

**ADAMS CATV, INC  
CARBONDALE, PENNSYLVANIA  
EEO PUBLIC FILE REPORT  
10/1/17 – 9/30/18**

**SECTION 1 – 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 Source (RS) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>	<b>Number Interviewed</b>
Bookkeeper	12-4-17	12-4-17	1	1	1
Customer Service Rep	12-1-17	12-14-17	4, 5, 6, 7	4	4
Installer	12-20-17	1-10-18	4, 5, 6, 7	4	3
Line Crewman	4-23-18	5-7-18	4, 5, 6, 7	4	4
Line Crewman	5-7-18	5-21-18	4, 5, 6, 7	4	4
Line Crewman	5-7-18	5-29-18	4, 5, 6, 7	5	2
Installer	6-25-18	7-2-18	4, 5, 6, 7	4	4
Customer Service Rep	7-10-18	7-27-18	3, 4, 5, 6, 7	5	6
Technician	8-13-18	8-27-18	4, 5, 6, 7	5	2
<b>TOTAL INTERVIEWED</b>					<b>30</b>

**ADAMS CATV, INC  
 CARBONDALE, PENNSYLVANIA  
 EEO PUBLIC FILE REPORT  
 10/1/17 – 9/30/18**

**SECTION 2 – MASTER RECRUITMENT SOURCE LIST (MRSL)**

<b>RS Number</b>	<b>Recruitment Source Contact Info (Name, Address, Telephone Number)</b>	<b>Entitled to Notification?</b>	<b>Total Interviewed</b>
----------------------	------------------------------------------------------------------------------	--------------------------------------	--------------------------

1	Employee Referral	No	1
2	Scranton Chamber of Commerce 222 Mulberry St., Scranton, PA 18503 570-342-7711	No	0
3	Indeed, Inc. www.indeed.com 7501 N. Capital of Texas Hwy, Bldg B, Austin, TX 78731	No	2
4	Adams Cable Channel 7 Carbondale, PA 18407 570-282-6121	No	18
5	Walk-Ins	No	4
6	Word of Mouth	No	1
7	Adams Cable Website - www.adamscable.com	No	4
8	Current Adams Cable Employees	No	0
9	Johnson College 3427 N. Main Ave., Scranton, PA 18508 570-342-6404	No	0
<b>TOTAL INTERVIEWED</b>			<b>30</b>

**ADAMS CATV, INC  
 CARBONDALE, PENNSYLVANIA  
 EEO PUBLIC FILE REPORT  
 10/1/17 – 9/30/18**

**SECTION 3 – RECRUITMENT INITIATIVES**

<b>Date</b>	<b>Type of Recruitment Initiative</b>	<b>Description of Activity</b>	<b>Description of Activity</b>	<b>Personnel Involved</b>
1	On going	Adams Cable provides educational reimbursement program	Providing cross-training programs which enables personnel to acquire skills that could qualify them for positions in different departments	Office Manager, Training Coordinator
2	On going	Adams Cable maintains its own website <a href="http://www.adamscable.com">www.adamscable.com</a>	All available positions in any departments are posted and updated on the company's website	Internet Engineer
3	On going	Adams Cable provides paid training	Paid training is offered to all personnel for all positions in all departments	Office Manager, Training Coordinator, Technical Manager
4	On going	Adams Cable provides on-site mentoring 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	Office Manager, Training Coordinator, Technical Manager