



WESTIN HOTELS

Homefront

Update

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MAKE SURE YOUR SUGGESTIONS ARE REALLY SUGGESTIONS

A few words about the First-Class Employee Involvement Program suggestion-of-the-month contest...

First, because the contest got underway in late January, and because only several suggestions were submitted, the Employee Recreation & Activities Council voted to combine those with suggestions received in February. At the end of February, the Council will pick the best two suggestions, and award a \$50 prize for each. Thereafter, one \$50 prize will be given monthly.

Second, the Council has outlined the following judging criteria to be used in the selection of the suggestion-of-the-month:

Each suggestion will be rated on a scale of from 1 to 10, based on:

. How "useable" it is; for example, could it actually be implemented in a cost effective (or no-cost) manner with a minimum investment of time?

. How constructive it is; for example, a suggestion could state a specific area that needs improvement or change, and then outline a solution to that "problem" area. It should not be a complaint or comment.

. How good or valuable a suggestion it is; for example, does it represent a needed change, or save the company/employees time, money, headaches, etc., or contribute goodwill within the company?

In case of a tie, each person will be awarded \$25.

PLEASE TURN THIS SHEET OVER, AND GIVE
US YOUR INPUT FOR APRIL'S HOMEFRONT...

CORPORATE PERSONNEL LOOKING FOR TEMPORARY WORKER REFERRALS

Know someone who would like some temporary work?

If you do, Corporate Personnel would like to hear from them.

"We're trying to establish a file of temporary workers who would be interested in working in the corporate offices on an as-needed basis," explains Corporate Personnel Manager Barbara Ogle.

The temporary assignments, ranging from one or two days, to several weeks, would be open to people with clerical, secretarial, word processing and/or accounting skills.

These people would be filling in for vacationing, absent on leave, or ill employees, or helping out with department work overloads.

"The advantages to having our own employment bank are at least two-fold," says Barbara.

"First, we'll be establishing a bank of qualified applicants who will become familiar with the corporate offices. They will be pre-screened and oriented by the Personnel Department rather than coming in cold from a temporary employment service.

"Second, we can offer employment to people who may want only temporary work assignments."

If you know of anyone looking for temporary work, have them call Nancy Barthlow, personnel assistant, 447-5160, to schedule an appointment.

This program is not covered by the Employee Referral Program.

Westin employees:

These are relatively tough economic times. Some of our hotels are being especially hard-hit. In response, corporate office divisions have been paring 1982 operating budgets.

Now more than ever, we all need to pull together to help ourselves and the company through these tough times. Essentially, we need to try to do more with a little less--perhaps by working smarter, maintaining or cutting costs, and by maintaining and/or improving quality.

That's a tall order. We'd like to know how you would fill it.

So, go ahead, give your creative urges a workout; see what you can come up with in cost-cutting, quality maintenance ideas and more. And we'll share your ideas with fellow Homefront readers in the April issue.

We'd appreciate hearing from each of you. Please send your response to Linda Plumb, publications editor, COM-6, by February 25. Thank you.

How can we work smarter, keep costs down and quality up during tough economic times like these? What specific things can each of us do in our jobs to accomplish these goals?

Name _____ Dept./Division _____

Please return to Linda Plumb, COM-6, by February 25. Thanks.