



2011 EEO Public File Report

TOCCOA, GA – FCC EMPLOYMENT UNIT #9362

THIS REPORT COVERS OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011.

Total Number of Full-Time Vacancies Filled During This Period: 5

Total Number of People Interviewed For Full-Time Vacancies During This Period: 17

FULL-TIME POSITIONS FILLED

#	Position Title	Number Hired	Recruitment Source of Successful Applicant(s)	Recruitment Source(s) Used to Fill the Vacancy <i>Please see attached Recruitment Resource List for recruitment source contact information.</i>	Number of Interviewees Referred by Each Recruitment Source	Total Number Interviewed
1	Marketing Coordinator	1	Employee Referral	The Toccoa Record North Georgia Tech College Toccoa Falls College GA Department of Labor Northland Community Channel Northland Website Employee Referral	3 0 0 2 0 0 1	6
2	Account Executive	1	GA Department of Labor	The Toccoa Record North Georgia Tech College Toccoa Falls College GA Department of Labor Northland Community Channel Northland Website Internal Candidate	0 0 0 2 0 0 1	3
3	Installer	1	Employee Referral	North Georgia Tech College Toccoa Falls College GA Department of Labor Northland Community Channel Northland Website Employee Referral Referral Walk-in Craigslit	0 0 0 0 0 1 1 1 0	3



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4	Marketing Coordinator	1	Walk-in	GA Department of Labor	0	2
				Craigslist	0	
				North GA Technical College	0	
				Toccoa Falls College	0	
				Northland Community Channel	0	
				Northland Website	0	
				Internal Candidate	1	
				Walk-in	1	
5	Technical Services Rep.	1	North GA Technical College	GA Department of Labor	0	3
				Toccoa Record	1	
				North GA Technical College	1	
				Toccoa Falls College	0	
				Northland Community Channel	0	
				Northland Website	0	
				Walk-in	1	

SUPPLEMENTAL OUTREACH INITIATIVES

1. Training Programs: a) NOTC training program that enables unit personnel to acquire skills that could qualify them for higher level positions, b) CSR Certification Program that provides a means for customer service representatives to improve their product knowledge and customer service skills and improve their wage earnings, c) Education Assistance program that encourages employees to further job related skills and improve performance and d) Video training reviewed by employment unit management regarding prevention of discrimination and harassment.

2. Participation in Internet and other programs designed to promote outreach: Positioning on Featured Employer on SCTE, WICT and NAMIC, Monster.com and local newspapers/local origination channel regarding Equal Opportunity commitment and policies.



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RECRUITMENT RESOURCE LIST

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
The Toccoa Record	P.O. Drawer 1069 Toccoa, GA 30577 www.thetoccoarecord.com	Sue	(706) 886-9476	No	4
North Georgia Technical College	PO Box 65, Hwy 197 N Clarkesville, GA 30523 www.ngtcollege.org	L. Addis	(706) 754-7700	No	1
Toccoa Falls College	325 Chapel Drive Toccoa Falls, GA 30598 www.tfc.edu	J. McAfee	706-886-2134	No	0
GA Dept of Labor	112 North Alexander Street Toccoa, GA 30577-2372 www.dol.state.ga.us	C. Smith	(706) 282-4514	No	4
Northland Communications-Toccoa Community Channel	PO Box 1667 Toccoa, GA 30577	J. Mobley	(706) 886-2727	No	0
Northland Website	101 Stewart St. Suite 700 Seattle WA 98001 www.yournorthland.com/Toccoa	Human Resources	(206) 621-1351	N/A	0
Craigslist.org	www.atlanta.craigslist.org	n/a	n/a	No	0
Employee Referral		n/a	n/a	No	2
Internal Candidate		n/a	n/a	No	2
Referral		n/a	n/a	No	1
Walk-in		n/a	n/a	No	3