

2009 EEO Public File Report

MOSES LAKE – FCC EMPLOYMENT UNIT #2493

THIS REPORT COVERS OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2009.

Total Number of Full-Time Vacancies Filled During This Period: 6

Total Number of People Interviewed For Full-Time Vacancies During This Period: 18

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	2	Columbia Basin Herald Walk-in	Work Source Express Personnel OIC of Washington Big Bend Community College Columbia Basin Herald Walk-In	1 0 0 0 2 1	4
2	Customer Service Representative	1	Employee Referral	Work Source Express Personnel Employee Referral OIC of Washington Big Bend Community College Columbia Basin Herald	0 0 1 0 0 3	4
3	Installer	2	Columbia Basin Herald Internet	Work Source Express Personnel Employee Referral OIC of Washington Big Bend Community College Columbia Basin Herald	1 0 1 0 0 4	6

4	Installer	1	Internal Promotion	Work Source	0	4
				Express Personnel	0	
				OIC of Washington	0	
				Big Bend Community College	0	
				Columbia Basin Herald	1	
				Employee Referral	2	
				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.

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 Moses Lake, WA 98837		(509) 765-2844	No	10
Work Source	309 E 5 th Ave Moses Lake, WA 98837	Dustin	(509) 766-2559	No	2
Big Bend Community College	7662 Chanute St. NE Moses Lake, WA 98837		(509) 762-2135	No	0
Express Personnel	821 W. Broadway Ave Moses Lake, WA 98837		(509) 764-6680	No	0
Total Employment and Management	529 E. Broadway Ave Moses Lake, WA 98837	Lovey	(509) 765-3214	No	0
OIC of Washington	PO Box 1517 Moses Lake, WA 98837	Jody	(509) 764-8120	No	0
Walk-in				N/A	2
Employee Referral				N/A	4