

Public File Report  
Bright House Networks – Grant County, IN

May 18, 2016 to August 31, 2016

## Public File Report

The following is a list of full time vacancies filled by Bright House Networks-Grant County, Indiana from August 16, 2016 to August 31, 2016 identified by job title:

JOB TITLE	# Filled
Installer Technician	1

2a. The following is a list of recruitment sources used to fill each vacancy identified in number 1 above:

Internal

2b. The following is a list of the recruitment sources who requested notification of vacancies:

- A. Hire a Hoosier Vet
- B. Work One
- C. ITT Technical Institute
- D. Easter Seals

3. The following is a list of recruitment sources that referred any employees that were hired since May 18, 2016.

- A. Internal

4a. The total number of persons that were interviewed for full time vacancies since May 18, 2016: 1

4b. Of those interviewed, the following is each recruitment source utilized in connection with the vacancies that existed since May 18, 2016:

Internal

**5. Since May 18, 2016, the following are the longer term recruitment initiatives engaged in by our Division:**

- A. Current listings of Bright House Networks Indiana Division job openings are located on our website at [jobs.brighthouse.com](http://jobs.brighthouse.com)
- B. Bright House Networks is a member of Direct Employers Organization which makes posted positions available to thousands of niche sites including diversity, veteran/military, disability, college/alumni, and search engines.
- C. On-going training is provided to management level personnel consisting of equal employment opportunities, preventing discrimination, diversity training and interviewing practices.
- D. Bright House Networks Futures Leaders is a technology scholarship program designed to recognize high school seniors in good standing in the Bright House Networks service area for their contributions to their schools and local communities. Bright House Future Leaders will be named based on community service activities, leadership skills and an essay describing the importance of leadership and community service. Bright House Future Leaders honorees will be awarded a computer laptop, software and carrying case (valued at \$1,000).
- E. Bright House Networks Indiana encourages childcare, which improve the employment opportunities for minorities and women. This includes the Dependent Care Flexible Spending accounts that employees can use to reduce day care expenses.
- F. Recruitment of bilingual (English as primary, Spanish as secondary) candidates for all vacancies. Communication regarding the need for bilingual candidates included in all external ads and vacancy information that is faxed to our recruitment sources.
- G. To promote career growth and development, the Company has an Educational Assistance Plan which reimburses eligible employees 100% for eligible expenses of job-related courses and 100% for career advancement courses. In addition the Company provides NCTI (National Cable Telecommunications Institute) courses which are specifically cable related under this Plan and could be covered at 100%.
- H. Within Technical Operations there is a career progression program which allows Service Technicians to self- promote through 4 levels. A career progression program was also implemented for Maintenance Technicians. Natural career progressions also occur throughout the different departments within Bright House Networks.

- I. The Marion Indiana division maintained continuous vigilance and communications with the community, reaching out to minority and women organizations for referrals.
- J. The Marion Indiana division continues to implement its employee referral program that boasts a \$250.00 per referral.
- K. We participated actively in job fairs and recruiting programs at Indiana Tech and Indiana Black Expo.
- L. Career progression coaching and mentoring is available to current employees. In regards to current and future programs, Bright House Networks launched Bright U, an online university offering learning on demand. The range of courses provide an astounding array of opportunities for growth and development, as well as the ability to brush up on applications used less frequently. With over 300 Instructor led and online courses, Bright U serves as a gateway to expanding knowledge.