

**FULL CHANNEL INC.
EEO PUBLIC FILE REPORT
September 1, 2014-August 31, 2015**

Reporting period: September 1, 2014- August 31, 2015

Number of new fulltime employees 4

Small Market Exemption: Yes

During the Reporting Period, a total of 4 full-time positions were filled. The information required by FCC Rule 73.2080(c)(6) is provided in the information that follows.

INITIATIVES

The employment unit engaged in the following outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions

Full Channel, Inc. hired a consultant to work with the management team this year. The consultant trained managers on how to evaluate employee performance and writing new job descriptions for all members of their departments. The consultant worked then with employees to identify their strong and weak points. After the consultant worked with managers to evaluate employee performances with the new skills they were taught. Managers performed evaluations with the new system and gave employee goals to reach to qualify them for higher level positions. The consultant also reviewed the Employee Handbook and made suggestions on how to improve it which are being implemented in the form of a Human Resource Handbook.

A consultant was hired to work with the sales & service representatives (SSRs) on their phone skills. This training was done to improve the customer experience with our sales & service staff.

Full Channel, Inc. technical supervisor participated in "Employee Safety Awareness" training course. The technical supervisor then conducted a class with the technical staff. This training should help improve safety and productivity.

Provision of training to management level personnel as to the methods of ensuring equal employment and preventing discrimination

Annually, the managers of Full Channel, Inc. participate in EEO policy training which provides an understanding of the responsibilities of manager and supervisors, awareness of the state and federal EEO policies to insure that the work place is free from unlawful discrimination and harassment. All updates and changes to the EEO policy are provided to managers during the course of the year at monthly managers meetings. Once the updates and changes to EEO policy have been reviewed and approved by management and legal they are distributed to all employees.

**FULL CHANNEL INC.
EEO PUBLIC FILE REPORT
September 1, 2014-August 31, 2015**

VACANCY LIST

Vacancies Filed	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring
		Hire
Job Title: Sales Service Representative Date Filled: April 15, 2015	Full Channel Careers page-Internet Full Channel Website Intranet Craigslist East Bay Newspapers Monster.com RI Department of Labor & Training Online Job-Matching Service jobsinri.com Networking organizations/resources of President i.e. Women President's Organization	jobsinri.com
Job Title: Planet & Maintenance Tech Date Filled: April 2, 2015	Full Channel Careers page-Internet Full Channel Website Intranet Craigslist East Bay Newspapers Monster.com RI Department of Labor & Training Online Job-Matching Service jobsinri.com Networking organizations/resources of President i.e. Women President's Organization Referral SCTE Job Connect	Referral
Job Title: Installer/Service Tech Date Filled: April 3, 2015	Full Channel Careers page-Internet Full Channel Website Intranet Craigslist East Bay Newspapers Monster.com RI Department of Labor & Training Online Job-Matching Service jobsinri.com Networking organizations/resources of President i.e. Women President's Organization Referral SCTE Job Connect	Full Channel Careers page-Internet
Job Title: Customer Service Manager Date Filled: April 15, 2015	Full Channel Careers page-Internet Full Channel Website Intranet Craigslist East Bay Newspapers Monster.com RI Department of Labor & Training Online Job-Matching Service jobsinri.com Networking organizations/resources of President i.e. Women President's Organization	jobsinri.com

**FULL CHANNEL INC.
EEO PUBLIC FILE REPORT
September 1, 2014-August 31, 2015**

RS Number	RS Information	No. of Interviewees Referred by RS over 12-month period
	Full Channel Careers page-Internet	6
	Full Channel Website Intranet	
	Craigslist	10
	East Bay Newspapers	2
	Monster.com	1
	RI Department of Labor & Training Online Job-Matching Service	
	jobsinri.com	7
	Networking organizations/resources of President i.e. Women President's Organization	
	Referral	1
	Cox Communications Human Resources Department	
	SCTE Job Connect	

RECRUITMENT INITIATIVE

TYPE OR RECRUITMENT INITIATIVE	BRIEF DESCRIPTION OF ACTIVITY
Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions	<p>Full Channel, Inc. hired a consultant to work with the management team this year. The consultant trained managers on how to evaluate employee performance and writing new job descriptions for all members of their departments. The consultant worked then with employees to identify their strong and weak points. After that the consultant worked with managers to evaluate employee performances with the new skills they were taught. Managers performed evaluations with the new system and gave employee goals to reach. The consultant also reviewed the company's Employee Handbook and made suggestions on how to improve it which are being implemented in the form of a Human Resource Handbook.</p> <p>A consultant was hired to work with the sales & service representatives (SSRs) on their phone skills. This training was done to improve the customer experience with our sales & service staff.</p> <p>Full Channel, Inc. technical supervisor participated in "Employee Safety Awareness" training course. The technical supervisor then conducted a class with the technical staff. This training should help improve safety and productivity.</p>
Provision of training to management level personnel as to the methods of ensuring equal employment and preventing discrimination	<p>Annually, the managers of Full Channel, Inc. participate in EEO policy training which provides an understanding of the responsibilities of manager and supervisors, awareness of the state and federal EEO policies to insure that the work place is free from unlawful discrimination and harassment. All updates and changes to the EEO policy are provided to managers during the course of the year at monthly managers meetings. Once the updates and changes to EEO policy have been reviewed and approved by management and legal they are distributed to all employees.</p>