



THIS REPORT COVERS OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018.

Total Number of Full-Time Vacancies Filled During This Period: 1

Total Number of People Interviewed For Full-Time Vacancies During This Period: 1

**FULL-TIME POSITIONS FILLED**

| # | Position Title     | Number Hired | Recruitment Source of Successful Applicant(s) | Recruitment Source(s) Used to Fill the Vacancy<br><i>Please see attached Recruitment Resource List for recruitment source contact information.</i>  | Number of Interviewees Referred by Each Recruitment Source | Total Number Interviewed |
|---|--------------------|--------------|---|---|--|--------------------------|
| 1 | Service Technician | 1            | Walk-In                                       | Lewis-Clark State College<br>Panhandle Special Needs<br>Northland Communications Website<br>Craigslis<br>Idaho Department of Commerce & Labor (Sandpoint Job Service)<br>Indeed<br>Google<br>LinkedIn<br>Glassdoor.com<br>Ziprecruiter.com<br>Walk-In | 0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>1   | 1                        |

**SUPPLEMENTAL OUTREACH INITIATIVES**

1. Training Programs: a) NCD 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 and Call Center Agents 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.



2. Participation in Internet and other programs designed to promote outreach: Posting on Featured Employer on SCTE and WICT and in the local newspaper regarding Equal Opportunity commitment and policies.

**RECRUITMENT RESOURCE LIST**

| <b>Name of Recruitment Source</b>                            | <b>Address</b>  | <b>Contact Person</b> | <b>Telephone Number</b> | <b>Entitled to Notification [Yes/No]</b> | <b>Total Number of Interviewee Referrals</b> |
|--|---|-----------------------|-------------------------|--|--|
| Idaho Department of Commerce & Labor (Sandpoint Job Service) | 613 Ridley Village Road, Ste. C<br>Sandpoint, ID 83864                          |                       | (208) 263-7544          | No                                       | 0  |
| Lewis-Clark State College                                    | 500 8 <sup>th</sup> Ave.<br>Lewiston, ID 83501                                  |                       | (208) 666-6707          | No                                       | 0  |
| Panhandle Special Needs                                      | 1424 N. Boyer Ave.<br>Sandpoint, ID 83864                                       |                       | (208) 263-7022          | No                                       | 0  |
| Northland Communications Website                             | 101 Stewart St. Suite 700<br>Seattle, WA 98101<br>www.yournorthland.com/careers | HR                    | (206) 621-1351          | No                                       | 0  |
| Craigslist   | www.craigslist.org/Spokane  | n/a                   | n/a                     | No                                       | 0  |
| Indeed   | www.indeed.com  | n/a                   | n/a                     | No                                       | 0  |
| Walk-in  | n/a   | n/a                   | n/a                     | n/a                                      | 1  |
| LinkedIn   | www.linkedin.com  | n/a                   | n/a                     | No                                       | 0  |
| Google   | Careers.google.com/jobs   | n/a                   | n/a                     | No                                       | 0  |
| Glassdoor  | Glassdoor.com   | n/a                   | n/a                     | No                                       | 0  |
| Ziprecruiter   | Ziprecruiter.com  | n/a                   | n/a                     | No                                       | 0  |