

**EEO PUBLIC FILE REPORT**

**Shentel Unit # 10702 – Shenandoah County, VA**

**Reporting Period: October 1, 2012 through September 30, 2013**

Total Number of Full-Time Vacancies Filled During This Period: 7

Total Number of People Interviewed for Full-Time Vacancies During This Period: 33

#	Position Title	Number Hired	Recruitment Source of Successful Applicant(s)	Recruitment Source(s) Used to Fill the Vacancy	Number of Interviews Referred by Each Recruitment Source	Total Number Interviewed
1	NOC Technician	1	Current Customer	Indeed, Shentel Website, Simply Local Shenandoah & Rockingham, Virginia Workforce Connection, Yard Signs, Payment Center Posters	Employee referral - 2; current customer - 2; Indeed - 2; Current employee-1	7
2	Maintenance Technician	1	Employee Referral	Indeed, Shentel Website, Simply Local Shenandoah & Rockingham, Virginia Workforce Connection, Yard Signs, Payment Center Posters	Employee referral - 2; Indeed - 2; Workforce VA - 1	5
3	Fiber Optic Technician	1	Indeed.com	Indeed, Shentel Website, Simply Local Shenandoah & Rockingham, Virginia Workforce Connection, Northern VA Daily, Glenville State College Job Fair, Liberty Engineering Career Fair, CPEC Job Fair, EMU Career Fair, Liberty School of Business Job Fair, WVU Career Fair, Yard Signs, Payment Center Posters	Current employee - 5; Indeed - 1	6
4	NOC Technician	1	Current Customer	Indeed, Shentel Website, Simply Local Shenandoah & Rockingham, Virginia Workforce Connection, CPEC Job Fair, Liberty Engineering Career Fair, EMU Career Fair, Yard Signs, Payment Center Posters	Current customer - 1	1
5	Sr. Network Administrator	1	International Search Consultants	Indeed, Shentel Website, Simply Local Shenandoah & Rockingham, Virginia Workforce Connection; Bullhorn Reach, MCCC Expo and Job Fair at VT, Cumulus Job Fair, Putting Central PA Back to Work, Garrett County Chamber of Commerce Career Fair, Franklin County High School Career Fair, Blue Ridge CTC Career Fair, Liberty Communications Career Fair, Bedford Area Chamber of Commerce Career Fair, Shepherd University Career Fair, Jobs Expo, Yard Signs, Payment Center Posters	Shepherd Job Fair - 1; Employee referral - 1; Indeed - 1; International Search Consultants - 3	6

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6	Laborer	1	Employee Referral	VA Workforce Connection; Shentel Website; Simply Local - Rockingham; Simply Local Shenandoah; Indeed, Liberty Career Fair, Yard Signs, Payment Center Posters	Indeed - 4; Employee Referral - 2	6
7	NOC Technician	1	Employee Referral	Indeed, Shentel Website, Simply Local Shenandoah & Rockingham, Virginia Workforce Connection; Bullhorn Reach, Bedford Area Chamber of Commerce Job Fair, Yard Signs, Payment Center Posters	Employee Referral - 1; current employee - 1	2

**Supplemental Recruitment Initiatives:**

This unit executed the following Supplemental Recruitment Initiatives during this reporting period:

- Maintaining a tuition reimbursement program that allows employees to obtain qualifications that would allow them to advance to positions of greater responsibility.
- Establishing an internship program designed to assist members of the community in acquiring skills needed for MVPD employment.
- Participating in multiple job fairs with personnel who have substantial hiring responsibility.
- Participating in customer advisory meetings/dinners and Chamber of Commerce meetings to promote company and job openings.

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#	Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification	Total Number of Referrals	Number FT Hires
1	Shentel Website	Shentel	NA	Shentel	NO	0	0
2	Employee Referral	NA	NA	NA	NO	8	3
3	Current Customer	NA	NA	NA	NO	3	2
4	Current Employee	NA	NA	NA	NO	7	0
5	Indeed	177 Broad St, 6th Floor, Stamford CT 06901	NA	NA	NO	10	1
6	International Search Consultants (Agency)	7650 S. McClintock Rd, Suite, 103-158, Tempe, AZ 85284	Ann Zaslow-Rethaber	(888) 866-7276	NO	3	1
7	Yard Signs	Shentel Locations	Shentel Marketing	Shentel	NO	0	0
8	Payment Center Posters	Shentel Locations	Shentel Marketing	Shentel	NO	0	0
9	Simply Local Shenandoah	Shentel Local Access Channel 8	Shentel - Robin Laird	540-984-5178	NO	0	0
10	Simply Local Rockingham	Shentel Local Access WSVB Radio	Shentel - Robin Laird	540-984-5179	NO	0	0
11	Virginia Workforce Connection	1111 E Main St, Suite 901, Richmond, VA 23219	NA	804-786-4718	NO	1	0
12	Northern Virginia Daily	152 North Holiday Street, Strasburg, VA 22657	Susan Ritenour	540-465-5137 ext123	NO	0	0
13	Bullhorn Reach	33-41 Farnsworth Street, Boston, MA 02210	NA	NA	NO	0	0
14	CPEC Job Fair	Radisson Hotel 1150 Camp Hill Bypass Camp Hill, PA 17011	Andrea Hoppenjans	717-215-1305	NO	0	0
15	Liberty Engineering Career Fair	1971 University Blvd Lynchburg, VA 24502	NA	434-582-2000	NO	0	0
16	EMU Career Fair	1200 Park Rd Harrisonburg, VA 22802	NA	540-432-4000	NO	0	0
17	Glenville State College Career Fair	200 Hight St Glenville, WV 26351	NA	304-462-7361	No	0	0
18	Shepherd University Career Fair	PO Box 3210 Shepherdstown, WV 25443	NA	304-876-5000	NO	1	0
19	WVU Career Fair	PO Box 6008 Morgantown, WV 26506	NA	304-293-2221	NO	0	0
20	Putting Central PA Back to Work	Best Western Premier Harrisburg, PA	Karen Richards	717-901-0724	NO	0	0
21	Garrett County Chamber of Commerce Career Fair	687 Mosser Rd. McHenry, MD 21541	NA	NA	NO	0	0
22	Franklin County High School Career Fair	700 Tanyard Rd Rocky Mount, VA 24151	NA	540-483-0221	NO	0	0
23	Blue Ridge CTC Career Fair	13650 Apple Harvest Dr Martinsburg, WV	NA	304-260-4380	NO	0	0

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24	Liberty Communications Career Fair	1971 University Blvd Lynchburg, VA 24502	NA	434-582-2000	NO	0	0
25	Bedford Area Chamber of Commerce Career Fair	305 E Main St Bedford, VA 24523	NA	540-586-9401	NO	0	0
26	MCCC Expo and Job Fair at VT	870 Washington St Blacksburg, VA 24061	Debbie Wilson	540-231-6241	NO	0	0
27	Cumulus Job Fair	Park Inn, Mechanicsburg, PA 17050	Karen Richards	717-901-0724	NO	0	0
28	Liberty Career Fair	1971 University Blvd Lynchburg, VA 24502	NA	434-582-2000	NO	0	0
29	Jobs Expo	17 Middletown Rd White Hall, WV 26554	Ginny Layton	304-368-9530	NO	0	0