

**METROCAST COMMUNICATIONS - VIRGINIA  
EEO PUBLIC FILE REPORT  
10/1/2010-9/30/2011**

**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>	<b>Number of Interviewees</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]	
CSR-Warsaw	9/23/10	11/8/10	1, 6, 8, 9, 12, 16, 18, 21	1	8
CSR-Kilmarnock	1/11/10	11/15/10	1, 6, 8, 9, 12, 16, 18, 21	1	2
Warehouse Courier	11/23/10	3/1/11	1, 6, 8, 9, 12, 16	1	5
CSR-King George	1/14/11	4/4/11	1, 6, 8, 9, 10, 12, 16, 18	1	6
CSR-Warsaw	2/7/11	3/21/11	1, 6, 8, 9, 12, 16, 18, 19, 21, 23	18	6
Installer-Saluda	1/25/11	5/4/11	1, 6, 8, 9, 12, 16, 19, 20	1	4
CSR-Saluda	2/7/11	3/21/11	1, 6, 8, 9, 12, 16, 20, 22	20	5
Installer/Tech-Warsaw	3/17/11	4/4/11	1, 6, 8, 9, 12, 16, 18, 21	1	7
CSR-Saluda	3/21/11	4/7/11	1, 6, 8, 9, 12, 16, 20, 21, 22	20	5
Installer-Saluda	4/22/11	5/24/11	1, 6, 8, 9, 12, 16, 18, 20	1	3

## II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information <small>*Insert 1) recruitment source name, 2) contact person, 3) full mailing address, and 4) telephone number</small>	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Referrals	NO	15
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	www.Craigslist.com	NO	0
6	Walk-Ins	NO	4
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	2
10	Journal Press News Paper, S. Detwiler ;10250 Kings Highway; P.O. Box 409, King George, VA 22485 540-775-2024	NO	4
11	www.Monster.com	NO	0
12	Current Employee	NO	0
13	www.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
16	MetroCast Communications Web-site <a href="http://www.metrocast.com/employment">www.metrocast.com/employment</a>	YES	2

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17	Taskforce, 969 Taskforce Dr., Fredericksburg, BA 22407	NO	0
18	<a href="http://www.vec.virginia.gov/vecportal/index.cfm">http://www.vec.virginia.gov/vecportal/index.cfm</a>	NO	5
19	VA Workforce Connection-14243 History Land Hwy Warsaw, VA 22572	NO	2
20	Gloucester/Mathews Gazette Journal, PO Box, 2060 Gloucester, VA 23061; 804-693-7844	NO	6
21	Northern Neck News, 132 Court Circle; PO Box 8, Warsaw, VA 22572; 804-333-6397	NO	4
22	Southside Sentinel, 276 Virginia St; PO Box 549, Urbanna VA 23175; 804-758-2328	NO	5
23	Westmoreland News, 804-493-8096	NO	2
	<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>		51

### III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY	DATE	PERSONNEL INVOLVED
1	MetroCast maintains its own website <a href="http://www.metrocast.com">www.metrocast.com</a>	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.	August 2011	Managers, Supervisors and HR Coordinators