



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

Total Number of Full-Time Vacancies Filled During This Period: 4

Total Number of People Interviewed For Full-Time Vacancies During This Period: 9

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	Service Technician	3	*Indeed Employee Referral x2	TSU – Career Service Center Texas Workforce Commission Tarlton University Craigslist Northland Communications Website Northland Communications Community Channel *Indeed Employee Referral	0 0 0 0 0 0 5 2	7
2	Service Technician	1	Referral	TSU – Career Service Center Texas Workforce Commission Tarlton University Craigslist Northland Communications Website Northland Communications Community Channel Hood County News Dublin Citizen Stephenville Empire Tribune Indeed Google LinkedIn Glassdoor Ziprecruiter Referral	0 0 0 0 0 0 0 0 0 0 0 0 0 0 1	1



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3	Plant Operations Manager	1	Internal Promotion	N/A	N/A	1

SUPPLEMENTAL RECRUITMENT 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 local newspaper regarding Equal Opportunity commitment and policies. Also sent out outreach letters to the following organizations: Texas Workforce Solutions, Stephenville Empire Tribune, Dublin Citizen Newspaper, Tarleton State University, and KSTV Radio/Villecom LLC.

RECRUITMENT RESOURCE LIST

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
Stephenville Empire Tribune	PO Box 958 Stephenville, TX 96401 classifieds@empiretribune.com	R. Stidham	(254) 965-3124	No	0
Texas State University (TSU) – Career Service Center	Box T – 0550 Stephenville TX	A. Nimmo	(254) 968-9078	No	0



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Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
Texas Workforce Commission	720 North Beaton St. Corsicana, TX 75110 www.workintexas.com	C. Coffman	(903) 874-8276	No	0
Dublin Citizen Newspaper	111 S. Patrick St. Dublin, TX 76446	M. McKinnon	(254) 445-2515	No	0
Craigslist.org	www.dallas.craigslist.org	n/a	n/a	No	0
Northland Communications Website	101 Stewart Street, Suite 700 Seattle, 98101 www.yournorthland.com/stephenville	HR	(206) 621-1351	No	0
Northland Communications Community Channel	975 North Lillian Stephenville, TX 76401	K. Murphy	(254) 968-4189	No	0
Tarlton University	1333 W. Washington (PO BOX T-0001) Stephenville, TX 76402 bills@tarlton.com		(254) 968-9000	No	0
Employee Referral	n/a	n/a	n/a	n/a	2
Indeed	Indeed.com	n/a	n/a	No	5
Google Jobs	Careers.google.com/jobs	n/a	n/a	No	0
LinkedIn	LinkedIn.com	n/a	n/a	No	0
Glassdoor	Glassdoor.com	n/a	n/a	No	0
Ziprecruiter	Ziprecruiter.com	n/a	n/a	No	0
Hood County News	1501 S. Morgan PO Box 879 Granbury, Texas 76048	Charla	(800) 588-7066	No	0
Internal Promotion	n/a	n/a	n/a	n/a	1
Referral	n/a	n/a	n/a	n/a	1