

EEO Public File Report
Midcontinent Communications -- Bismarck, ND
October 1, 2018-September 30,2019
Full-Time Positions Filled

Req	Posting Title	Accept Date	Start Date	Positions		Recruitment Sources	Interviewed	Hired
				Filled				
18-0345	Field Technician I	11/21/2018	12/18/2018	3	BismanOnline		-	-
					eBenefits - Dept of Veteran Affairs		-	-
					ExperienceND		-	-
					Facebook		3	2
					Handshake College Consortium		-	-
					Helpwanted.com		-	-
					Indeed		6	-
					JobsHQ		-	-
					Keloland Employment		-	-
					Midco Website		5	1
					ND Workforce Connection (Job Service of North Dakota)		-	-
					NorthDakotaJobNetwork		-	-
					Referred by Friend or Family		1	-
					TeamND		-	-
					ValleyNewsEmployment		-	-
18-0337	Field Technician I	2/14/2019	3/19/2019	2	BismanOnline		-	-
					eBenefits - Dept of Veteran Affairs		-	-
					ExperienceND		-	-
					Facebook		-	-
					Handshake College Consortium		-	-
					Helpwanted.com		-	-
					Indeed		6	1
					Keloland Employment		-	-
					Midco Billing Statement		-	-
					Midco Website		-	-
					ND Workforce Connection (Job Service of North Dakota)		-	-
					NorthDakotaJobNetwork		1	1
					TeamND		-	-
					ValleyNewsEmployment		-	-
18-0377	Field Technician I	2/7/2019	3/5/2019	1	BismanOnline		-	-
					eBenefits - Dept of Veteran Affairs		-	-
					ExperienceND		-	-
					Facebook		-	-
					Handshake College Consortium		-	-

				Helpwanted.com	-	-
				Indeed	2	-
				Keloland Employment	-	-
				Midco Website	-	-
				ND Workforce Connection (Job Service of North Dakota)	-	-
				NorthDakotaJobNetwork	-	-
				Referred by Current Employee	2	-
				Referred by Friend or Family	1	1
				TeamND	-	-
				ValleyNewsEmployment	-	-
19-0007 SMB Sales Consultant	2/20/2019	3/19/2019	1	BismanOnline	-	-
				Current Employee	1	-
				eBenefits - Dept of Veteran Affairs	-	-
				ExperienceND	-	-
				Handshake College Consortium	-	-
				Helpwanted.com	-	-
				Indeed	2	1
				JobsHQ	-	-
				Keloland Employment	-	-
				Midco Website	-	-
				ND Workforce Connection (Job Service of North Dakota)	-	-
				NorthDakotaJobNetwork	-	-
				TeamND	-	-
ValleyNewsEmployment	-	-				
18-0283 Field Technician I	11/29/2018	5/14/2019	3	Bismarck State College Job & Internship Fair	2	-
				eBenefits - Dept of Veteran Affairs	-	-
				ExperienceND	-	-
				Facebook	2	-
				Handshake College Consortium	-	-
				Helpwanted.com	-	-
				Hiring Flier	-	-
				Indeed	5	-
				Keloland Employment	-	-
				Midco Billing Statement	-	-
				Midco TV Commercial `	3	-
				Midco Website	7	1
				ND Workforce Connection (Job Service of North Dakota)	-	-

					NorthDakotaJobNetwork	-	-
					Referred by Current Employee	6	1
					Referred by Friend or Family	-	1
					TeamND	-	-
					Twitter	-	-
					ValleyNewsEmployment	3	-
19-0081	Field Technician I	4/17/2019	6/25/2019	2	BismanOnline	-	-
					Bismarck State College Job & Internship Fair	1	1
					eBenefits - Dept of Veteran Affairs	-	-
					ExperienceND	-	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-
					Hiring Flier	-	-
					Indeed	3	1
					Keloland Employment	-	-
					Midco Website	1	-
					ND Workforce Connection (Job Service of North Dakota)	1	-
					NorthDakotaJobNetwork	-	-
					Referred by Current Employee	1	-
					Referred by Friend or Family	-	-
					TeamND	-	-
					ValleyNewsEmployment	-	-
19-0127	Field Technician	8/13/2019	9/3/2019	1	BismanOnline	-	-
					Career Builder	1	-
					eBenefits - Dept of Veteran Affairs	-	-
					ExperienceND	-	-
					Facebook	1	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-
					Indeed	6	1
					JobsHQ	-	-
					Keloland Employment	-	-
					LinkedIn	1	-
					Midco Web Banner	-	-
					Midco Website	2	-
					ND Workforce Connection (Job Service of North Dakota)	-	-
					NorthDakotaJobNetwork	-	-
					Referred by Current Employee	2	-
					TeamND	-	-

		ValleyNewsEmployment		
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Recruitment Source	Contact	Email	Entitled to
Recruitment Sources Used for All Openings			
Current Employee	Current Employee application	www.midcocareers.com	N
eBenefits-Dept of Veteran Affairs 810 Vermont Ave NW Washington, D.C. 20420	Contact: Lori Adams Phone: 800-342-9647	www.careeronestop.org	N
Helpwanted.com 1085 Route 55, Unit 14, Lagrangeville, NY 12540	Contact: Maureen Daley Phone: 605-956-4158 Ext- 9002	Maureen@RegionalHelpWanted.com	N
Keloland Employment 501 S. Phillips Ave Sioux Falls, SD 57104	Contact: Sam Johnson Phone: 701-532-0976	sam@classifiedverticals.com	N
LocalJobNetwork(KS,MN,ND,SD, WI) 1000 N. Water St Suite 1100 Milwaukee, WI 53202	Contact: Heather Homa Phone: 800-984-3775	heather.homa@localjobnetwork.com	N
Midco Website	Contact: Patti Hawkey Phone: 605-271-7604	www.midcocareers.com	N
ND Workforce Connection (Job Service of North Dakota) PO Box 5507, Bismarck, ND 58506	Contact: Ron Lanfins Phone: 701-352-4450	rlanfins@nd.gov	N
Recruitment Sources for Specific Vacancies			
BismanOnline 316 N 5th St Floor 6 Bismarck, ND 58501	Contact: Jamie Thrasher Phone: 701-222-0370	jthrasher@bismanonline.com	N
Career Builder 2501, 200 N LaSalle Blvd, Chicago, IL 606001	Contact: Sarah Jaworski Phone: 773-527-1115	sarah.jaworski@careerbuilder.com	N
ExperienceND 1600 E Century Ave Suite 2, Bismarck, ND 58503	Contact: Amanda Remyense Phone: 701-328-7246	www.ExperienceND.com	N
JobsHQ PO Box 6024, Fargo, ND 58107-6024	Contact: Anne Malvin Phone: 701-451-5643	www.jobshq.com	N
Referred by Current Employee	Referral from Current Employee		N
Referred by Friend or Family	Referral from Friend of Family		N
TeamND	Contact: Jay Meier	www.teamnd.org	N

1200 S. Jay St Aberdeen, SD 57401	Phone: 701-224-5666	
ValleyNewsEmployment 1350 21st Ave S, Fargo, ND 58103	Contact: Samantha Johnson Phone: 701-532-0976	sam@classifiedverticals.com N
Media Sources(Newspaper, Billboards, Radio, Flyers, Events, Job Fairs)		
Bismarck State College Job & Internship Fair 1500 Edwards Ave, Bismarck, ND 58506	Contact: Julie Crispell Phone: 701-224-5752	Julie.cripsell@bismarkstate.edu N
Hiring Flier	Handouts at Sponsored Events & within the community	N
Midco Billing Statement	Advertising open positoins in billing statement	N
Midco TV Commercial	TV Commerical Midco airs	N
Internet Sources		
Facebook https://www.facebook.com/	Internet Posting	N
Handshake College Consortium https://www.joinhandshake.com/	Internet Posting	N
Indeed https://www.indeed.com/	Internet Posting	N
LinkedIn https://www.linkedin.com/feed/	Internet Posting	N
Twitter https://twitter.com/	Internet Posting	N

Long Term Initiatives				
Date	Initiative	Description	Scope of Involvement	Personnel Involved
10/1/2018 - on going	Advertising to target a wide range of candidates throughout the area	Midco has created a regional recruitment video featuring current employees and the community. (Field Tech)	Broad Outreach	Midco Production, Marketing and Recruiting
10/1/2018 - on going	Advertising to target a wide range of candidates throughout the	We advertise available positions with the state Job Service (through the Department of Labor)	Broad Outreach	Recruiting
10/1/2018-on going	Career Progression Program for Technicians	This program provides career progression opportunities for Technicians to strengthen and expand their abilities in their field, and enables them to control their own career progression and wages. We partner with the National Cable Television Institute along with implementing our own in house curriculum	Supplemental Recruiting Efforts/Professional Development Opportunities	Field Technicians(all Levels), Business Techs (all levels),
10/1/2018 - on going	FastStart Supervisor Training	Onboarding and training program for new managers at Midco via web-ex including an overview of employment law, hiring practices ADA, leaves and D&I statement	Compliance Training/ Professional Development Opportunities for Midco Leaders	Jesse Klaudt HR Staff
10/1/2018 - on going	Leadership Development Programs/Training	Midco currently provides leadership development training for all managers covering a wide range of topics such as: ADA, FMLA, Termination Process/Exit Interview, Respect in the workplace(non-discrimination & anti-harassment) and Reasonable Suspicion Testing	Compliance Training/Professional Development Opportunities for Midco Leaders	HR Professionals & Hiring Managers
10/1/2018 - on going	Online advertising to target diverse candidates in: North Dakota, South Dakota, Kansas, Minnesota and Wisconsin	An annual membership is maintained with LocalJobNetwork. All positions are posted through the LocalJobNetwork to diversity sites, disability sites, military network sites, state and federal sites, global sites, college networks and many other employment site. Posted positions are emailed daily through the Community and Diversity Outreach program connecting our jobs with active and passive job seekers from community partners. The community and diversity outreach partners receive jobs that match criteria they specifically requested and share the positions with the appropriate members of their organizations. Open jobs are automatically scraped and cross-posted to the list of sites provided to provide exposure to diverse local applicants at a targeted geographic level	Broad Outreach, Females, Minorities, Veterans, IWD	LocalJobNetwork agreement maintains membership: www.NorthDakotaDiversity.com www.SouthDakotaDiversity.com www.WisconsinDiversity.com www.NorthDakotaJobNetwork.com www.SouthDakotaJobNetwork.com www.MinnesotaJobNetwork.com www.WisconsinJobNetwork.com www.MinnesotaDiversity.com www.minnesotaworks.net/ www.ndworkforceconnection.com/ https://sd.gov/ https://jobcenterofwisconsin.com/ https://usmilitarypipeline.com/ https://www.ebenefits.va.gov/ VetConnect (LVER/DVOPS)
10/1/2018 - on going	Sponsorship & Support of local events	Sponsor and attend local events in the community, influencing a wide range of candidates throughout our regions. Share information with other professionals to attract, retain, and grow personnel within the perspective area	Broad Outreach and Professional Development Opportunities for Midco Leaders	Midco Leadership & Staff
10/1/2018 - on going	Women in Cable Telecommunications (WICT)	Membership and participation in this organization which offers training, networking opportunities, and job resources for individuals within the Cable Telecommunications industry	Supplemental Recruiting Efforts/Professional Development Opportunities	Midco Leadership & Staff
10/1/2018- on going	Workplace Harassment Prevention Training	Online Training overview of the types of behaviors that can give rise to discrimination, harassment, and retaliation claims, including those based on sex, race, color, national origin, religion, age, and disability, including the benefits of and strategies for promoting a respectful work environment that is free of all forms of harassment, intimidation, and discrimination	Compliance Training	Midco Leadership & All of Staff
10/17/2018	Bismarck Job & Internship Fair Bismarck State College National Energy Center of Excellence	Shared information with students about internships, company, how to apply, etc	General Recruiting	Mark Pennington Casey Morris
4/27/2019	Kids Day Out-Williston, ND	Handed out Midco career flyer, Shared information about how to apply, company, benefits and open positions.	General Recruiting	Rhonda Erickson Tammy Haase Marisa Trueblood Matthew Berger Michael Michel Tommie Giordano Matt Ransom
9/25/2019	Mission Media Virtual Job Fair	Shared information about open positions, career site, how to apply, company paid benefits, etc.	General Recruiting Broad Outreach Veterans	Patti Hawkey Alicia Hartke Jeanne Hassel Sam Lyle