

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  
12400 - CM Olmsted Cnty MN**

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

Total Number of Full-Time Vacancies Filled During This Period: 3  
Total Number of Candidates Interviewed For Full-Time Vacancies During This Period: 25

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

**FULL-TIME VACANCIES FILLED**

State MN  
FCC Unit 12400 - CM Olmsted Cnty MN

Req #	Job Title	Source	Interviewees Referred	Number	
				Hired	
1603146	Account Coordinator	CableFax	0	0	
		Glassdoor	0	0	
		LinkedIn	0	0	
		RecruitMilitary	0	0	
		Internal	4	0	
		Charter.com	2	1	
		Direct Employers	0	0	
		Referral*	1	0	
		Indeed.com*	1	0	
		Google*	1	0	
		Multi-Channel News	0	0	
		University of Minnesota	0	0	
		Winona State University	0	0	
<b>1603146 Total</b>			<b>9</b>	<b>1</b>	
1601561	Account Executive	CableFax	0	0	
		Glassdoor	0	0	
		LinkedIn	0	0	
		RecruitMilitary	0	0	
		Internal	2	0	
		Charter.com	3	1	
		Direct Employers	0	0	

1601561	Account Executive	Referral*	1	0
		Indeed.com*	1	0
		Google*	1	0
		Multi-Channel News	0	0
		University of Minnesota	0	0
		St. Catherine University	0	0
		Rasmussen College	0	0
		Southeast Missouri State University Spring Career Fair	0	0
		Ranken Technical College Job Fair	0	0
		The University of Alabama Career Fair	0	0
		Hero2Hired Mega Hiring Event	0	0
<b>1601561 Total</b>			<b>8</b>	<b>1</b>
1601397	Local Account Planner	CableFax	0	0
		Glassdoor	0	0
		RecruitMilitary	0	0
		Internal	6	1
		Charter.com	0	0
		Direct Employers	0	0
		Referral*	1	0
		Indeed.com*	1	0
		Multi-Channel News	0	0
		University of Minnesota	0	0
		St. Catherine University	0	0
		Rasmussen College	0	0
		Southeast Missouri State University Spring Career Fair	0	0
		Ranken Technical College Job Fair	0	0
<b>1601397 Total</b>			<b>8</b>	<b>1</b>
Grand Total			25	3

**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	5
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	12
Referral*					No	3
Indeed.com*					No	3
Google*					No	2
CableFax			cablefax.com		No	0
Multi-Channel News			multichannel.com		No	0
University of Minnesota	321 University Dr.	Minneapolis, MN 55455	Career Center	612-625-0027	No	0
Winona State University	Maxwell 314	Winona, MN 55987	Career Services	507-457-5878	No	0
St. Catherine University	601 25th Ave. S	Minneapolis, MN 55455	Career Development	612-690-8890	No	0
Rasmussen College	130 St. Andrews Dr.	Mankato, MN 56001	Amy Ites	507-385-6818	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
The University of Alabama Career Fair	Box 870293	Tuscaloosa, AL 35487	Career Center	205-348-5848	No	0
Hero2Hired Mega Hiring Event	16987 Riverdale Dr.	Chesterfield, MO 63005	Brandy Scheer	636-778-3449	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	Southeast Missouri State University Spring Career Fair	2/25/2016	Career Fair
9	Ranken Technical College Job Fair	3/3/2016	Career Fair
10	The University of Alabama Career Fair	3/24/2016	Career Fair
11	Hero2Hired Mega Hiring Event	4/20/2016	Career Fair