

EEO PUBLIC FILE REPORT

Shentel Unit # 12279 – Weston, WV

Reporting Period: October 1, 2011 through September 30, 2012

Total Number of Full-Time Vacancies Filled During This Period: 10

Total Number of People Interviewed for Full-Time Vacancies During This Period: 42

#	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	Office Assistant	1	Indeed.com	Shentel Website; Clarksburg Exponent Telegram; Weston Democrat, Indeed, Yard Signs, Payment Center Posters	Shentel Website(4); Indeed(3), Clarksburg Exponent Telegram (0), Weston Democrat (0), Yard Signs (0), Payment Center Posters (0)	7
2	Field Auditor	1	Walk in	Shentel Website, Walk In, ITT Huntington, Yard Signs, Payment Center Posters	Shentel Website (3); Walk In (1), ITT Huntington (0), Yard Signs (0), Payment Center Posters (0)	4
3	Office Assistant	1	Indeed.com	Shentel Website, Indeed; Weston Democrat, Yard Signs, Payment Center Posters	Shentel Website (6); Indeed.com (1), Weston Democrat (0), Yard Signs (0), Payment Center Posters (0)	7
4	Customer Service Rep	1	employee referral	Shentel Website, Employee Referral, Chamber of Commerce Webster Springs, Yard Signs, Payment Center Posters	Employee Referral (1), Shentel Website (0), Chamber of Commerce Webster Springs (0), Yard Signs (0), Payment Center Posters (0)	1
5	Customer Service Rep	1	Indeed.com	Shentel Website; Indeed, Harrisburg Job & Internship Fair , Yard Signs, Payment Center Posters	Shentel website (5); Indeed (2), Harrisburg Job and Internship Fair (0), Yard Signs (0), Payment Center Posters (0)	7
6	Customer Service Rep	1	employee referral	Shentel Website, Employee Referral, CPEC Job Fair, Yard Signs, Payment Center Posters	Employee Referral (1), Shentel Website (0), CPEC Job Fair (0), Yard Signs (0), Payment Center Posters (0)	1
7	Office Assistant	1	Indeed.com	Shentel Website, Weston Democrat, ZipRecruiter, Yard Signs, Payment Center Posters	Indeed.com (3); Weston Democrat (1), ZipRecruiter (0), Yard Signs (0), Payment Center Posters (0)	4
8	Office Assistant	1	Facebook	Shentel Website, Employee Referral; Facebook; Indeed, Kelly Services, Extra Staffing, Yard Signs, Payment Center Posters	Indeed (2); Facebook (1); Employee Referral (1), Shentel Website (0), Kelley Services (0), Extra Staffing (0), Yard Signs (0), Payment Center Posters (0)	4
9	Office Assistant	1	Kelly Services	Shentel Website; Employee Referral; Indeed; Kelly Services, Extra Staffing, Yard Signs, Payment Center Posters	Kelly Services (1), Shentel Website (0), Employee Referral (0), Indeed (0), Extra Staffing (0), Yard Signs (0), Payment Center Posters (0)	1
10	Supervisor, Customer Service	1	Employee Referral	Shentel Website, Zip Recruiter, Civilian Jobs, Simply Local Weston, Workforce WV, Indeed, Employee Referral, Internal, Yard Signs, Payment Center Posters	Indeed (3); Internal (2); Employee Referral (1), Shentel Website (0), ZipRecruiter (0), Civilian Jobs (0), Simply Local Weston (0), Workforce West Virginia (0), Yard Signs (0), Payment Center Posters (0)	6

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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.

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#	Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification	Total Number of Referrals	Number of FT Hires
1	Shentel Website	Shentel	NA	Shentel	NA	35	0
2	Yard Signs	Shentel Locations	Shentel Marketing	Shentel	NA	0	0
3	Payment Center Posters	Shentel Locations	Shentel Marketing	Shentel	NA	0	0
4	Employee Referral	NA	NA	NA	NA	4	3
5	Simply Local - Weston	Shentel Local Access Channel 3	Shentel - Robin Laird	540-984-5177	NA	0	0
6	Workforce West Virginia	1321 Plaza East, Charleston, WV 25325	NA	(304) 558-0342	NO	0	0
7	CivilianJobs	1825 Barrett Lakes Blvd, Suite 300, Kennesaw, GA 30144	NA	(866) 801-4418	NO	0	0
8	Internal	NA	NA	NA	NA	2	0
9	ZipRecruiter	1753 Third St Promenade, Suite 335, Santa Monica, CA 90401	NA	(877) 252-1602	NO	0	0
10	Kelly Services	8 Mountain Park Drive, White Hall, WV 26554	Sandi Stewart	304-363-4712	NO	1	1
11	Weston Democrat, Inc.	306 Main Ave, P.O. Box 968, Weston, WV 26452	NA	(304) 269-1600	NO	1	0
12	Walk-In	NA	NA	NA	NA	1	1
13	Clarksburg Exponent/Telegram	PO Box 2000, Clarksburg, WV 26302	NA	304-626-1420	NO	0	0
14	Facebook	1601 Willow Rd Menlo Park, CA 94025	NA	NA	NO	1	1
15	Indeed	177 Broad St, 6th Floor, Stamford CT 06901	NA	NA	NO	14	4
16	Chamber of Commerce Webster Springs	Webster Springs, WV 26288	NA	304-847-7666	NO	0	0
17	Harrisburg Job & Internship Fair	3211 N. Front St, Suite 201 Harrisburg, PA 17110	Christine Brindle	717-213-5048	NO	0	0
18	CPEC Job Fair	One Stoney Rd Dillsburg, PA 17019	Traci Keiffer	717-440-6237	NO	0	0
19	Extra Staffing	305 Water St Stonewood, WV 26301	NA	304-623-6738	NO	0	0
20	ITT Huntington	5183 US 60 #40 Huntington WV	NA	304-733-8700	NO	0	0