

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 12516 - OPS Grand Traverse Cnty MI

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

Total Number of Full-Time Vacancies Filled During This Period: 15  
Total Number of Candidates Interviewed For Full-Time Vacancies During This Period: 45

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

### FULL-TIME VACANCIES FILLED

State MI  
FCC Unit 12516 - OPS Grand Traverse Cnty MI

Req #	Job Title	Source	Number	
			Interviewees Referred	Hired
1505594	Business Account Executive	Charter.com	2	1
		Direct Employers	0	0
		Referral*	1	0
<b>1505594 Total</b>			<b>3</b>	<b>1</b>
1604481	Business Account Executive	Indeed	1	0
		Charter.com	2	1
		Direct Employers	0	0
<b>1604481 Total</b>			<b>3</b>	<b>1</b>
1504106	Direct Sales Rep	Charter.com	4	1
		Direct Employers	0	0
		Referral*	1	1
<b>1504106 Total</b>			<b>5</b>	<b>2</b>
1506031	Direct Sales Rep	Indeed	1	0
		Charter.com	1	0
		Direct Employers	0	0
		Referral*	1	1
<b>1506031 Total</b>			<b>3</b>	<b>1</b>
1601296	Direct Sales Rep	Indeed	1	1
		Direct Employers	0	0
		Referral*	1	1
<b>1601296 Total</b>			<b>2</b>	<b>2</b>
1603484	Direct Sales Rep	Indeed	1	0
		Simply Hired	1	0

1603484	Direct Sales Rep	Charter.com	1	1
		Direct Employers	0	0
		Referral*	2	0
<b>1603484 Total</b>			<b>5</b>	<b>1</b>
1604058	Mgr, Sales Business Accounts	Charter.com	4	1
		Direct Employers	0	0
<b>1604058 Total</b>			<b>4</b>	<b>1</b>
1505870	Store Associate	GlassDoor	1	1
		Indeed	4	0
		Charter.com	4	2
		Direct Employers	0	0
<b>1505870 Total</b>			<b>9</b>	<b>3</b>
1507096	Store Associate	Direct Employers	0	0
		Charter TV	2	1
<b>1507096 Total</b>			<b>2</b>	<b>1</b>
1601013	Store Associate	Indeed	5	1
		Charter.com	2	0
		Direct Employers	0	0
		Referral*	1	0
<b>1601013 Total</b>			<b>8</b>	<b>1</b>
1506325	Store Lead	Charter.com	1	1
		Direct Employers	0	0
<b>1506325 Total</b>			<b>1</b>	<b>1</b>
Grand Total			45	15

**RECRUITMENT SOURCE LIST**

<b>Name of Recruitment Source</b>	<b>Street Address</b>	<b>City, State, Zip</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Entitled to Notification?</b>	<b>Total Number of Referrals</b>
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	21
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	1
Charter TV						2
Simply Hired						1
Indeed*						13
Employee Referral						7

\* 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	Career Progression for Store Employees	Ongoing	The <i>Charter Store Career Progression Program</i> offers our Store Representatives a well-defined opportunity for job and salary advancement. Representatives will soon have a clear path for advancing to the newly created position of <b>Store Specialist</b> , and that path will be identical for every current Representative. The program outlines a structured career path for Store Representatives and provides an environment in which they are recognized for their contributions to Charter's success. It also provides motivation, recognition and rewards for employees who consistently exceed our expectations. Additionally, the program will improve our ability to attract top sales talent to Charter by providing those individuals with a competitive compensation structure and formal career path.

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**2016 FCC EEO Public File Report for Charter Communications  
12516 - OPS Grand Traverse 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: 2

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

**FULL-TIME VACANCIES FILLED**

State MI  
FCC Unit 12516 - OPS Grand Traverse Cnty MI

Req #	Job Title	Source	Number	
			Interviewees Referred	Hired
1602678	Project Manager	GlassDoor	0	0
		Internal	1	1
		Charter.com	1	0
		Direct Employers	0	0
<b>1602678 Total</b>			<b>2</b>	<b>1</b>
Grand Total			2	1

## RECRUITMENT SOURCE LIST

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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	1
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

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**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.

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12516 - OPS Grand Traverse Cnty MI**

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

Total Number of Full-Time Vacancies Filled During This Period: 15  
Total Number of Candidates Interviewed For Full-Time Vacancies During This Period: 48

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

**FULL-TIME VACANCIES FILLED**

State MI  
FCC Unit 12516 - OPS Grand Traverse Cnty MI

Req #	Job Title	Source	Interviewees Referred	Number Hired
1504347	Broadband Installer	Charter.com	1	1
		Direct Employers	0	0
		Employee Referral*	1	0
		Traverse City Record Eagle	0	0
<b>1504347 Total</b>			<b>2</b>	<b>1</b>
1505509	Construction Coordinator	Internal	3	1
		Direct Employers	0	0
		Traverse City Record Eagle	0	0
<b>1505509 Total</b>			<b>3</b>	<b>1</b>
1603007	Broadband Installer	Charter.com	1	0
		Direct Employers	0	0
		Indeed.com	2	2
		Pure Michigan Talent Connect	1	0
		Traverse City Record Eagle	0	0
<b>1603007 Total</b>			<b>4</b>	<b>2</b>
1505646	Broadband Installer	Direct Employers	0	0
		Traverse City Record Eagle	2	1



<b>1505646 Total</b>			<b>2</b>	<b>1</b>
1506295 Broadband Installer	Charter.com		1	1
	Direct Employers		0	0
	Employee Referral*		1	0
	Indeed.com		1	0
<b>1506295 Total</b>			<b>3</b>	<b>1</b>
1507362 Broadband Installer	Direct Employers		0	0
	Employee Referral*		1	1
<b>1507362 Total</b>			<b>1</b>	<b>1</b>
1602016 Broadband Installer	Internal		1	1
	Direct Employers		0	0
<b>1602016 Total</b>			<b>1</b>	<b>1</b>
1603151 Warehouse Technician	Internal		2	1
	Direct Employers		0	0
	Indeed.com		1	0
	Pure Michigan Talent Connect		1	0
<b>1603151 Total</b>			<b>4</b>	<b>1</b>
1603392 Broadband Installer	Direct Employers		0	0
	Employee Referral*		2	2
<b>1603392 Total</b>			<b>2</b>	<b>2</b>
1603732 Project Manager Engineering I	Internal		5	1
	Direct Employers		0	0
	Employee Referral*		2	0
<b>1603732 Total</b>			<b>7</b>	<b>1</b>
1603962 Sup, Supply Chain Hub	Internal		4	1
	Charter.com		1	0
	Direct Employers		0	0
	Indeed.com		1	0
<b>1603962 Total</b>			<b>6</b>	<b>1</b>
1604338 Dir, Human Resources I	Internal		3	1
	Charter.com		2	0
	Direct Employers		0	0
<b>1604338 Total</b>			<b>5</b>	<b>1</b>
1604730 Warehouse Technician	Internal		5	1
	Charter.com		2	0
	Direct Employers		0	0
	Indeed.com		1	0
<b>1604730 Total</b>			<b>8</b>	<b>1</b>
<b>Grand Total</b>			<b>48</b>	<b>15</b>

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Charter.com	12405 Powerscourt Dr.	St. Louis, MO 63131	charter.com/careers	314-965-0555	No	8
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
Employee Referral*					No	7
Indeed.com*	<a href="http://www.indeed.com">www.indeed.com</a>		Website Posting		No	6
Internal					No	23
Pure Michigan Talent Connect*	<a href="http://www.mitalent.com">www.mitalent.com</a>	Michigan	Website Posting	888-285-9675	No	2
Traverse City Record Eagle	120 West Front Street	Traverse City, MI 49684	Grady Nulph	231-933-1438	No	2

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4	Participation in at least two job fairs by unit personnel who have substantial responsibility in the making of hiring decisions.	Various	Charter Communications participated in multiple job fairs throughout the Michigan market. Those have included: Baker College Job Fair, Flint, MI; Baker College Job Fair, Muskegon; Jobs for Vets Job Fair, Traverse City, MI; Northwestern Michigan College Job Fair, Traverse City, MI; Veteran's Job Fair, Muskegon; Americans with Disabilities Act Celebration; Southwest Michigan Job Fair, Kalamazoo; Genesee County's CARD/Head Start Job Fair; SVSU 2016 Spring Employment Fair, Saginaw
5	Training & Career Progression for Technicians	Ongoing	The Charter Career Progression Program for Broadband/Maintenance Technicians that offers our technicians a well-defined opportunity for job and salary advancement. The program outlines a structured career path and provides an environment in which they are recognized for their craftsmanship and contributions to Charter's success. It also provides motivation, recognition and rewards for employees who consistently exceed our expectations. Additionally, the program will improve our ability to attract talent to Charter by providing those individuals with a competitive compensation structure and formal career path.