

**ADAMS CATV, INC
CARBONDALE, PENNSYLVANIA
EEO PUBLIC FILE REPORT
10/1/20 – 9/30/21**

SECTION 1 – VACANCY LIST

See Master Recruitment Source List (MRSL) for recruitment source data

Job Title	Date Opened	Date Filled	Recruitment Source (RS) Used to Fill Vacancy	RS Referring Hiree	Number Interviewed
Line Crewman	10/19/20	10/26/20	4,5,6,7	6	3
Mechanic	11/1/20	11/13/20	1,3,4,5,6,7	7	2
Line Crewman	1/13/21	1/18/21	4,5,6,7	5	6
Line Crewman	1/13/21	2/1/21	4,5,6,7	4	6
Line Crewman	3/1/21	3/8/21	4,5,6,7	7	3
Line Crewman	3/20/21	3/29/21	1,4,5,6,7	1	2
Customer Service Rep	3/20/21	3/29/21	1,4,5,6,7	1	2
Customer Service Rep	5/10/21	5/17/21	4,5,6,7	4	3
Customer Service Rep	6/12/21	6/14/21	1,4,5,6,7	1	1
Document Scanner	6/17/21	6/17/21	1	1	1
Mechanic Helper	7/21/21	7/21/21	1	1	1

SECTION 1 – VACANCY LIST (CONTINUED)

See Master Recruitment Source List (MRSL) for recruitment source data

Job Title	Date Opened	Date Filled	Recruitment Source (RS) Used to Fill Vacancy	RS Referring Hiree	Number Interviewed
Installer	7/21/21	7/26/21	4,5,6,7	7	4
Customer Service Rep	8/10/21	8/16/21	1,4,5,6,7	7	3
Customer Service Rep	8/10/21	8/16/21	1,4,5,6,7	1	3
Line Crewman	8/10/21	8/16/21	4,5,6,7	5	1
Tier II Support	8/10/21	8/18/21	2,3,4,5,6,7,9	4	3
TOTAL INTERVIEWED					44

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SECTION 2 – MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	Recruitment Source Contact Info (Name, Address, Telephone Number)	Entitled to Notification?	Total Interviewed
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1	Employee Referral	No	4
2	Scranton Chamber of Commerce 222 Mulberry St., Scranton, PA 18503 570-342-7711	No	0
3	Indeed, Inc. www.indeed.com 7501 N. Capital of Texas Hwy, Bldg B, Austin, TX 78731	No	0
4	Adams Cable Channel 7 Carbondale, PA 18407 570-282-6121	No	16
5	Walk-Ins	No	2
6	Word of Mouth	No	3
7	Adams Cable Website - www.adamscale.com	No	19
8	Current Adams Cable Employees	No	0
9	Johnson College 3427 N. Main Ave., Scranton, PA 18508 570-342-6404	No	0
TOTAL INTERVIEWED			34

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SECTION 3 – RECRUITMENT INITIATIVES

Date	Type of Recruitment Initiative	Description of Activity	Description of Activity	Personnel Involved
1	On going	Adams Cable provides educational reimbursement program	Providing cross-training programs which enables personnel to acquire skills that could qualify them for positions in different departments	Office Manager, Training Coordinator
2	On going	Adams Cable maintains its own website www.adamscable.com	All available positions in any departments are posted and updated on the company's website	Internet Engineer
3	On going	Adams Cable provides paid training	Paid training is offered to all personnel for all positions in all departments	Office Manager, Training Coordinator, Technical Manager
4	On going	Adams Cable provides on-site mentoring for all new employees as well as employees that transfer to new positions	New and/or transferring employees train with current position employees for several weeks before working independently	Office Manager, Training Coordinator, Technical Manager