

**ADAMS CATV, INC  
 CARBONDALE, PENNSYLVANIA  
 EEO PUBLIC FILE REPORT  
 10/1/22 – 9/30/23**

**SECTION 1 – VACANCY LIST**

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

<b>Job Title</b>	<b>Date Opened</b>	<b>Date Filled</b>	<b>Recruitment Source (RS) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>	<b>Number Interviewed</b>
Customer Service Rep	10/10/22	10/31/22	4,7	7	2
Installer Assistant	10/31/22	11/8/22	5,6,9	9	1
Line Crewman	11/2/22	11/14/22	4,5,6,7	7	3
Cable Installer	11/8/22	11/28/22	4,5,6,7	7	4
IT/Sales	1/23/23	2/13/23	3,4,5,6,7	7	4
General Maintenance	6/22/23	6/22/23	1	1	1
Cable Installer/Tech	8/31/23	9/11/23	4,5,6,7	7	4

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**SECTION 2 – MASTER RECRUITMENT SOURCE LIST (MRSL)**

<b>RS Number</b>	<b>Recruitment Source Contact Info (Name, Address, Telephone Number)</b>	<b>Entitled to Notification?</b>	<b>Total Interviewed</b>
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1	Employee Referral	No	1
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	2
4	Adams Cable Channel 7 Carbondale, PA 18407 570-282-6121	No	3
5	Walk-Ins	No	1
6	Word of Mouth	No	1
7	Adams Cable Website - www.adamscable.com	No	11
8	Current Adams Cable Employees	No	0
9	Johnson College 3427 N. Main Ave., Scranton, PA 18508 570-342-6404	No	0

<b>TOTAL INTERVIEWED</b>
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<b>19</b>
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**SECTION 3 – RECRUITMENT INITIATIVES**

<b>Date</b>	<b>Type of Recruitment Initiative</b>	<b>Description of Activity</b>	<b>Personnel Involved</b>	
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 <a href="http://www.adamscable.com">www.adamscable.com</a>	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
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