

**METROCAST CABLEVISION OF NEW HAMPSHIRE LLC
ROCHESTER, NH
EEO PUBLIC FILE REPORT
10/01/10-09/30/11**

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Job Title	Date Opened	Date Filled	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree	Number Interviewed
[Insert name of job title, e.g. Account Executive]			[Insert numbers corresponding to RS's in the MRSL, e.g., 1-10, 15, 18-23]	[Insert number corresponding to RS in the MRSL, e.g., 23]	
Installer / Service Technician 1	11/01/10	12/27/10	1,6,7,8,13	1	6
Installer / Service Technician 2	01/01/2011	01/03/11	1,6,7,8,13	1	3
Installer / Service Technician 3	01/14/2011	05/17/11	1,3,6,7,8,13,14	14	12
Technical Service Representative 1	01/01/11	5/9/11	1,3,6,7,8,12,13,14	1	3
Technical Service Representative 2	2/7/11	3/28/11	1,6,7,8,12,13	13	2
Technical Service Representative 3	2/7/11	4/25/11	1,3,6,7,8,12,13,14	13	3
Technical Service Representative 4	3/2/11	4/18/11	1,6,7,8,12,13,14	13	3
Technical Service Representative 5	4/4/11	5/2/11	1,3,6,7,8,12,13,14	12	3
Technical Service Representative 6	5/16/11	5/16/11	1,3,6,7,8,12,13,14	1	1
Technical Service Representative 7	5/18/11	7/11/11	1,3,6,7,8,12,13,14,16	1	4
Technical Service Representative 8	5/18/11	7/11/11	1,3,6,7,8,12,13,14,16	13	3
Technical Service Representative 9	5/18/11	8/8/11	1,3,6,7,8,12,13,14,16	1	4
Technical Service Representative 10	5/18/11	8/15/11	1,3,6,7,8,12,13,14,16	16	3
Customer Service Representative 1	07/18/10	10/11/10	1,6,7,8,13	6	2
Customer Service Representative 2	10/15/10	10/18/10	1,6,7,8,13	13	4

Job Title	Date Opened	Date Filled	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree	Number Interviewed
Customer Service Representative 3	10/04/10	10/18/10	1,6,7,8,13	6	4
Customer Service Representative 4	11/4/10	03/14/11	1,6,7,8,13	1	4
Customer Service Representative 5	02/01/11	03/14/11	1,6,7,8,13	1	6
Customer Service Representative 6	04/08/11	06/01/11	1,3,6,7,8,13,14	6	4
Customer Service Representative 7	04/13/11	06/01/11	1,3,6,7,8,13,14	1	5
Customer Service Representative 8	05/04/11	08/08/11	1,3,6,7,8,13,14,16	16	4
Customer Service Representative 9	05/30/11	08/08/11	1,3,6,7,8,13,14,16	16	5
Customer Service Representative 10	08/12/11	08/08/11	1,3,6,7,8,13,14,16	16	4
Customer Service Representative 11	08/22/11	08/08/11	1,3,6,7,8,13,14,16	6	5
Customer Service Representative 12	09/02/11	08/24/11	1,3,6,7,8,13,14,16	13	3
Customer Service Representative 13	09/02/11	09/06/11	1,3,6,7,8,13,14,16	16	3
Customer Service Representative 14	08/19/11	09/19/11	1,3,6,7,8,13,14,16	1	4
Software Developer	03/28/11	08/01/11	1,3,4,6,8,13,14	3	1
				Total	108

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	29
2	Internship	No	0
3	Seacoast Job Fair Great Bay Community College 320 Corporate Drive Portsmouth NH 03801 Hosted w/ NHES & Seacoast Chamber Alliance	No	2
4	Monster.com / Jay Bouvier, 5 Clock Tower Place, Suite 500, Maynard MA 01754 www.monster.com , 1-800-666-7837	No	0
5	NH State Employment Security/Debra Dubois, 426 Union Avenue, Laconia, NH 03246, (603) 524-3960	Yes	0
6	Walk-Ins	No	13
7	MetroCast Community Bulletin Board, Ch.12 / Richard Gould, 21 Jarvis Ave, Rochester, NH 03868 (603) 332-8629	No	0
8	Word of Mouth	No	0
9	Central NH Employment/Mary Lawson, 25 Beacon St. East, Suite 201, Laconia, NH 03246, (603) 528-2828	Yes	0
10	NH State Employment Security, Rte 108, Somersworth, NH 03878 (603) 742-3600	No	0
11	Fosters Daily Democrat, 150 Venture Dr, Dover NH 03820 Phone 603-742-4455, Fax 603-740-3495 www.fosters.com	No	0
12	Craigslist.com / 800-664-0633 Website, www.craigslist.com	No	2
13	MetroCast Cablevision Website/Sarah Lapointe, 9 Apple Rd, Belmont, NH 03220 (603) 524-3767 www.metrocast.com	No	29
14	York County Job Fair 457 Main St, Sanford Maine hosted by Sanford/Springvale chamber of Commerce, Career Center & Goodwill Workforce Solutions www.mainecareercenter.com	No	2
15	Harron Communications, Website/ Joan McGlinn, 70 East Lancaster Ave, Frazer PA 19355 610-644-7500	No	0
16	MetroCast Job Fair/ Debbie Kathan, 9 Apple Rd, Belmont NH 03220 96030527-3601	No	31
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			108

II. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE	DATE	BRIEF DESCRIPTION OF ACTIVITY	PERSONNEL INVOLVED
1	2 (iv) Participation in at least two events sponsored by organizations representing groups present in the community interested in multi-channel video programming distributor employment issues, including conventions, career days, workshops, and similar activities.	1. October 29 th 2010 2. March 30 th 2011 3. April 22 nd 2011 4. June 23 rd 2011 5. April 2011 6. Ongoing 7. Ongoing 8. Ongoing 9. April 2011	1. Tri City Business / Education Career & College Fair October 2010 Spaulding High School, 130 Wakefield St Rochester NH 2. York County Regional Job Fair Nasson Community Center Sanford Maine 3. Seacoast Job Fair Great Bay Community College Portsmouth NH 4. MetroCast Cablevision Job Fair, Contact/Maureen, Gunstock Inn 580 Cherry Valley Rd, Gilford NH 5. Rochester Chamber Business Expo 6. SCTE for Technical Staff to attend workshops (MetroCast provides paid memberships for personnell) 7. NHCCM 8. NH Department of Labor Law Training Session, Three Chimneys Inn Durham NH Hosted By NH Dept of Labor Human Resource Management Training workshop Hosted By MetroCast & Outside employment Lawyer	1. Administrator Assistant, Production Assistant, 2. Administrator Assistant, Customer Service Mgr, Tech Ops Manager, Lead Systems Engineer, Customer Serv. Supervisor. 3. Admin. Assistant, HSD-TSR Supervisor, Systems Lead Engineer, Lead Maintenance Tech, Voice Operations Supervisor, Customer Service Supervisor 4. Customer Service Mgr, Director Of Customer. Service, HSD-TSR Mgr, Customer Service Supervisor. Regional Business Services Mgr. Admin Assistant. 5. . Marketing & Business Service personal 6. Technical Operations 7. Local Origination Manager , Associates 8. Office Administrator, Admin. Assistant, Customer Service Mgr, HSD-TSR Mgr, 9. Office Administrator, Administrator Assistants, All Management Staff & Human Resource Personal.

2	2(viii) Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.	Ongoing Ongoing Ongoing Ongoing	<ol style="list-style-type: none"> 1. MetroCast provides employees with a paid educational reimbursement program to further any business related skills. Upon completion of course, personnel are certified enabling them to have the ability to qualify for and perform at higher level positions. Training that is offered NCTI, Global Knowledge, Cisco, Skillpath, Lorman Education 2. All associates are required to take Harassment Prevention Training 3. SCTE for Technical Staff to attend workshops (MetroCast provides paid memberships for personal) 4. NHCCM 	<ol style="list-style-type: none"> 1. Customer Service Manager, Technical Operations Manager, HR Manager, Tech Support Manager 2. Human Resources 3. Technical Operations 4. Local Origination Manager & Associates
3	2(ix) Establishment of a mentoring program for unit personnel.	Ongoing	MetroCast provides on-site mentoring programs for all new employees, as well as employees that transfer to new positions. On Site Trainer, Metro Source, CSR Inc, In House Training Coordinator	Customer Service Manager, Technical Operations Manager, Training Coordinator
4	2(v) Establishment of an internship program designed to assist members of the community in acquiring skills needed for multi channel video programming distributor employment	Ongoing Ongoing	<p>MetroCast has a yearly agreement with NH Technical Institute, Concord, NH to provide internships for up to 2 students in the Broadband Communications Technology degree program.</p> <p>Southern Maine Community Collage – Video Production</p>	<p>Technical Operations Manager, General Manager</p> <p>Local Origination Assistant program Director</p>

5	MetroCast maintains its own website www.metrocast.com	Ongoing	All available positions in any and all departments are posted and updated on the MetroCast website.	Marketing & Web Hosting personnel
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