

**METROCAST COMMUNICATIONS OF KING GEORGE, VA**  
**EEO PUBLIC FILE REPORT**  
**9/30/2008-10/1/2009**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Date Opened</b>	<b>Date Filled</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
[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]
Warehouse Coordinator(Rebuild)	11/7/08	1/5/09	1,3,4,7,8	3
Quality Assurance Technician	11/7/08	12/19/08	3,4,5,7,8	7
Service Technician	11/7/08	12/15/08	3,4,5,7,8	7
Rebuild Project Accountant	11/7/08	1/5/09	1,3,4,5,7,8	1
Tech Ops Supervisor	1/30/09	2/20/09	3,4,5,7,8	7
Installer/Service Tech	2/13/09	3/2/09	3,4,5,7,8	
Installer/Service Tech	3/6/09	3/12/09	3,4,5,7	1
Maintenance Tech	3/6/09	6/30/09	3,4,5,7	7
CSR	5/26/09	7/21/09	3,4,5,7	4

## 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	Walk-Ins	No	8
4	The Journal News Paper King George, VA;10250 Kings Highway; P.O. Box 409, King George, VA 22485 540- 775-2024	No	0
5	MetroCast Community Bulletin Board Channel 8	No	2
6	Word of Mouth	NO	3
7	Current Employee	Yes	5
8	MetroCast Communications Web-site	NO	1
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			
			<b>29</b>

### III. RECRUITMENT INITIATIVES

	Date	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY	Personnel Involved
<b>1</b>	2/3/09	Customer Service Training	Annual Customer Service Training on “Customer Proprietary Network Information (CPNI) Protection Process”	Regional Trainer Susan Pruitt
<b>2</b>	2/5/09	Technical safety meeting	Customer Proprietary Network Information (CPNI)	Technical staff administered by Susan Pruitt
<b>3</b>	3/20/09	Technical safety meeting	Backing up Safely	Technical staff, administered by Robert Conley /Ryan Parker
<b>4</b>	5/15/09	Technical safety meeting	Cones & Safety Vest use	Technical staff, administered by Robert Conley /Ryan Parker
<b>5</b>	6/19/09	Customer Service Training	Sales Training	CSR Staff, administered by Susan Pruitt

<b>6</b>				
<b>7</b>	7/30/09	Technical Bi-weekly safety meeting	Ladder Safety	Technical staff, administered by Robert Conley /Ryan Parker
<b>8</b>	8/13/09	Customer Service Training	Exceptional Sales Techniques	CSR staff, administered by Susan Pruitt
<b>9</b>	8/20/09	Technical Training	Electrical	Technical staff administered by John Ort
<b>10</b>	8/20/09	Technical Training	Driver's Safety	Technical staff administered by John Ort
<b>11</b>	9/17/09	Customer Service Training	Exceptional Sales Techniques Part 2	CSR Staff administered by Susan Pruitt
<b>12</b>	9/23/09	Technical safety training	Keeping Company vehicles clean	Technical staff administered by Robert Conley /Ryan Parker
<b>13</b>		MetroCast Communications	We provide paid educational reimbursement programs to further any business related skills to enable personnel to qualify for higher lever positions.  a) Jones/NCTI training is available for all	Jones/NCTI

			personnel to further their knowledge in new technology and in handling various technical issues.	
<b>14</b>		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