

**OVERLAND PARK, KS
UNIT HQ457
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
Accounting Clerk	1,6	1
Senior Accountant	1-5	1

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II. MASTER RECRUITMENT SOURCE LIST (MRS�)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Accounting Principals – Parker & Lynch 9401 Indian Creek Parkway Suite 770, Overland Park, KS 66213 Contact: N. Hussuk 913-748-3410	No	11
2	Synergy Staffing Services – 8575 W 110 th Street, Suite 314, Overland Park, KS 66210 Contact: L. Vanek 913-312-2300	No	1
3	Morgan Hunter Corporate Search – 7600 W. 110 th Street, Overland Park, KS 66210 Contact: C. Wright 913-409-1118	No	2
4	WITI (Women in Technology International) – 11500 Olympic Blvd., Suite 400, Los Angeles, CA 90064	No	0
5	SunNews – 4370 W. 109 th Street, Overland Park, KS 66211 Contact: J. Lusk 913-385-6042	No	0
6	Robert Half Management Resources – 920 Main Street, Suite 230, Kansas City, MO 64105 Phone: 816-448-5155 x 42714	No	3
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			17

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	6. Other programs to promote outreach generally	Windjammer HQ put together "Customer Appreciation" events in which members of the corporate staff have and will travel to Windjammer locations (specifically Susanville, CA on 10/2/2010; Palestine, TX on 10/27/2010; Graham, TX 10/30/2010; Marshall, MO 10/30/2010; Evanston, WY on 8/13/2011; Mountain Home, ID on 8/20/2011; and Susanville, CA on 9/24/2011) to work with local unit personnel and engage the community in relationship building events with food, games and a family atmosphere. Contact: D. Ballew, 8500 W 110 th Street, Suite 600, Overland Park, KS 66210 Tele: 913-563-5443
2	7. Participation in a Scholarship Program.	Windjammer HQ coordinated, set up and implemented the Windjammer Communications Home Town Scholarship. A local high school student interested in continuing their education in the telecommunications/technology industries was chosen by committee for the scholarship. Employment units that participated with the HQ include: Palestine, TX; Susanville, CA; Chillicothe, MO; Liberal, KS; and Mountain Home, ID Contact: A. Paluga, 8500 W 110 th Street, Suite 600, Overland Park, KS 66210 Tele: 913-563-5444
3	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
4	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. It 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,

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		Overland Park, KS 66210. Tele: 913-563-5444
5	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
6	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, Ste 600, Ft. Lauderdale, FL 33334. Tele: 954-918-2199
7	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