

**ADAMS CATV, INC
 CARBONDALE, PENNSYLVANIA
 EEO PUBLIC FILE REPORT
 10/1/23 – 9/30/24**

SECTION 1 – VACANCY LIST

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

| Job Title | Date Opened | Date Filled | Recruitment Source (RS) Used to Fill Vacancy | RS Referring Hiree | Number Interviewed |
|----------------------|--------------------|--------------------|---|---------------------------|---------------------------|
| Installer/Technician | 8/31/23 | 9/11/23 | 4,5,6,7 | 7 | 4 |
| Line Crewman | 10/1/23 | 10/9/23 | 4,6,7 | 7 | 3 |
| Mechanic | 10/1/23 | 10/24/23 | 4,6,7 | 6 | 4 |
| Customer Service Rep | 10/28/23 | 11/7/23 | 4,5,6,7 | 7 | 4 |
| Customer Service Rep | 10/28/23 | 11/8/23 | 4,5,6,7 | 7 | 4 |
| Installer/Technician | 12/3/23 | 12/18/23 | 4,5,6,7,9 | 7 | 3 |
| Tier 2 IT Support | 12/3/23 | 12/28/23 | 3,4,5,6,7 | 7 | 3 |
| Business Class Sales | 12/13/23 | 1/2/24 | 3,4,5,6,7 | 6 | 2 |
| Fiber Splicer | 3/26/24 | 4/9/24 | 3,4,5,6,7,9 | 3 | 2 |
| CSR/Tier IT Support | 4/18/24 | 4/29/24 | 4,5,6,7 | 7 | 3 |
| | | | | | |

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SECTION 2 – MASTER RECRUITMENT SOURCE LIST (MRSL)

| RS Number | Recruitment Source Contact Info (Name, Address, Telephone Number) | Entitled to Notification? | Total Interviewed |
|----------------------|--|--------------------------------------|--------------------------|
|----------------------|--|--------------------------------------|--------------------------|

| | | | |
|---|--|----|----|
| 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 107 570-282-6121 Carbondale, PA 18407 | No | 3 |
| 5 | Walk-Ins | No | 3 |
| 6 | Word of Mouth | No | 4 |
| 7 | Adams Cable Website - www.adamscale.com | No | 19 |
| 8 | Current Adams Cable Employees | No | 0 |

| | | | | |
|--------------------------|--|--------------|----|-----------|
| 9 | Johnson College 3427 N. Main Ave., Scranton, PA 18508 | 570-342-6404 | No | 0 |
| TOTAL INTERVIEWED | | | | 28 |

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SECTION 3 – RECRUITMENT INITIATIVES

| | Date | Type of Recruitment Initiative | Description of Activity | Personnel Involved |
|---|-------------|--|--|--|
| 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 www.adamscable.com | 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 |