

## SECTION I IDENTIFYING INFORMATION



FCC Registration Number:
0003753530
Emp. Unit ID \# 1201
Application Purpose
© New Program Report
C Amendment to Program Report
$\sqrt{ }$ Supplemental Investigation Sheet (SIS) Attached
C. County and State in which unit's employment office is located

NAVARRO COUNTY, TX
D. Category of Respondent (check applicable box)

O Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
© Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached
E. Pay Period Covered by this Report (inclusive dates) 07/15-31/14
F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

| System Communities Comprising Local Employment Unit |  |  |  |
| :---: | :---: | :---: | :---: |
| Ident No. | Name of Community | Location (State) | Type |

Review the list of communities served on the previous year's submission and attach as Exhibit A any [Exhibit 1] additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.

## SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation. [Exhibit 2]

| 1. Have you complied with the outreach provisions of the FCC's MPVD Equal Employment Opportunity Rule, 47 C.F.R. Section 76.75 (b), during the twelve month period prior to filing this form? | ${ }^{6} \mathrm{Yes} \mathrm{O}$ No |
| :---: | :---: |
| 2. Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business? | ${ }^{6} \mathrm{Yes} \bigcirc$ No |
| 3. Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization? | ${ }^{6} \mathrm{Yes} \mathrm{O} \mathrm{No}$ |
| 4. Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner? | ${ }^{\text {C Y Y }}$ O No |
| 5. To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization? | ${ }^{6} \mathrm{Yes} \mathrm{O} \mathrm{No}$ |
| 6. Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program? | ${ }^{6} \mathrm{Yes} \mathrm{O} \mathrm{No}$ |
| 7. Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance? | ${ }^{6}$ Yes O No |
| 8. Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions? | ${ }^{6} \mathrm{Yes} \mathrm{O} \mathrm{No}$ |
| 9. Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units,occupations, and levels of responsibility? | ${ }^{\circ} \mathrm{Yes} \mathrm{O} \mathrm{No}$ |

## SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information.
[Exhibit 3]

## SECTION V CERTIFICATION

This report must be certified as follows:
A. By the individual owning the reporting system if individually owned;
B. By a partner, if a partnership; or
C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

| Signed | Title <br> EXECUTIVE VICE PRESIDENT |
| :--- | :--- |
| Date | Name of Respondent <br> RICHARD I. CLARK |
| $9 / 29 / 2014$ |  |
| Telephone No. (include area code) |  |
| 2066211351 |  |

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

## Part I Employee Job Descriptions

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

1. Officials and Managers
2. Professionals
3. Technicians
4. Sales Workers
5. Office and Clerical
6. Craft Workers (skilled)
7. Operatives (semi-skilled)
8. Laborers (unskilled)
9. Service Workers

[Exhibit 4]
[Exhibit 5]
[Exhibit 6]
[Exhibit 7]
[Exhibit 8]
[Exhibit 9]
[Exhibit 10]
[Exhibit 11]
[Exhibit 12]

## Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

1. $\bar{\nabla}$ Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section
[Exhibit 13] 76.75(b).
2. Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business.
3. Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available.
4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility.
5. Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts.
6. Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program.
7. $\bar{V}$ Describe the responsibility of each level of the employment unit's management with respect to
[Exhibit 19] application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance.
8. DDescribe the manner in which the employment unit conducts its continuing review of job structure and employment practices.
9. Other Inquiries:

## Part III EEO Public File Report

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place
[Exhibit 22] annually such information as is required by 47 C.F.R. Section 76.1702 in their public files.

| EMP UNIT ID: 1201 | MSO NAME: NORTHLAND COMMUNICATIONS CORPORATION |
| :--- | :--- |
|  | OPR NAME: NORTHLAND COMMUNICATIONS CORPORATION |

## Exhibits

## Exhibit 7

## Description: PART 1: EMPLOYEE JOB DESCRIPTIONS

## Attachment 7

## Description

Part 1: Employee Job Descriptions

Exhibit 13
Description: PART 2: QUESTION 1
Attachment 13

| Part 2: Question 1 | Description |
| :--- | :--- |

## Exhibit 18

Description: PART 2: QUESTION 6

Attachment 18

| Part 2: Question 6 |
| :--- |

Exhibit 19
Description: PART 2: QUESTION 7
Attachment 19

| Part 2: Question 7 |
| :--- |

Exhibit 22
Description: PART 3: EEO PUBLIC FILE REPORT
Attachment 22

|  |
| :--- |
| Part 3: EEO Public File Report |

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# Northland Communications Corporation <br> Employment Unit No. 1201 <br> Supplemental Investigation Sheet <br> Part I - Employee Job Descriptions <br> Exhibit 7 

Northland Communications Corporation's Employment Unit No. 1201 in Corsicana, TX employs one individual in the category of "Sales Workers": Business Solutions Account Associate. See next page for a copy of the job description in this category.

## BUSINESS SOLUTIONS ACCOUNT ASSOCIATE JOB DESCRIPTION

Northland Communications ("Northland") strives to provide its customers with the highest quality service at the best possible price. To meet this challenge, Northland sets high standards for all of its employees. Northland expects that all employees abide by all Northland policies and standards as described in the employee handbook and as communicated by management. Northland expects all employees to represent the company in a pleasant, cheerful and professional manner at all times. Staff should treat each customer contact as an opportunity to improve system goals through the use of effective sales and retention techniques. All staff are expected to work as a team with co-workers, management and other Northland offices to meet or exceed system goals.

The primary function of the Business Solutions Account Associate is to generate Northland Business Solutions sales opportunities for an assigned sales territory. This position reports directly to the Business Solutions Account Executive or the Business Solutions Sales Manager. Duties and responsibilities include the following:

- Identify Business Solutions opportunities in the assigned territory
- Seek new customers by continuously prospecting and following Northland Business Solutions' sales strategies and tactics
- Responsible for completing required documentation and reporting for the proper processing of sales
- Execute sales strategy to meet sales goals for the assigned region
- Coordinate customer's solution needs, solution estimate and final solution price quote for all Northland Business Solution products
- Communicate sales activities, reports and results as requested by Management
- Develop and implement marketing plans, proposals and presentations as needed
- Ongoing customer relationship management of existing customer base within an assigned territory
- Monitor and manage past due accounts
- Frequent and regular communication with management team
- Practice safe and defensive driving when representing the company


## Knowledge, Skills and Abilities

- Work effectively with fellow team members throughout Northland Communications to meet or exceed company sales and service goals.
- Utilize strong, effective and positive interpersonal and communication skills with temperament to effectively communicate verbally and in writing directly with customers, co-workers, and management.
- Strong aptitude for organization and assertive setting of priorities to successfully manage time and workload while working independently or with a team to achieve business goals.


# Northland Communications Corporation 

Employment Unit No. 1201
Supplemental Investigation Sheet
Part I - Employee Job Descriptions
Exhibit 7

- Solid understanding using computers and programs such as Microsoft Word, Excel, Outlook and data entry programs.
- Ability to present a professional and positive image and project a positive outlook.
- Disciplined to meet critical deadlines through diligent follow-up.
- Accepts and displays accountability to achieve goals.
- Abide by all Northland policies and standards as described in the employee handbook and by management.


## Working Conditions

- Must be able to speak clearly and communicate effectively.
- Regularly sits and stands during working hours for prolonged periods.
- Regularly work in an office setting with and around co-workers and computer equipment.
- Operate personal vehicle on a regular basis for business.


## Qualifications:

Education: High School degree or equivalent required. College degree strongly preferred.
Experience: Minimum of two years of sales experience.
Required Skills:

- Must be able to utilize personal vehicle, possess and maintain valid insurance and driver's license, and maintain a good driving record.
- Ability to fulfill the job duties, skills and responsibilities listed above.

The above is a summary of responsibilities. Northland anticipates that the job responsibilities described herein may change from time to time as the needs of the system are developed.

## Acknowledgment

I acknowledge that I received, reviewed and understand these job responsibilities.

## Print Name

Signature

## Date

Northland Communications Corporation's Employment Unit No. 1201 in Corsicana, TX uses the following methods to comply with the outreach provisions of 47 C.F.R. Section 76.75(b):

1. The system recruits for all full-time job vacancies in its operation. It notifies a variety of sources, through its Resource Recruitment List, regarding its vacancies including minority and women organizations, educational institutions, media, and other recruitment sources who have requested notification of vacancies. During the reporting period, this employment unit had 25 open full-time positions. This system's recruitment process does not provide preferential treatment to any individual or group based on race, national origin, color, religion, age or gender.
2. The system has engaged in Supplemental Outreach Initiatives including:
a. Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions through
i. NOTC program which is designed to provide employees with a means to accelerate their skill levels, improve their wage earnings, and qualify them for higher level positions. NOTC provides home study courses, on-the-job training and performance evaluations. It is currently available for technical staff and allows employees to reach skill levels in the following job positions: a) Installer, b) Customer Service Technician, c) System Technician, d) Senior Technician and e) Plant Manager.
ii. Sales Certification Program provides a means for customer service/sales associates to improve their product knowledge and customer service skills, wages and overall success with the company. It is available to all office staff.
iii. Education Assistance Program which is designed to encourage all employees to participate in educational programs to further their jobrelated skills and improve their performance by providing tuition assistance. The Educational Assistance Program supports educational program with job-related skills, thus enhancing employee qualifications and providing better opportunities for advancement.
b. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies) through the following:
i. Once a year, Northland reaffirms its commitment to equal opportunity, as the Featured Employer on SCTE, WICT, NAMIC, and on Monster.com's Diversity and Inclusion newsletter. The postings include a link to

Northland's website or its profile for the site that includes information regarding Northland's policy for equal opportunity in employment and business transactions. This posting is viewable for one-month.
ii. Once a year, the employment unit posts its policy for equal opportunity in employment and business transactions in the local newspaper.
c. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
i. Video training is reviewed by employment unit management regarding prevention of discrimination and harassment. After review, employment unit management complete an acknowledgement of viewing the training material, and their responsibilities as a member of management not to engage in the behavior and to ensure others do not engage in this behavior.

# Northland Communications Corporation 

Employment Unit No. 1201
Supplemental Investigation Sheet
Part II -- Inquiries Concerning EEO Program and Practices
Response to Question No. 6
Exhibit 18

On an annual basis, management at the employment unit is required to complete a checklist verifying its compliance with the company's EEO policies and program. This checklist reviews the employment unit's efforts regarding dissemination, broad and inclusive outreach, supplemental outreach, record keeping, ongoing analysis, nondiscriminatory hiring and promotion policies, and dealing with contractors and complaints. A representative of the company's Human Resources team reviews the checklist and follows-up with the employment unit as appropriate.

The employment unit utilizes a recruitment resource list that has been compiled indicating organizations to contact for every full-time open position. Media used for recruitment purposes contain no indication, implicit or explicit, of a preference for one race, national origin, color, religion, age or sex over another. Advertisements for open positions note that the employment unit is an equal employment opportunity employer.

Pay increases and promotions are made regardless of race, color, religion, national origin, age, sex, or the presence of a disability. Employees are encouraged to apply for higher position in the employment unit when such openings become available. Training is provided to employees to help them qualify for higher positions.

With the implementation of the companies EEO policies and program, this employment unit, in its good faith estimation, has not encountered any problems in implementing its EEO program.

Northland Communications Corporation
Employment Unit No. 1201
Supplemental Investigation Sheet
Part II -- Inquiries Concerning EEO Program and Practices
Response to Question No. 7
Exhibit 19

The Business Manager and Call Center Manager for Northland Communications Corporation's Employment Unit No. 1201 in Corsicana, TX are responsible for the application and enforcement of the company's EEO policy at this unit. Their responsibilities include:

- Reviewing and acknowledging the company's EEO manual.
- Conducting an annual EEO policy program review, during which the Business Manager is required to complete a checklist verifying the unit's compliance with the company's EEO policies and program.
- Posting notices for job applicants and employees regarding the Employment Unit's commitment to EEO.
- Ensuring that all candidates who are interviewed are reminded of their EEO rights by asking them to review and complete the company's employment application, which discusses their EEO rights and identifies the company's EEO Policy.
- Conducting an annual EEO meeting during which employees are reminded of the company's EEO policies and requirements, and how the policy is enforced.
- Posting an annual advertisement in the local newspaper informing the public of the Employment Unit's commitment to EEO.

Together with the corporate office, the Business Manager and Call Center Manager manage the recruiting process for new employees. They conduct broad and inclusive outreach by advertising with media having significant circulation in the community, and by supplementing this advertising with other recruitment sources that further expand the outreach for each and every full-time position. The Business Manager and Call Center Manager also ensure that hiring decisions are made in a non-discriminatory manner.

As discussed above, the Business Manager and Call Center Manager are responsible for the employment unit's positive application and enforcement of the company's EEO policies. In turn, their performance with respect to the EEO policies is subject to review by the VP, Human Resources and by legal counsel. The Business Manager's supervisory performance is also subject to review by the Executive Vice President. The Call Center Manager's supervisory performance is also subject to review by the Vice President, Marketing. All managers who make employment decisions are expected to abide by the letter and spirit of the company's EEO program.

This Report covers October 1, 2013 through September 30, 2014.

## Total Number of Full-Time Vacancies Filled During This Period:

 25Total Number of People Interviewed For Full-Time Vacancies During This Period:

## FULL-TIME POSITIONS FILLED

| \# | Position Title | Number Hired | Recruitment Source of Successful Applicant(s) | Recruitment Source(s) Used to Fill the Vacancy <br> Please see attached Recruitment Resource List for recruitment source contact information. | Number of Interviewees Referred by Each Recruitment Source | Total Number Interviewed |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Lead Sales Agent | 1 | Internal Promotion | Internal Promotion | n/a | n/a |
| 2 | Call Center Sales Agent | 2 | 1. Northland Communications (Internal Candidate) <br> 2. Instaff | Northland Communications Corsicana Daily Sun Craigslist.org NAACP <br> Navarro College LULAC <br> Texas Workforce Commission BPWA Instaff | $\begin{aligned} & 2 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 1 \\ & 0 \\ & 1 \end{aligned}$ | 4 |
| 3 | Technical Service Representatives | 4 | 1. Walk-in <br> 2. Northland Communications Website <br> 3. Craigslist <br> 4. Employee Referral | Corsicana Daily Sun <br> Craigslist.org NAACP <br> LULAC <br> Navarro College <br> Texas Workforce Commission BPWA <br> Northland Communications Website Employee Referral Walk-in | $\begin{aligned} & 0 \\ & 0 \\ & 2 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 2 \\ & 1 \\ & 1 \end{aligned}$ | 6 |

NORTHLAND

| \# | Position Title | Number Hired | Recruitment Source of Successful Applicant(s) | Recruitment Source(s) Used to Fill the Vacancy <br> Please see attached Recruitment Resource List for recruitment source contact information. | Number of Interviewees Referred by Each Recruitment Source | Total Number Interviewed |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4 | Sales \& Billing Trainer | 1 | Craigslist | Corsicana Daily Sun <br> Northland Communications Website <br> Craigslist.org <br> NAACP <br> Navarro College <br> LULAC <br> Texas Workforce Commission BPWA <br> Linkedin.com | $\begin{aligned} & \hline 0 \\ & 0 \\ & 1 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 1 \\ & \hline \end{aligned}$ | 2 |
| 5 | Call Center Agent | 2 | 1. Employee Referral <br> 2. Texas Workforce Commission | Northland Communications Texas Workforce Commission Navarro College Walk-in Employee Referral | $\begin{gathered} \hline 0 \\ 10 \\ 0 \\ 4 \\ 1 \\ \hline \end{gathered}$ | 15 |
| 6 | Senior Customer Service Manager | 1 | Internal Promotion | Internal Promotion | n/a | n/a |
| 7 | Dispatcher | 1 | Internal Candidate | Corsicana Daily Sun Northland Communications Website Craigslist.org NAACP <br> Navarro College LULAC <br> Texas Workforce Commission BPWA | $\begin{aligned} & \hline 0 \\ & 1 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & \hline \end{aligned}$ | 1 |
| 8 | Dispatcher | 1 | Internal Candidate | Corsicana Daily Sun Northland Communications Website Craigslist.org NAACP <br> Navarro College LULAC <br> Texas Workforce Commission BPWA | $\begin{aligned} & \hline 0 \\ & 1 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & \hline \end{aligned}$ | 1 |

NORTHLAND

| \# | Position Title | Number Hired | Recruitment Source of Successful Applicant(s) | Recruitment Source(s) Used to Fill the Vacancy <br> Please see attached Recruitment Resource List for recruitment source contact information. | Number of Interviewees Referred by Each Recruitment Source | Total Number Interviewed |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 9 | Lead Call Center Agent | 1 | Internal Promotion | Internal Promotion | n/a | n/a |
| 10 | IT Technician | 1 | Internal Promotion | Internal Promotion | n/a | n/a |
| 11 | Technical Operations Manager | 1 | Internal Promotion | Internal Promotion | n/a | n/a |
| 12 | Installer/CS Tech | 1 | Referral | Corsicana Daily Sun <br> Northland Communications Website <br> Craigslist <br> NAACP <br> Navarro College <br> LULAC <br> Texas Workforce Commission BPWA <br> Northland Community Channel Walk-In Referral | $\begin{aligned} & \hline 1 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 1 \\ & 1 \end{aligned}$ | 5 |
| 13 | Call Center Agent | 2 | Texas Workforce Commission | Northland Communications Texas Workforce Commission Navarro College Employee Referral Craigslist Corsicana Daily Sun Walk-in | $\begin{gathered} \hline 0 \\ 15 \\ 0 \\ 9 \\ 1 \\ 2 \\ 2 \\ 5 \end{gathered}$ | 32 |
| 14 | Call Center Agent | 1 | Texas Workforce Commission | LULAC Texas Workforce Commission Navarro College BPWA NAACP Walk-In Employee Referral | $\begin{gathered} \hline 0 \\ 14 \\ 1 \\ 0 \\ 0 \\ 0 \\ 9 \\ 11 \end{gathered}$ | 35 |

NORTHLAND

| \# | Position Title | Number Hired | Recruitment Source of Successful Applicant(s) | $\left\|\begin{array}{c} \text { Recruitment Source(s) Used to Fill } \\ \text { the Vacancy } \\ \text { Please see attached Recruitment Resource List for } \\ \text { recruitment source contact information. } \end{array}\right\|$ | Number of Interviewees Referred by Each Recruitment Source | Total Number Interviewed |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 15 | Call Center Agent | 1 | Employee Referral | Northland Communications Walk-In Texas Workforce Commission Navarro College Employee Referral | $\begin{aligned} & \hline 0 \\ & 8 \\ & 6 \\ & 0 \\ & 8 \\ & \hline \end{aligned}$ | 22 |
| 16 | Call Center Agent | 2 | Employee Referral | Northland Communications Walk-In <br> Texas Workforce Commission Navarro College Employee Referral Craigslist.org <br> Corsicana Daily Sun | $\begin{aligned} & \hline 0 \\ & 7 \\ & 2 \\ & 0 \\ & 8 \\ & 0 \\ & 0 \\ & 0 \end{aligned}$ | 17 |
| 17 | Installer | 1 | Referral | Corsicana Daily Sun Texas Workforce Commission Walk-In Referral | $\begin{aligned} & \hline 1 \\ & 0 \\ & 1 \\ & 2 \end{aligned}$ | 4 |
| 18 | Call Center Agent | 1 | Texas Workforce Commission | Northland Communications Texas Workforce Commission Employee Referral | $\begin{aligned} & 6 \\ & 6 \\ & 3 \\ & 1 \\ & \hline \end{aligned}$ | 10 |

## SUPPLEMENTAL RECRUITMENT INITIATIVES

1. Training Programs: a) NOTC training program that enables unit personnel to acquire skills that could qualify them for higher level positions, b) Sales Certification Program that provides a means for Sales Associates to improve their product knowledge, customer service and sales skills and their earnings and c) Education Assistance program that encourages employees to further job related skills and improve performance and d) Video training reviewed by employment unit management regarding prevention of discrimination and harassment.
2. Participation in Internet and other programs designed to promote outreach: Positing on Featured Employer on WICT, NAMIC, Monster.com and local newspapers/local origination channel regarding Equal Opportunity commitment and policies.

## NORTHLAND

RECRUITMENT RESOURCE LIST

| Name of Recruitment Source | Address | Contact Person | Telephone Number | Entitled to Notification [Yes/No] | Total Number of Interviewee Referrals |
| :---: | :---: | :---: | :---: | :---: | :---: |
| NAACP | PO 478 Waxahachie, TX 75168 | G.Burrel | 903-872-2821 | No | 0 |
| LULAC | 2900 N. Hwy 22 Corsicana, TX 75110 |  |  | No | 0 |
| Texas Workforce Commission | 720 N Beaton Corsicana, TX 75110 | L. Coleman C. White | (903) 874-8276 | No | 51 |
| Corsicana Daily Sun | 405 E. Collin St. Corsicana, TX 75110 |  | (877) 670-3400 | No | 4 |
| Navarro College Job Placement Center | 3200 W. $7^{\text {th }}$ Ave. Corsicana, TX 75110 |  |  | No | 1 |
| BPWA | 3501 Northpark Corsicana, TX 75110 |  |  | No | 0 |
| Craigslist.org | www.dallas.craigslist.org | n/a | n/a | n/a | 4 |
| Northland Communications \& Website Website | 1500 N. Beaton Corsicana, TX 75110 www.yournorthland.com/careers/ | HR | (206) 621-1351 | No | 6 |
| Northland Community Channel | 1500 N. Beaton Corsicana, TX 75110 | C. Lambert | (903) 872-3131 | No | 0 |
| Employee Referral | n/a | n/a | n/a | n/a | 39 |
| Walk-In | n/a | n/a | n/a | n/a | 42 |
| Referral | n/a | n/a | n/a | n/a | 5 |
| Linkedln | www.linkedln.com | n/a | n/a | No | 1 |
| InStaff | 321 West $5^{\text {th }}$ Ave Suite A Corsicana, TX 75110 |  | (903) 872-2441 | No | 1 |

