

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 12356 - COE Laramie Cnty WY

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

Total Number of Full-Time Vacancies Filled During This Period: 23  
Total Number of Candidates Interviewed For Full-Time Vacancies During This Period: 60

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

### FULL-TIME VACANCIES FILLED

State            WY  
FCC Unit        12356 - COE Laramie Cnty WY

Req #	Job Title	Source	Interviewees Referred	Number Hired
1504808	Rep, Billing	Billboard	1	0
		Facebook	0	0
		Glassdoor	0	0
		TV	0	0
		Internal	0	0
		Wyoming Workforce Services	1	1
		Charter.com	5	3
		Direct Employers	0	0
		Craigslist	1	0
		Google*	3	2
		Indeed*	2	0
		Laramie County Library	0	0
		Employee Referral	8	4
		USA Jobs	0	0
		Laramie County Community College	0	0
<b>1504808 Total</b>			<b>21</b>	<b>10</b>
1505866	Rep, Billing	Facebook	1	0

1505866	Rep, Billing	Glassdoor	0	0
		TV	0	0
		Internal	0	0
		Wyoming Workforce Services	4	2
		Charter.com	4	1
		Direct Employers	0	0
		Craigslist	4	2
		Google*	1	0
		Indeed*	1	0
		Charter Now Hiring Flag	1	1
		Career Fair	0	0
		Laramie County Library	0	0
		Wyoming Tribune Eagle	0	0
		Employee Referral	6	3
		USA Jobs	0	0
		Laramie County Community College	0	0
<b>1505866 Total</b>			<b>22</b>	<b>9</b>
1604787	Cust Rel Coord - Billing	TV	1	1
		Internal	1	1
		Charter.com	2	0
		Google*	1	0
		Indeed*	3	0
		Wyoming Tribune Eagle	2	0
		Employee Referral	6	2
		USA Jobs	0	0
		Laramie County Community College	0	0
		Bing*	1	0
<b>1604787 Total</b>			<b>17</b>	<b>4</b>
Grand Total			60	23

**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	11
Laramie County Library	2200 Pioneer Ave.	Cheyenne, WY 82001	Venetta Cook	307-634-3561	No	0
Wyoming Workforce	1510 E Pershing Blvd	Cheyenne, WY 82001	Brenda DePue	307-777-3729	No	5
Billboard*					No	1
Bing*			bing.com		No	1
TV	1415 E 13th St	Cheyenne, WY 82001	Tim Costello	307-514-4222	No	1
Employee Referral	611 E Carlson St, Ste 108	Cheyenne, WY 82009	Kamy Boller	307-426-4408	No	20
Craigslist			craigslist.com		No	5
Google*			google.com		No	5
Glassdoor			glassdoor.com		No	0
Indeed*			indeed.com		No	6
Internal	611 E Carlson St, Ste 108	Cheyenne, WY 82009	Kamy Boller	307-426-4408	No	1
Facebook			facebook.com		No	1
Charter Now Hiring Flag	611 E Carlson St, Ste 108	Cheyenne, WY 82009	Kamy Boller	307-426-4408	No	1
Career Fair - Wyoming Workforce	1510 E Pershing Blvd	Cheyenne, WY 82001	Kamy Boller/Brenda DePue	307-426-4408	No	0
USA Jobs			usajobs.gov		No	0
Laramie County Community College	1400 E. College Dr.	Cheyenne, WY 82007	Kamy Boller	307-778-1351	No	0
Wyoming Eagle Tribune	702 W. Lincoln Way	Cheyenne, WY 82009	Tiffanie Wilken	307-426-4408	No	2

\* 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 Direct Employers 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 that all 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. Charter offers electronic courses spanning a variety of topics; which include communication, presentation, time management, change management, project management, treating employees fairly, and software skills.
4	Career Fair	10/13/2015, 4/27/16 & 8/25/16	This unit partnered with the local Job Service in Cheyenne, WY and either held or participated in three (3) career fairs to attract applicants and job seekers within the local market.
5	Job Board & Internet Posting	Ongoing	This unit sends information that includes open positions to the Public Libarary. The jobs are then posted on their job board to broaden outreach within the community.