



THIS REPORT COVERS OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017.

Total Number of Full-Time Vacancies Filled During This Period: 1

Total Number of People Interviewed For Full-Time Vacancies During This Period: 2

**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	Service Technician	1	Walk-in	Lewis-Clark State College Panhandle Special Needs Bonner County Daily Bee Northland Communications Website Craigslis Idaho Department of Commerce and Labor Indeed* Walk-in	0 0 0 0 0 0 1 1	2

\*Unverifiable recruitment source, candidate indicated this referral source, however, it was not posted by Northland

**SUPPLEMENTAL OUTREACH INITIATIVES**

1. Training Programs: a) NCD training program that enables unit personnel to acquire skills that could qualify them for higher level positions, b) Sales Certification Program that provides a means for Sales Associates and Call Center Agents to improve their product knowledge, customer service and sales skills and their 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: Posting on Featured Employer on SCTE and WICT, and Monster.com Diversity Banner regarding Equal Opportunity commitment and policies.

**RECRUITMENT RESOURCE LIST**

<b>Name of Recruitment Source</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Entitled to Notification [Yes/No]</b>	<b>Total Number of Interviewee Referrals</b>
Idaho Department of Commerce & Labor (Sandpoint Job Service)	613 Ridley Village Road, Ste. C Sandpoint, ID 83864		(208) 263-7544	No	0
Bonner County Daily Bee	310 Church St Sandpoint, ID 83864	A. Bangerman	(208) 263-9534	No	0
Lewis-Clark State College	500 8 <sup>th</sup> Ave. Lewiston, ID 83501		(208) 666-6707	No	0
Panhandle Special Needs	1424 N. Boyer Ave. Sandpoint, ID 83864		(208) 263-7022	No	0
Northland Communications Website	101 Stewart St. Suite 700 Seattle, WA 98101 www.yournorthland.com/careers	HR	(206) 621-1351	No	0
Criagslist	www.craigslist.org/Spokane	n/a	n/a		0
Indeed*	www.indeed.com	n/a	n/a	n/a	1
Walk-in	n/a	n/a	n/a	n/a	1

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