



**2017 EEO Public File Report**  
**MOSES LAKE – FCC EMPLOYMENT UNIT #2493**

*THIS REPORT COVERS OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017.*

**Total Number of Full-Time Vacancies Filled During This Period: 5**

**Total Number of People Interviewed For Full-Time Vacancies During This Period: 15**

**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	Installer	1	Walk-in	Work Source Craigslist Big Bend Community College OIC of Washington Northland Communications Website Columbia Basin Herald Indeed* LinkedIn* Employee Referral Walk-in	0 0 0 0 0 0 2 1 2 1	6
2	Plant Operations Manager	1	Referral	Work Source Craigslist Big Bend Community College OIC of Washington Northland Communications Website Columbia Basin Herald Cablefax TopHire Recruitment Indeed* Referral	0 0 0 0 0 0 0 2 1 1	4



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3	Service Technician	3	Northland Communications Website, Employee Referral, Indeed*	Work Source Craigslis Big Bend Community College OIC of Washington Northland Communications Website Columbia Basin Herald Employee Referral Indeed*	0 0 0 0 1 0 2 3	6

\*Unverifiable recruitment source. Applicant indicated 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 and Call Center Agents to improve their product knowledge, customer service and sales skills and their earnings 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: Posting on Featured Employer on SCTE and WICT, Monster.com Diversity Banner and in local newspaper regarding Equal Opportunity commitment and policies. Sent outreach letters to local organizations as follows: Express Personnel Services, Total Employment and Management, Big Bend Community College, and Work Source.



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**RECRUITMENT RESOURCE LIST**

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
Columbia Basin Herald	815 W. 3 <sup>rd</sup> Ave. Moses Lake, WA 98837	Jamie	(509) 765-2844	No	0
Work Source	309 E 5 <sup>th</sup> Ave Moses Lake, WA 98837 <a href="https://fortress.wa.gov/esd/worksource/Employment.aspx">https://fortress.wa.gov/esd/worksource/Employment.aspx</a>	Eileen	(509) 766-2559	No	0
Big Bend Community College	7662 Chanute St. NE Moses Lake, WA 98837		(509) 762-2135	No	0
OIC of Washington	PO Box 1517 Moses Lake, WA 98837	Jody	(509) 764-8120	No	0
Craigslist	Moseslake.craigslist.org Spokane.craigslist.org Boise.craigslist.org Missoula.craigslist.org	N/A	N/A	No	0
Northland Communications Website	101 Stewart St., Suite 700 Seattle, WA 98101 <a href="http://www.yournorthland.com/moseslake">www.yournorthland.com/moseslake</a>	HR	(206) 621-1351	No	1
Cablefax	<a href="http://www.cablefax.com">www.cablefax.com</a>	N/A	N/A	No	0
Employee Referral	N/A	N/A	N/A	N/A	4
Referral	N/A	N/A	N/A	N/A	1
Walk-in	N/A	N/A	N/A	N/A	1
*Indeed	<a href="http://www.indeed.com">www.indeed.com</a>	N/A	N/A	N/A	6
*LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>	n/a	n/a	N/A	1
TopHire Recruitment	<a href="http://www.tophirerecruitment.com">www.tophirerecruitment.com</a>	P. Chunka	315.329.5080	No	2

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