

EEO PUBLIC FILE REPORT

Shentel Unit # 12283 – Lebanon, VA

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

Total Number of Full-Time Vacancies Filled During This Period: 3

Total Number of People Interviewed for Full-Time Vacancies During This Period: 7

#	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	Customer Service Rep	1	Employee Referral	Shentel Website, VA Workforce Connection, Indeed, Cumulus Job Fair, MCCC Expo and Job Fair at Virginia Tech, Yard Signs, Payment Center Posters	Employee Referral - 3;	3
2	Network Technician I	1	Employee Referral	Shentel Website, VA Workforce Connection, Indeed, MCCC Expo and Job Fair at Virginia Tech, Yard Signs, Payment Center Posters	Employee Referral - 1; Shentel Website - 2	3
3	Customer Service Rep	1	Employee Referral	Shentel Website, Indeed, Valley Job Fair, Beckley Register Herald Job Fair, Yard Signs, Payment Center Posters	Employee Referral -1;	1

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 of FT Hires
1	Shentel Website	Shentel	NA	Shentel	NA	2	0
2	Indeed	177 Broad St, 6th Floor, Stamford CT 06901	NA	NA	NO	0	0
3	Employee Referral	NA	Shentel	NA	NO	5	3
4	Yard Signs	Shentel Locations	Shentel Marketing	Shentel	NA	0	0
5	Payment Center Posters	Shentel Locations	Shentel Marketing	Shentel	NA	0	0
6	Virginia Workforce Connection	1111 E Main St, Suite 901, Richmond, VA 23219	NA	(804) 786-4718	NO	0	0
7	MCCC Expo and Job Fair at VT	870 Washington St Blacksburg, VA 24061	Debbie Wilson	540-231-6241	NO	0	0
8	Cumulus Job Fair	Park Inn, Mechanicsburg, PA 17050	Karen Richards	717-901-0724	NO	0	0
9	Valley Job Fair	10 Franklin Rd SE Suite 540 Roanoke, VA 24011	Christine Broughton	540-857-2672	NO	0	0
10	Beckley Register Herald Job Fair	801 N Kanawah St PO Box 2398 Beckley, WV 25802	NA	304-255-4400	NO	0	0