

CHILLCOTHE, MO
UNIT 4311
EEO PUBLIC FILE REPORT
9/21/2010- 9/20/2011

I. VACANCY LIST

See Master Recruitment Source List (MRSL) for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Customer Service Representative	1-4	1

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Chillicothe Constitution-Tribune, PO Box 707, 818 Washington St., Chillicothe, MO 64601 (660) 646-2411	No	2
2	MissouriCareerSource.com, M Zion 421 Locust St., Chillicothe, MO 64601	No	1
3	Windjammer Communications Website	No	0
4	Walk in Applications	No	1
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			4

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	7. Participation in a Scholarship Program.	Windjammer HQ and this employment unit awarded a scholarship to a student at Chillicothe High School on 5/6/2011. The recipient was chosen from a group of students interested in continuing their education in the telecommunications/technology industries. Contact: C. Baker, 2801 Hornet Rd., Chillicothe, MO 64601, Tele: 660-646-0700
2	8. Establish training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.	Windjammer offers over a dozen training programs every year through its Professional Employer Organization presented by various law firms, account managers, and company officers; that all employees are welcome to attend in order to grow professionally. For 2011, these programs included (but were not limited to): Proper Completion of I9 forms, Managing Stress and Building Resiliency, and Customer Service and Phone/Email Etiquette. Contact: J. Tocre, HR Coordinator – Alpha Staff, 800 Corporate Drive, Ste 600, Ft. Lauderdale, FL 33334. Tele: 866-632-8157
3	14. Training of management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Windjammer held its yearly FCC EEO Compliance Review meeting on 10/12/2010. The meeting was attended by all regional managers, business managers, tech ops managers as well as company officers. Contact: A. Paluga, Human Resources, 8500 W 110 th St., Ste 600, Overland Park, KS 66210. Tele: 913-563-5444
4	14. Training of management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Regional managers, business managers, tech ops managers from this and other employment units attended a webinar hosted by Alpha Staff on the topic: Steps to take before you say “You’re Fired!” in an effort to educate and reiterate management on dealing with employees and conflicts in the work place and the avoidance of discrimination in everyday operations. The meeting was held on 3/17/2011. Contact: J. Tocre, HR Coordinator – Alpha Staff, 800 Corporate Drive, Ste 600, Ft. Lauderdale, FL 33334. Tele: 866-632-8157
5	14. Training of management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Windjammer held two mandatory Webinars on Sensitivity and Diversity in the workplace on 10/26/2010 and 11/2/2011. The seminars were attended by all Windjammer employees. Contact: L. Crespo, HR Account Manager – Alpha Staff, 800 Corporate Drive,

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		Ste 600, Ft. Lauderdale, FL 33334. Tele: 954-918-2199
6	14. Training of management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Regional managers, business managers, tech ops managers from this and other employment units attended a webinar hosted by Alpha Staff on the topic: "Employer Practice Liability Insurance & EEOC Changes" in an effort to educate and reiterate management on proper employer actions and EEOC education. The meeting was held on 8/18/2011. Contact: A. Latimer, Manager of Employee Claims, Alpha Staff, 800 Corporate Drive, Ste 600, Ft. Lauderdale, FL 33334. Tele: 888-335-9545