

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 12537 - OPS Shiawassee Cnty MI

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

Total Number of Full-Time Vacancies Filled During This Period: 2  
Total Number of Candidates Interviewed For Full-Time Vacancies During This Period: 7

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

### FULL-TIME VACANCIES FILLED

State MI  
FCC Unit 12537 - OPS Shiawassee Cnty MI

Req #	Job Title	Source	Number	
			Interviewees Referred	Hired
1602695	Maintenance Technician	Internal	2	0
		Charter.com	0	0
		Direct Employers	0	0
		RecruitMilitary.Com	0	0
		The Flint Journal	0	0
		Mlive.Com	0	0
		The Oxford Leader	0	0
		The Lake Orion Review	0	0
		The Clarkston News	0	0
		The Penny Stretcher	0	0
		The Citizen	0	0
		Pure Michigan Talent Connect	0	0
		Employee Referral*	1	1
<b>1602695 Total</b>			<b>3</b>	<b>1</b>
1506549	System Technician I	Internal	3	1
		Charter.com	1	0
		Direct Employers	0	0
		RecruitMilitary.Com	0	0
		Baker College	0	0
		ITT Technical Institute	0	0
		The Argus Press	0	0
		Pure Michigan Talent Connect	0	0
<b>1506549 Total</b>			<b>4</b>	<b>1</b>
<b>Grand Total</b>			<b>7</b>	<b>2</b>

## 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	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
Argus Press	<a href="#">201 E. Exchange St.</a>	Owosso, MI 48867	B. Wotring	989-725-5136	No	0
Baker College HireQualified	<a href="http://www.hirequalified.org">www.hirequalified.org</a>				No	0
Flint Journal	200 East 1st Street	Flint, MI 48502	Classified Dept	810-766-6100	No	0
Internal					No	5
ITT Technical Institute/Swartz Creek Campus	6359 Miller Road	Swartz Creek, MI 48473	<a href="mailto:atherrien@itt-tech.edu">atherrien@itt-tech.edu</a>	810-628-2549	No	0
Mlive	<a href="http://www.mlive.com">www.mlive.com</a>		Website Posting		No	0
Oxford Leader	P O Box 108	Oxford, MI 48371		248-628-4801	No	0
Pure Michigan Talent Connect	<a href="http://www.mitalent.org">www.mitalent.org</a>	Michigan		888-285-9675	No	0
Employee Referral*					No	1
The Lake Orion Review	30 N. Broadway St.	Lake Orion, MI 48363		248-693-8331	No	0
The Clarkston News	5 S. Main St.	Clarkston, MI 48346		248-625-3370	No	0
The Citizen	12 South St.	Ortonville, MI 48462		248-627-4332	No	0
The Penny Stretcher	666 S. Lapeer Rd	Oxford, MI 48371		248-628-4801	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	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.