

Note that multiple functional groups may comprise this employment unit. The individual reports for each group in combination comprise the complete public file report for this employment unit.

**2016 FCC EEO Public File Report for Charter Communications
12394 - CM Alpena Cnty MI**

This Report Covers September 1, 2015 through August 31, 2016

Total Number of Full-Time Vacancies Filled During This Period: 1
Total Number of Candidates Interviewed For Full-Time Vacancies During This Period: 8

Please see attached the Recruitment Source List that includes recruitment source contact information.

FULL-TIME VACANCIES FILLED

State MI
FCC Unit 12394 - CM Alpena Cnty MI

Req #	Job Title	Source	Number	
			Interviewees Referred	Hired
1507384	Account Executive	CableFax	0	0
		Glassdoor	0	0
		LinkedIn	0	0
		RecruitMilitary	0	0
		Internal	1	0
		Charter.com	2	0
		Direct Employers	0	0
		Referral*	3	0
		Indeed.com*	2	1
		Multi-Channel News	0	0
		Hispanic Center of Western Michigan	0	0
		University Center of Gaylord	0	0
		Rasmussen College	0	0
		Lake Superior State University	0	0
		Northwood University Michigan Spring Career Expo	0	0
		Southeast Missouri State University Spring Career Fair	0	0
		Ranken Technical College Job Fair	0	0
North Central Michigan College	0	0		
1507384 Total			8	1
Grand Total			8	1

RECRUITMENT SOURCE LIST

Name of Recruitment Source	Street Address	City, State, Zip	Contact Person	Telephone Number	Entitled to Notification?	Total Number of Referrals
Direct Employers	9002 N. Purdue Rd., Ste. 100	Indianapolis, IN 42628	directemployers.org	317-874-9000	No	0
Charter.com	12405 Powerscourt Dr.	St. Louis, MO 63131	charter.com/careers	314-965-0555	No	2
RecruitMilitary	422 West Loveland Ave.	Loveland, OH 45140	recruitmilitary.com	513-683-5020	No	0
LinkedIn	2029 Stierlin Court	Mountain View, CA 94043	linkedin.com	312-650-7593	No	0
GlassDoor.com	100 Shoreline Highway, Building A	Mill Valley, CA 94941	glassdoor.com	415-275-7645	No	0
Internal					No	1
Referral*					No	3
Indeed.com*					No	2
CableFax			cablefax.com		No	0
Multi-Channel News			multichannel.com		No	0
Hispanic Center of Western Michigan	1204 Grandville Ave. SW	Grand Rapids, MI 49503	Deisy Madrigal		No	0
University Center of Gaylord	80 Livingston Blvd.	Gaylord, MI 49735	Lisa Marie Tobin	989-705-3700	No	0
Rasmussen College					No	0
Lake Superior State University	650 W. Easterday Ave.	Sault Ste. Marie, MI 49783	Theresa Weaver	906-635-2733	No	0
Northwood University Michigan Spring Career Expo	4000 Whiting Dr.	Midland, MI 48640	Career Services	989-837-4335	No	0
Southeast Missouri State University Spring Career Fair	1 University Plaza	Cape Girardeau, MO 63701	Daniel Presson	573-651-2583	No	0
Ranken Technical College Job Fair	4431 Finney Ave.	St. Louis, MO 63113	Janie Summers	314-286-3665	No	0
North Central Michigan College	1515 Howard St.	Petosky, MI 49770	Career Services	888-298-6605	No	0

* The sources marked with (*) in this report are sources that were identified by interviewees as referral sources, but that: (1) Charter did not use directly as a recruitment source; and/or (2) Interviewees were unable to identify more precisely. Many job boards and job banks pull Charter's job vacancies from its website and repost them independently via their own systems. Applicants, therefore, often learn about Charter's job vacancies from sources that Charter does not post with directly and cannot track.

Charter is a member of DirectEmployers Association. Through this nonprofit network, job vacancies for this unit are distributed to a wide array of recruitment sources, including, but not limited to, educational institutions, state workforce agencies and job bank(s), and organizations that distribute employment opportunities to women, minorities, the disabled, and veterans.

Supplemental Recruitment Initiatives:

#	Name	Date	Description
1	Tuition Reimbursement	Ongoing	Charter Communications has a tuition reimbursement program where employees can take college courses to enhance their skills to better prepare them for their current jobs and/or advanced positions.
2	Training Programs for All Employees	Ongoing	Charter Communications requires new employees complete training on the following topics: fostering mutual respect in the workplace, Charter's Code of Conduct, information security, privacy, records and information management, timekeeping, and performance management.
3	Training Programs for Management-Level Employees	Ongoing	Employees at the supervisor level and above can participate in a variety of training programs devised to assist with leadership development and policy administration skills. Offerings provided at various times during this plan year included Civil Treatment for Leaders, Communicating for Leadership Success, Coaching for Peak Performance, Interviewing and Selection, Planning and Delegation, and High Performing Teams. Charter also offers a robust training offering on an electronic learning platform. These electronic courses span a variety of topics, including communication, presentation, time management, managing change, project management, treating employees fairly, and software skills.
4	Lynda.com Training	Ongoing	Online courses for creative services staff to increase their knowledge and skills
5	PSS Training	10/28/2015	Sales training designed to increase sales executives knowledge of tactics
6	Spectrum Selling	8/24/2016	Sales training designed for sales staff on selling our products
7	Digital Sales Accelerator Training	Ongoing	Training designed to explore current digital landscape and digital sales
8	Northwood University Michigan Spring Career Expo	2/17/2016	Career Fair
9	Southeast Missouri State University Spring Career Fair	2/25/2016	Career Fair
10	Ranken Technical College Job Fair	3/3/2016	Career Fair