

**METROCAST COMMUNICATIONS - VIRGINIA
EEO PUBLIC FILE REPORT
10/1/2009-9/30/2010**

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 of Interviewees
[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 Tech	11/16/09	4/12/10	1, 6, 8, 9, 12, 16	1	5
Installer/Service Tech	1/4/10	8/3/10	1, 6, 8, 9, 12, 16	1	2
Installer/Service Tech	1/4/10	5/10/10	1, 6, 8, 9, 12, 16	16	4
CSR	3/8/10	5/17/10	1, 6, 8, 9, 12, 16	16	3
Dispatcher	1/4/10	5/3/10	1, 6, 8, 9, 12, 16	1	4
Head End Tech	1/4/10	5/10/10	1, 6, 8, 9, 12, 16	1	2
Installer/Service Tech	1/20/09	10/13/09	1, 6, 8, 9, 12, 16	6	6
Installer/Service Tech	6/7/09	10/19/09	1, 6, 8, 9, 12, 16	1	6
Va Rebuild WH Coord	6/11/09	10/19/09	8, 16, 17	17	1
Installer/Service Tech	7/11/09	3/8/10	1, 6, 8, 9, 12, 16	6	4
Regional Trainer	4/12/10	8/16/10	1, 16	1	1

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	10
2	Internship	NO	0
3	Richmond Times Dispatch, , M. Gillison 1-800-588-9885	NO	0
4	Comprint Military Publications, 9030 Comprint Court, Gaithersburg, MD 20877; 301-670-2505	NO	0
5	Craigslist	NO	0
6	Walk-Ins	NO	11
7	Job Assistance Center, 1401 Centerville Rd., Shackelfords, VA 804-785-2470	NO	0
8	MetroCast Community Bulletin Board	NO	0
9	Word of Mouth	NO	7
10	Journal Press News Paper, S. Detwiler ;10250 Kings Highway; P.O. Box 409, King George, VA 22485 540-775-2024	NO	0
11	Monster.com	NO	0
12	Current Employee	NO	3
13	Careerbuilder.com	NO	0
14	Women in Cable TV, 14555 Avion Pkwy, Suite 250, Chantilly, VA 20151; 703-234-9810	NO	0
15	CTAM, 201 N. Union St., Suite 440, Alexandria; 703- 549-4200	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
16	MetroCast Communications Web-site www.metrocast.com/employment	YES	6
17	Taskforce, 969 Taskforce Dr., Fredericksburg, BA 22407	NO	1
18	Mail/Fax	NO	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			38

III. RECRUITMENT INITIATIVES

	Date	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY	Personnel Involved
1	10/28/09	Customer Service Phone training	How to schedule and set up phone installs for customers	Regional Trainer Susan Pruitt, and phone trainer Jamie Goddard
2	11/2009	Customer Service Training	FTTH Training	CSR Staff administered by Susan Pruitt
3	1/2010	Customer Service Manager	Managing Service Excellence	
4	1/2010	All Associates	Employee Understanding & Agreement of Harron's Computer Use Policy	Administered by Rebecca Purcell
5	2/3/10	Customer Service Training	CPNI Training	Regional Trainer Susan Pruitt
6	3/10/10	Digital Phone Training	How to properly install and trouble shoot digital phone issues	Technical staff, administered by John Ort

7	4/2010	Customer Service Training	CVOSS Training	Administered by Susan Pruitt
8	5/2010	Customer Service Training	Quality Guidelines	Administered by Rebecca Purcell
9	07/2010	All Associates	Harassment Prevention Training	Human Resources
10	8/20/10	Electrical Safety	How to stay safe and be aware of electrical hazards on the job	Technical staff administered by John Ort
12	8/20/10	Defensive Driving	Driver Safety	Technical staff, administered by John Ort
13	8/21/10	Electrical Safety	How to stay safe and be aware of electrical hazards on the job	Technical staff administered by John Ort
14	8/21/10	Defensive Driving	Driver Safety	Technical staff, administered by John Ort
15	8/27/10	Technical safety meeting	Ladder Handling	Administered by Regional Trainer Scott Martin
16	8/31/10	Technical Safety Meeting	Proper use of safety belts and hardhats	Administered by Regional Trainer Scott Martin

17	9/1/10	Technical safety meeting	Proper use of safety belts and hardhats	Administered by Regional Trainer Scott Martin
18	6/18/10	Customer Service Training	Sales Training	CSR Staff, administered by Susan Pruitt
19		MetroCast Communications	<p>We provide paid educational reimbursement programs to further any business related skills to enable personnel to qualify for higher lever positions.</p> <p>a) Jones/NCTI training is available for all personnel to further their knowledge in new technology and in handling various technical issues.</p>	Jones/NCTI
20		MetroCast Communications	We provide on-site mentoring programs for all new personnel, as well as employees that transfer to new positions. This is provided by supervisors or lead level personnel	MetroCast Communications