

**METROCAST COMMUNICATIONS OF CONNECTICUT LLC
WATERFORD, CT
EEO PUBLIC FILE REPORT
10/1/2010 – 9/30/2011**

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information *Insert 1) recruitment source name, 2) contact person, 3) full mailing address, and 4) telephone number	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Walk – Ins	No	1
2	The Day 47 Eugene O’Neill Drive New London, CT 06320 860-701-4200	No	1
3	Referrals	No	5
4	MetroCast Communications Website 61 Myrock Avenue Waterford, CT 06385 860-629-6743 Attn: Kathy Diaz-Saavedra www.metrocast.com/jobs	Yes	4
5	Word of Mouth	No	0
6	Current MetroCast Employee	Yes	0

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7	Kelly Services Inc. 5 Shaws Cove New London, CT 06320 860-447-2701 Ellen Merrill	No	0
8	Three Rivers Community College Norwich, CT 06360 Celeste Warner www.trcc.comnet.edu 860-383-5298	No	0
9	Norwich Bulletin (includes Yahoo Hot Jobs Postings) 66 Franklin Street Norwich, CT 06360 Phone:860-887-9211	No	0
10	Harron Communications Website www.harron.com	Yes	0
11	Walter Kaitz Website www.walterkaitz.com	No	0
12	Multi-Channel News www.multichannel.com	No	0
13	CT Job Central State Labor Exchange Board Shaws Cove Six New London, CT 06320 860-439-7670 www.jobcentral.org/ct	No	0

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14	CareerBuilder.com 8420 W Bryn Mawr Ave. Suite 100 Chicago, IL 773-353-2709	No	1
15	Cable 360 Website www.cable360.net	No	5
16	Society of Cable Television Engineers Website www.scte.org	No	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			17

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY	DATE	PERSONNEL INVOLVED
1	MetroCast provides paid educational reimbursement program.	Establishment of cross- training programs designed to enable personnel to acquire skills that could qualify them for higher level positions in both technical and customer service departments	Ongoing	Customer Care Manager and Field Services Manager
2	MetroCast maintains its own website www.metrocast.com	All available positions in any departments are posted and updated regularly on the company website.	Ongoing	Marketing Manager
3	MetroCast provides paid training courses.	NCTI Training is offered to both Technicians and Customer Service Personnel in new technology and various problem-solving areas. Upon completion of courses, personnel are certified, thus enabling them to have the ability to qualify for and perform at higher level positions	Ongoing	Plant Operations Supervisor
4	MetroCast provides on-site mentoring program for all new employees as well as employees that transfer to new positions.	New and/or transferring employees train with current position employees for several weeks before working independently.	Ongoing	Customer Service Trainer and Technical Trainer

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5	MetroCast Community Access conducts ongoing internship and training classes for members of the franchise area community on the use of production equipment.	MetroCast Community Access has two editing suites, Linear, and non-linear. Training begins on the linear system and progresses to the advanced editing lessons on the Non-Linear system. New users can then borrow production equipment for use in creating a MetroCast Community Access program.	Ongoing – Available by Appointment all year	Community Access Studio Supervisor
6	MetroCast provides paid membership to trade organizations for Technical Personnel	SCTE Membership is provided to all Technical Personnel	Ongoing	Vincent Larson, Technical Operations Supervisor
7	MetroCast provides paid off-site training for any new equipment or services that current employees will use as the company expands its services.	Employees are provided travel for training on equipment and/or computer courses at several different vendor locations throughout the year.	Ongoing	Regional Manager
8	MetroCast lists all available openings on the Connecticut Job Central State Labor Exchange website. www.jobcentral.org/ct	All positions that become available are posted on the state labor board website throughout the year.	Ongoing	HR Coordinator
9	MetroCast conducts Harassment Training through Inspired E-Learning online courses	Every employee is required to take the Preventing Workplace Harassment training	Ongoing	HR Coordinator
10	MetroCast participates in local schools Career Day presentations	MetroCast hosts presentations that inform students at the junior high and high school levels at local school of careers in the cable industry	May	Technical Trainer and Marketing Manager

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11	MetroCast participates in Equal Employment Opportunity Training	MetroCast provides yearly EEO Training to the Management Team	February	Dow Lohnes, PLLC
12	MetroCast provided HR Training through DVD presentations	All managers and supervisors attended training on HR issues	August	Jackson Lewis LLP
13	MetroCast provided off-site training on the company Mission and Vision Statements	All employees attended off-site training on the MetroCast Mission and Vision statements	September	Harron Communications CEO and Executive Vice President