



2016 EEO Public File Report
MOSES LAKE – FCC EMPLOYMENT UNIT #2493

THIS REPORT COVERS OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016.

Total Number of Full-Time Vacancies Filled During This Period: 9

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	Installer	1	*Indeed.com	Work Source Big Bend Community College OIC of Washington Craigslisr.org Northland Communications Website Northland Community Channel Columbia Basin Herald *Indeed.com*	1 0 0 0 0 0 0 2	3
2	Lead Sales Associate	1	Internal Promotion	Internal Promotion	N/A	N/A
3	Sales Associate	1	Employee Referral	Work source Craigslisr Big Bend Community College OIC of Washington Northland Communications Website Northland Community Channel Employee Referral	1 0 0 0 0 0 1	2



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4	Field Supervisor	1	Internal Promotion	Work Source Big Bend Community College OIC of Washington Craigslist.org Northland Communications Website Columbia Basin Herald Internal Promotion	0 0 0 0 0 0 1	1
5	Sales Associate	1	Work Source	Work Source Craigslist Big Bend Community College OIC of Washington Northland Communications Website Columbia Basin Herald Walk-in Employee Referral	1 0 0 0 0 0 3 1	5
6	Technical Service Representative	1	Internal Promotion	Internal Promotion	N/A	N/A
7	Business Solutions Account Executive	1	LinkedIn	Work Source Big Bend Community College OIC of Washington Craigslist Northland Communications Website Columbia Basin Herald Leavenworth Echo Tri-Cities Herald Wenatchee Business Journal Cablefax Linkedin	0 0 0 0 0 0 0 0 0 0 1	1



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8	Installer	2	*Indeed.com Employee Referral	Work Source Craigslis Big Bend Community College OIC of Washington Northland Communications Website Columbia Basin Herald *Indeed.com *LinkedIn.com Employee Referral	0 0 0 0 0 0 2 1 2	5

*Unverifiable recruitment source. Applicant indicated this referral source, however it was not posted by Northland.

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) Sales Certification Program that provides a means for Sales Associates to improve their product knowledge, customer service and sales skills and their earnings, and c) Education Assistance program that encourages employees to further job related skills and improve performance.
2. Participation in Internet and other programs designed to promote outreach: Posting on Featured Employer on Monster.com Diversity Banner and in local newspaper regarding Equal Opportunity commitment and policies. Sent outreach letters to local organizations as follows: Express Personnel Services, Total Employment and Management, Big Bend Community College, and Work Source.

RECRUITMENT RESOURCE LIST

Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
Columbia Basin Herald	815 W. 3 rd Ave. Moses Lake, WA 98837	Jamie	(509) 765-2844	No	0
Work Source	309 E 5 th Ave Moses Lake, WA 98837 https://fortress.wa.gov/esd/worksource/Em	Eileen	(509) 766-2559	No	3



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Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification [Yes/No]	Total Number of Interviewee Referrals
	ployment.aspx				
Big Bend Community College	7662 Chanute St. NE Moses Lake, WA 98837		(509) 762-2135	No	0
OIC of Washington	PO Box 1517 Moses Lake, WA 98837	Jody	(509) 764-8120	No	0
Craigslist	Moseslake.craigslist.org			No	0
Northland Communications Website	101 Stewart St., Suite 700 Seattle, WA 98101 www.yournorthland.com/moses lake	HR	(206) 621-1351	No	0
Northland Communications Community Channel	317 S. Ash St. Moses Lake, WA 98837	N. Clark	(509) 765-6151	No	0
Cablefax	www.cablefax.com	N/A	N/A	No	0
Employee Referral	N/A	N/A	N/A	N/A	4
Walk-in	N/A	N/A	N/A	N/A	3
Craigslist	Moseslake.craigslist.org Spokane.craigslist.org			No	0
Tri-Cities Herald	333 W. Canal Drive Kennewick, WA 99336	K. Andrews	(509) 586-6181	No	0
Wenatchee Business Journal	201 Cottage Avenue #4 Cashmere, WA 98815	C. Forhan	(509) 663-6730	No	0
*Indeed	www.indeed.com			N/A	4
LinkedIn	www.linkedin.com	n/a	n/a	n/a	2
Internal Promotion	n/a	n/a	n/a	n/a	1
Leavenworth Echo	P.O. Box 39 Leavenworth, WA 98826 classifieds@leavenworthecho.com	S. Dodrill	(509) 548-5286	No	0

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