



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

Total Number of Full-Time Vacancies Filled During This Period: 7

Total Number of People Interviewed For Full-Time Vacancies During This Period: 39

FULL-TIME POSITIONS FILLED

#	Position Title	Number Hired	Recruitment Source of Successful Applicant(s)	Recruitment Source(s) Used to Fill the Vacancy <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	HR Assistant	1	Indeed.com	Northland Communications Another Source Monster.com Craigslist.org Careerbuilder.com Indeed.com Handshake Glassdoor.com Worksource Washington Northwest Human Resource Management Association LinkedIn & LinkedIn Groups Facebook (Another Source) Google Jobs	0 2 0 0 0 2 0 0 0 0 0 0 0 0	4
2	Accounting Associate	1	Indeed.com	Northland Communications Another Source Monster.com Craigslist.org Careerbuilder.com Indeed.com Handshake: Seattle Pacific University Handshake: Seattle University Handshake: Washington State University Glassdoor.com WorkSource Washington (multiple locations) Goodwill Career Services LinkedIn & LinkedIn Groups Facebook (Another Source) Google Jobs Western Washington University	0 0 1 0 0 2 0 2 0 0 0 0 0 0 0 0 0	6



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

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				Trillium King County Behavioral Health Supported Employment Network Seattle Veterans Group Peninsula Services King County Veterans Office Edmonds Community College, Career Action Center Transition Assistance Program Naval Base Kitsap-Bangor Ziprecruiter* Employee Referral	0 0 0 0 0 0 0 2 1	
4	HR Generalist	1	Glassdoor	Northland Communications Another Source Monster.com Craigslis.org Careerbuilder.com Indeed.com Handshake: Seattle Pacific University Handshake: Seattle University Handshake: Washington State University Glassdoor.com WorkSource Washington Goodwill Career Services NW Human Resource Management Association LinkedIn & LinkedIn Groups Facebook (Another Source) Google Jobs Western Washington University University of Washington Department of Vocational Rehabilitation University of Washington, Minority Affairs Office Puget Sound Electrical JATC Chinese Information & Service Center Valley Cities Counseling and Consultation King County Developmental Disabilities Division Lighthouse for the Blind	0 0 0 1 0 0 0 0 0 1 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	3



2018 EEO Public File Report
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				University of Washington’s Women’s Business Exchange CARES of Washington South Seattle Community College, Georgetown Campus Washington Vocational Services Northwest Laborers Training Work Opportunities Casa Latina At Work! Stepworks - Community Psychiatric Clinic Muckleshoot Tribe University of Washington Multicultural Center: National Society of Black Engineers Technology Access Foundation Trillium King County Behavioral Health Supported Employment Network Seattle Veterans Group Peninsula Services King County Veterans Office Edmonds Community College, Career Action Center Transition Assistance Program Naval Base Kitsap-Bangor	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
5	Content Specialist	1	LinkedIn	Northland Communications Another Source Monster.com Craigslist.org Careerbuilder.com Indeed.com Handshake: Seattle Pacific University Handshake: Seattle University Handshake: Washington State University Glassdoor.com WorkSource Washington Goodwill Career Services LinkedIn & LinkedIn Groups	0 0 0 0 0 3 0 0 0 2 0 0 0 1	6



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				Facebook (Another Source) 0 Google Jobs 0 Western Washington University 0 University of Washington 0 Department of Vocational Rehabilitation 0 University of Washington, Minority Affairs Office 0 Puget Sound Electrical JATC 0 Chinese Information & Service Center 0 Valley Cities Counseling and Consultation 0 King County Developmental Disabilities Division 0 Lighthouse for the Blind 0 University of Washington's Women's Business Exchange 0 CARES of Washington 0 South Seattle Community College, Georgetown Campus 0 Washington Vocational Services 0 Northwest Laborers Training 0 Work Opportunities 0 Casa Latina 0 At Work! 0 Stepworks - Community Psychiatric Clinic 0 Muckleshoot Tribe 0 University of Washington Multicultural Center: National Society of Black Engineers 0 Technology Access Foundation 0 Trillium 0 King County Behavioral Health Supported Employment Network 0 Seattle Veterans Group 0 Peninsula Services 0 King County Veterans Office 0 Edmonds Community College, Career Action Center 0 Transition Assistance Program Naval Base Kitsap-Bangor 0		
6	Business Intelligence Analyst	1	Glassdoor	Northland Communications Another Source	0 0	6



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SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

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				Monster.com	1	
				Craigslist.org	0	
				Careerbuilder.com	0	
				Indeed.com	1	
				Handshake: Seattle Pacific University	0	
				Handshake: Seattle University	0	
				Handshake: Washington State University	0	
				Glassdoor.com	2	
				WorkSource Washington	0	
				Goodwill Career Services	0	
				LinkedIn & LinkedIn Groups	1	
				Facebook (Another Source)	0	
				Google Jobs	0	
				Western Washington University	0	
				University of Washington	0	
				Department of Vocational Rehabilitation	0	
				University of Washington, Minority Affairs Office	0	
				Puget Sound Electrical JATC	0	
				Chinese Information & Service Center	0	
				Valley Cities Counseling and Consultation	0	
				King County Developmental Disabilities Division	0	
				Lighthouse for the Blind	0	
				University of Washington's Women's Business Exchange	0	
				CARES of Washington	0	
				South Seattle Community College, Georgetown Campus	0	
				Washington Vocational Services	0	
				Northwest Laborers Training	0	
				Work Opportunities	0	
				Casa Latina	0	
				At Work!	0	
				Stepworks - Community Psychiatric Clinic	0	
				Muckleshoot Tribe	0	
				University of Washington Multicultural Center:	0	
				National Society of Black Engineers	0	
				Technology Access Foundation	0	
				Trillium	0	



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				King County Behavioral Health Supported Employment Network Seattle Veterans Group Peninsula Services King County Veterans Office Edmonds Community College, Career Action Center Transition Assistance Program Naval Base Kitsap-Bangor Website: Unknown	0 0 0 0 0 0 1	
7	Receptionist	1	Indeed	Northland Communications Another Source Monster.com Craigslis.org Careerbuilder.com Indeed.com Handshake: Seattle Pacific University Handshake: Seattle University Handshake: Washington State University Glassdoor.com WorkSource Washington Goodwill Career Services LinkedIn & LinkedIn Groups Facebook (Another Source) Google Jobs Western Washington University University of Washington Department of Vocational Rehabilitation University of Washington, Minority Affairs Office Puget Sound Electrical JATC Chinese Information & Service Center Valley Cities Counseling and Consultation King County Developmental Disabilities Division Lighthouse for the Blind University of Washington's Women's Business Exchange CARES of Washington South Seattle Community College,	0 1 0 1 0 2 0 0 0 0 0 0 0 0 0 1 0	4

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				Georgetown Campus Washington Vocational Services Northwest Laborers Training Work Opportunities Casa Latina At Work! Stepworks - Community Psychiatric Clinic Muckleshoot Tribe University of Washington Multicultural Center: National Society of Black Engineers Technology Access Foundation Trillium King County Behavioral Health Supported Employment Network Seattle Veterans Group Peninsula Services King County Veterans Office Edmonds Community College, Career Action Center Transition Assistance Program Naval Base Kitsap-Bangor	 0	

*Unverifiable recruitment resource. Applicant identified this referral source, however, it was not posted by Northland.

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 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 regarding Equal Opportunity commitment and policies.
3. Participation in job fair, hosted by local college, by unit personnel who has substantial responsibility in making hiring decisions.



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

RECRUITMENT RESOURCE LIST

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
Northland Communications and website	101 Stewart St Suite 700 Seattle, WA 98101 www.your northland.com	HR	(206) 621-1351	No	0
Another Source, Inc.	18000 Pacific Hwy So, Suite 412 Seattle, WA 98188 www.anothersource.com	M. Glenn	(206) 241-8906	No	4
Monster.com	www.monster.com			No	2
Craigslist.org	www.seattle.craigslist.org			No	2
Careerbuilder.com	www.careerbuilder.com			No	0
Indeed.com	www.indeed.com			No	13
Facebook: Another Source page	www.facebook.com			No	0
Handshake • Seattle Pacific University • Seattle University • Washington State University	App.joinhandshake.com/jobs/1249754			No	2
Glassdoor	Glassdoor.com			No	6
WorkSource Washington	Multiple Locations throughout Washington www.wa.gov/esd/employment.html		(877) 872-5627	No	0
Goodwill Career Services	Multiple Locations throughout Washington http://www.goodwill.org/find-jobs-and-services/find-a-job/		(800) Goodwill	No	0
Northwest Human Resource Management Association	http://jobs.hrnsight.com/ViewJobs/tabid/55/UserID/7/Default.aspx			No	0



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
LinkedIn & LinkedIn Groups <ul style="list-style-type: none"> • National Association of Asian American Professionals • Professional Women’s Business Network • Native Americans in Business • Hispanic Professionals • Black Enterprise Networked • Connect: Professional Women’s Network • WA State University Alumni Group • University of Puget Sound Alumni Association • Cal Poly Alumni – Seattle • UW Alumni Group • LinkedIn: Seattle • SHRM Networking Group • Job Seeker Discussion Group • Seattle WA Connections • Seattle SHRM • Human Resource Management 	www.linkedin.com			No	5
Google Jobs	www.google.com/jobs			No	0
Western Washington University	516 High Street Bellingham, WA 98225 www.wvu.edu		(360) 650-3000	No	0
University of Washington Husky Jobs	110 Mackenzie Hall Seattle, WA 98195 careers.washington.edu/huskyjobs		(206) 543-4661	No	0
Department of Vocational Rehabilitation (Part of DSHS, now known as Division of Vocational Rehabilitation)	4565 7th Avenue SE Lacey, WA 98503 https://www.dshs.wa.gov/office-of-the-secretary/division-vocational-rehabilitation		(206) 277-3791	No	0



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
University of Washington- Office of Minority Affairs	Mary Gates Memorial Dr NE Seattle, WA 98195			No	0
Puget Sound Electrical JATC	550 SW 7th St. Renton, WA 98057 https://www.psejatc.org		(425) 228-1777	No	0
Chinese Information and Service Center (Cisc)- Employment Program	CISC Main Office 611 S Lane St Seattle, WA 98104 http://cisc-seattle.org/		(206) 624-5633	No	0
Valley Cities Counseling and Consultation	1336 S 336th Street Federal Way, WA 98003 https://www.valleycities.org/		(253) 833-7444	No	0
King County Developmental Disabilities Division	401 Fifth Avenue, Suite 520 Seattle, WA 98104 https://www.kingcounty.gov/depts/community-human-services/developmental-disabilities.aspx		(206) 263-9105	No	0
Lighthouse for the Blind	2501 South Plum Street Seattle, Washington 98144-4711 http://thelighthousefortheblindinc.org/		(206) 436-2147	No	0
University of Washington's Women's Business Exchange	5727 Baker Way NW Suite 200 Gig Harbor, WA 98332 https://wbex.org/		(877) 460-5880	No	0
CARES of Washington	1833 N 105th Street. Suite 201 Seattle, WA 98133 https://www.caresofwa.org/		(206) 938-1253	No	0
South Seattle Community College, Georgetown Campus	6737 Corson Avenue South Seattle, WA 98108 http://georgetown.southseattle.edu/		(206) 934-6867	No	0
Washington Vocational Services	111 SE Everett Mall Way Building C Suite 100		(425) 774-3338	No	0



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
	Everett, WA 98208 http://www.wvs.org/				
Northwest Laborers Training	27055 Ohio Ave. NE Kingston, WA 98346 http://www.nwlett.org/		(360) 297-3035	No	0
Work Opportunities	6515 – 202nd St. S.W. Lynnwood, WA 98036 http://workopportunities.org/		(425) 778-2156	No	0
Casa Latina	317 17th Ave S Seattle, WA 98144 https://www.casa-latina.org/		(206) 956.0779	No	0
At Work!	1935 152nd Place NE Bellevue, WA 98007 https://atworkwa.org/		(425) 274-4000	No	0
Stepworks- Community Psychiatric Clinic	4120 Stone Way North Seattle, WA 98103 http://www.cpcwa.org/		(206) 545-2400	No	0
Muckleshoot Tribe	39009 172nd Ave. SE Auburn, WA 98092 http://www.muckleshoot.nsn.us/		(253) 939-3311	No	0
University of Washington Multicultural Center: National Society of Black Engineers	National Society of Black Engineers University of Washington Ethnic Cultural Center 3931 Brooklyn Ave NE, Box 355650 Seattle, WA 98105 https://nsbeuw.wixsite.com/nsbeuw		((206)-543-4635	No	0
Technology Access Foundation (TAF)	605 SW 108th Street Seattle, WA 98146 https://techaccess.org/		(206) 725-9095	No	0
Trillium	201 Auburn Way North, Suite B Auburn, WA 98002		(253) 735-1553	No	0



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

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	http://trillium.org/				
King County Behavioral Health Supported Employment Network	401 5th Ave., Suite 500 Seattle, WA 98104 https://www.kingcounty.gov/depts/community-human-services/mental-health-substance-abuse/services/mental-health/services/employment.aspx		(206) 263-9000	No	0
Seattle Veterans Group	9600 College Way N #1151 Seattle, WA 98103			No	0
Peninsula Services	PO Box 5030 Bremerton, WA 98312 http://peninsulaservices.org/About_PS_Home.html		(360) 373-1446	No	0
King County Veterans Office	2106 2nd Ave, Suite 100 Seattle, WA 98121 https://www.kingcounty.gov/depts/community-human-services/veterans.aspx		(206) 477-8282	No	0
Edmonds Community College Career Action Center	Mountlake Terrace Hall #130 20000 68th Ave. W. Lynnwood, WA 98036 http://www.edcc.edu/careeractioncenter/		(425) 640-1256	No	0
Transition Assistance Program Naval Base Kitsap-Bangor	2901 Barbel St. Silverdale, WA, 98315 https://www.military.com/base-guide/naval-base-kitsap---bangor/contact/transition-assistance-program/17564		(866) 854-0638	No	0
Byrd Barr Place	722 18th Ave Seattle, WA 98122 https://byrdbarrplace.org/		(206) 812-4940	No	0
South Kitsap Family Service Center	3200 SE Rainshadow Court Port Orchard, WA 98366		(360) 473-2144	No	0



2018 EEO Public File Report
SEATTLE, WA – FCC EMPLOYMENT UNIT #990186

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
*Ziprecruiter	Ziprecruiter.com			No	2
Website: Unknown				N/A	2
Employee Referral				N/A	1

*Unverifiable recruitment resource. Applicant identified this referral source, however, it was not posted by Northland.