

**GANS COMMUNICATIONS, LP dba METROCAST COMMUNICATIONS
ST. MARY'S, MD
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	Referrals	NO	8
2	Internship	NO	0
3	The Penny Saver 1-888-895-3298	NO	0
4	Somd.com Job Opportunity Posting Service/www.smod.com	NO	45
5	MD. State Unemployment Office; 23110 Leonard Hall Drive, Room 1037, Leonardtown, MD 20650 Fax: 301- 475-4106	NO	0
6	Walk-Ins	NO	11
7	MetroCast Community Bulletin Board Channel 10	Yes	0
8	Word of Mouth	NO	2
9	The Journal News Paper King George, VA;10250 Kings Highway; P.O. Box 409, King George, VA 22485 540- 775-2024		
10	St. Mary's County Community Development Corp./Aaron Awkward/27183 North Coral Drive/Lexington Park, MD 20653/240-725-5785	NO	0
11	Southern Maryland Work Source/23110 Leonard Hall Drive/Leonardtown, MD 20650/301-475-8300/fax 301- 475-4106	NO	0

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12	www.Monster.com	NO	0
13	College of Southern Maryland/www.collegecentral.com/csmd	NO	0
14	Mail/Fax 301-373-3757; 43920 Airport View Dr, Hollywood, MD 20636	NO	0
15	Current Employee	Yes	4
16	www.Careerbuilder.com	NO	0
17	Women in Cable TV (WICT.com)	NO	0
18	CTAM. www.ctam.com/collaboration/jobbandadd.aspx , 703-549-4200, 201 North Union Street, Suite 440, Alexandria, Va.	NO	0
19	MetroCast Communications Web-site /Kathleen McLeod, 43920 Airport View Drive, Hollywood, MD 20636 301-373-3201 x3021 www.metrocast.com	NO	3
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			
			73

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY	DATE	PERSONNEL INVOLVED
1	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
2	MetroCast provides paid training courses through Jones/NCTI.	Jones/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	Customer Care Manager; Technical Operations Manager
3	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; Technical Trainer
4	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

5	MetroCast provides paid membership to trade organizations for Technical Personnel	SCTE Membership is provided to all Technical Personnel	Ongoing	Technical Operations Manager
6	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; Technical Operations Manager
7	MetroCast conducts Harassment Prevention Training through Inspired E-Learning online courses	Every employee is required to take the Preventing Workplace Harassment training	Ongoing	HR Coordinator
8	MetroCast participates in Equal Employment Opportunity Training	MetroCast provides yearly EEO Training to the Management Team	February 2011	Christina H. Burrow, Dow Lohnes, PLLC
9	MetroCast conducts HR training	HR Training focusing on Documentation, Discipline & Discharge conducted by Debra Weiss Ford of Jackson Lewis, LLP.	July 2011	Managers, Supervisors and HR Coordinators