Shop Talk, 7th floor, or call x6803. To send ads via fax dial x4963; via e-mail send to shoptalk. Ads run two issues un-less otherwise requested. One ad per em-ployee, please.

THIS NEWSLETTER IS PRINTED ON RECYCLED PAPER

