

**METROCAST COMMUNICATIONS
BENNETTSVILLE, SC
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	0
2	SC Employment Security Commission-Doris Anne Breeden Highway 9 Bennettsville, SC 29512 (843)479-4081	NO	0
3	Marlboro Herald- Danny McNeil 100 Fayetteville Avenue Bennettsville, SC 29512 (843)479-3815	NO	0
4	NAACP P.O. Box 408 Bennettsville, SC 29512 (843)479-0420	NO	0

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
5	Northeastern Technical College-Dr. Jerry Robertson P.O. Drawer 1007 Cheraw, SC 29520 (843)921-7399	NO	0
6	Walk-Ins	NO	0
7	Florence/Darlington Technical College P.O. Box 100548 Florence, SC 29501 (843)661-8324	NO	0
8	MetroCast Community Bulletin Board Channel 10	Yes	0
9	Word of Mouth	NO	0
10	Current Employee	Yes	0
11	MetroCast Web-site www.metrocast.com/employment	Yes	0
12	Mail/Fax	NO	0
13	Morning News-Jason Dillon 310 S. Dragon Street Florence, SC 29506 (843)317-7300	NO	0
14	Cheraw Chronicle-Gail Rainwater 114 Front Street Cheraw, SC 29520 (843)537-5261	NO	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			
			0

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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
5	MetroCast provides paid off-site training for any new equipment or services that current employees will use as the company expands it services.	Employees are provided travel for training on equipment and/or computer courses at several different vendor locations throughout the year.	Ongoing	Regional Manager

6	MetroCast provides paid membership to trade organizations for Technical Personnel	SCTE Membership is provided to all Technical Personnel	Ongoing	Technical Operations Manager
7	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	General Manager
8	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
9	MetroCast participates in Equal Employment Opportunity Training	MetroCast provides yearly EEO Training to the Management Team	February 2011	Christina H. Burrow, Dow Lohnes, PLLC
10	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