

**METROCAST COMMUNICATIONS OF CONNECTICUT LLC  
EEO PUBLIC FILE REPORT**

10/01/2008 – 9/30/2009

**I. VACANCY LIST (Page 1)**

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

Job Title	Date Open	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/ Technician 1,2,3,4	10-03-2008	10-06-08, 10-20-08, 10-27-08, 11-10-08	1,4,5,6,7	6, 4, 1, 4	4
Installer/ Technician 5	2-18-2009	3-2-09	1,4,5,6,7	4	4
Installer/ Technician 6	6-2-2009	6-3-09	1,4,5,6,7	4	2
Installer/ Technician 7	6-2-2009	6-17-09	1,4,5,6,7	4	2
Customer Service Representative 1,2	12-16-2008	1-8-09, 1-8-09	1,2,4,5,6,7	2, 4	3
Customer Service Representative 3	3-19-2009	4-21-09	1,4,5,6,7	10	4
Customer Service Representative 4	4-15-2009	6-1-09	1,4,5,6,7,10	10	2
Customer Service Representative 5, 6	6-2-2009	8-11-09, 8-18-09	1,4,5,6,7,10	10, 10	10
Customer Service Representative 7,8	9-3-2009	9-24-09 9-28-09	1,4,5,6,7,10	2, 2	2
Direct Sales Supervisor	9-18-2008	11-5-08	1,4,5,6,7	5	1

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Direct Sales Representative 1,2,3	11-18-2008	12-10-08, 12-10-08, 12-15-08	1,4,5,6,7	1, 2, 2	12
Direct Sales Representative 4	3-25-2009	4-13-09	1,2,4,5,6,7	4	2
Direct Sales Representative 5,6	7-17-2009	8-12-09, 9-2-09	1,2,4,5,6,7,10	10, 2	4
Business Services Account Executive	4-16-2008	10-7-08	1,4,5,6,7	3	3
Warehouse Coordinator	10-9-2008	10-21-08	1,4,5,6,7	1	3

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**II. MASTER RECRUITMENT SOURCE LIST (MRSU)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Walk - Ins	No	10
2	The Day 47 Eugene O'Neill Drive New London, CT 06320 860-701-4200	No	16
3	CareerBuilder.com 8420 W Bryn Mawr Ave Suite 1000 Chicago, IL 773-353-2709	No	1
4	Referrals	No	9
5	MetroCast Communications Website 61 Myrock Avenue Waterford, CT 06385 860-629-6743 Attn: Kathy Diaz-Saavedra www.metrocast.com/jobs	Yes	3

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
6	Word of Mouth	No	7
7	Current MetroCast Employee	Yes	1
8	Kelly Services Inc. 5 Shaws Cove New London, CT 06320 860-447-2701 Ellen Merrill	No	1
9	Three Rivers Community College Norwich, CT 06360 Celeste Warner <a href="http://www.trcc.commet.edu">www.trcc.commet.edu</a> 860-383-5298	No	0
10	Norwich Bulletin (includes Yahoo Hot Jobs Postings) 66 Franklin Street Norwich, CT 06360 Phone:860-887-9211	No	10
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			<b>58</b>

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**III. RECRUITMENT INITIATIVES**

TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY	DATE	PERSONNEL INVOLVED
1 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	Vickie Spakowski, Customer Care Manager; Keith Hancock, Technical Operations Manager
2 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	Katherine Diaz- Saavedra, Marketing Manager
3 MetroCast provides paid training courses.	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	Vincent Larson, Technical Operations Supervisor
4 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	Vickie Spakowski, Customer Care Manager; Keith Hancock, Technical Operations Manager

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<p><b>5</b> MetroCast purchases listings on the Career Builder website, <a href="http://www.careerbuilder.com">www.careerbuilder.com</a></p>	<p>Technical and Administrative positions that become available are posted on this website throughout the year.</p>	<p>Ongoing</p>	<p>Elga Concepcion, Administrative Assistant</p>
<p><b>6</b> MetroCast provides paid membership to trade organizations for Technical Personnel</p>	<p>SCTE Membership is provided to all Technical Personnel</p>	<p>Ongoing</p>	<p>Vincent Larson, Technical Operations Supervisor</p>
<p><b>7</b> MetroCast provides paid off-site training for any new equipment or services that current employees will use as the company expands it services.</p>	<p>Employees are provided travel for training on equipment and/or computer courses at several different vendor locations throughout the year.</p>	<p>Ongoing</p>	<p>Hugh O'Brien, General Manager</p>
<p><b>8</b> MetroCast Community Access conducts ongoing internship and training classes for members of the franchise area community on the use of production equipment.</p>	<p>MetroCast Community Access has two editing suites, Linear, and non-linear. Training begins on the linear system and progresses to the advanced editing lessons on the Non-Linear system. New users can then borrow production equipment for use in creating a MetroCast Community Access program.</p>	<p>Ongoing— Available by Appointment all year</p>	<p>Mary Jane Rickard, Community Access Studio Supervisor</p>