

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

Req	Posting Title	Accept Date	Start Date	Positions Filled	Recruitment Sources	Interviewed	Hired
18-0212	Regional Engineering Manager	11/7/2018	12/4/2018	1	Current Employee	6	-
					eBenefits - Dept of Veteran Affairs	-	-
					Facebook	-	-
					Glassdoor	1	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-
					Indeed	2	-
					JobsHQ	-	-
					Keloland Employment	-	-
					LinkedIn	1	-
					Midco Website	2	1
					Minnesota Chippewa Tribe	-	-
					MinnesotaJobNetwork	-	-
					MinnesotaWorks(Job Service of Minnesota)	-	-
					Referred by Friend or Family	1	-
					ValleyNewsEmployment	-	-
18-0200	Residential Sales Associate	2/5/2019	2/19/2019	1	Bemidji Pioneer	-	-
					Current Employee	-	-
					eBenefits - Dept of Veteran Affairs	-	-
					Facebook	-	-
					Glassdoor	-	-
					Handshake College Consortium	1	-
					Helpwanted.com	-	-
					HireMNGrads	-	-
					Indeed	5	-
					JobsHQ	-	-
					Keloland Employment	-	-
					LinkedIn	-	-
					Midco Website	2	1
					Minnesota Chippewa Tribe	-	-
					MinnesotaJobNetwork	1	-
					MinnesotaWorks(Job Service of Minnesota)	2	-
					Referred by Friend or Family	-	-

					Twitter	-	-
					ValleyNewsEmployment	-	-
19-0022	Field Technician I	3/15/2019	4/2/2019	1	eBenefits - Dept of Veteran Affairs	-	-
					Handshake College Consortium	-	-
					HireMNGrads	-	-
					Helpwanted.com	-	-
					Indeed	1	-
					Keloland Employment	-	-
					Midco Website	-	-
					MinnesotaJobNetwork	-	-
					MinnesotaWorks(Job Service of Minnesota)	-	-
					Referred by Current Employee	2	1
					ValleyNewsEmployment	-	-
19-0064	Field Technician I	5/16/2019	5/28/2019	1	eBenefits - Dept of Veteran Affairs	-	-
					Handshake College Consortium	1	-
					Helpwanted.com	-	-
					Indeed	2	1
					Keloland Employment	-	-
					Midco Billing Statement	-	-
					Midco Website	2	-
					Midco TV Commercial	-	-
					MinnesotaJobNetwork	-	-
					MinnesotaWorks(Job Service of Minnesota)	-	-
					MN State Career Hub College Consortium	-	-
					Referred by Current Employee	1	-
					ValleyNewsEmployment	-	-
19-0094/19-01	Field Technician I	5/22/2019	8/20/2019	2	eBenefits - Dept of Veteran Affairs	-	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-
					Indeed	3	1
					Keloland Employment	-	-
					Midco Website	2	1
					MinnesotaJobNetwork	-	-
					MinnesotaWorks(Job Service of Minnesota)	-	-
					MN State Career Hub College Consortium	-	-
					ValleyNewsEmployment	-	-

19-0134	Field Technician I	5/14/2019	7/9/2019	1	eBenefits - Dept of Veteran Affairs	-	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-
					HireMNGrads	-	-
					Indeed	2	-
					Keloland Employment	-	-
					Midco Website	-	-
					MinnesotaJobNetwork	-	-
					Minnesota West Community & Technical College	-	-
					MinnesotaWorks(Job Service of Minnesota)	-	-
					MN State Career Hub College Consortium	-	-
					Referred by Current Employee	1	1
					ValleyNewsEmployment	-	-
19-0052	Advertising Sales Consultant	7/26/2019	8/20/2019	1	CareerBuilder	-	-
					eBenefits - Dept of Veteran Affairs	-	-
					ExperienceND	-	-
					Facebook	-	-
					Handshake College Consortium	1	-
					Helpwanted.com	-	-
					Indeed	3	1
					Keloland Employment	-	-
					Linked In	-	-
					Midco Website	1	-
					MinnesotaJobNetwork	-	-
					MinnesotaWorks (Job Service of Minnesota)	-	-
					MN State Career Hub College Consortium	-	-
					ND Workforce Connection (Job Service of North Dakota)	-	-
					NorthDakotaJobNetwork	1	-
					Northland Community & Tech College	-	-
					TeamND	-	-
					Twitter	-	-
					ValleyNewsEmployment	-	-
19-0126	Field Technician I	8/19/2019	9/3/2019	1	eBenefits - Dept of Veteran Affairs	-	-
					Facebook	2	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-

				1	HireMNGrads	-	-
					Indeed	3	-
					Job Center of Wisconsin (Job Service of Wisconsin)	-	-
					Keloland Employment	-	-
					Midco Website	1	1
					Minnesota West Community & Technical College	-	-
					WIPCCCC (Wisconsin College Consortium)	-	-
					Wisconsin Tech Connect	-	-
					WisconsinJobNetwork	1	-
19-0203	Field Technician I	8/21/2019	9/17/2019	1	eBenefits - Dept of Veteran Affairs	-	-
					Handshake College Consortium	-	-
					Helpwanted.com	-	-
					HireMNGrads	-	-
					Indeed	3	1
					JobsHQ	-	-
					Keloland Employment	-	-
					Midco Website	1	-
					MinnesotaJobNetwork	-	-
					MinnesotaWorks (Job Service of Minnesota)	-	-
					MN State Career Hub College Consortium	-	-
					ValleyNewsEmployment	-	-
19-0176	Field Technician I	8/27/2019	9/17/2019	1	eBenefits - Dept of Veteran Affairs	-	-
					Facebook	1	1
					Handshake College Consortium	1	-
					Helpwanted.com	-	-
					HireMNGrads	-	-
					Hiring Flier	-	-
					Indeed	3	-
					Keloland Employment	-	-
					Linked In	-	-
					Midco Web Banner	-	-
					Midco Billing Statement	-	-
					Midco TV Commercial	-	-
					Midco Website	-	-
					Minnesota West Community & Technical College	-	-
					MinnesotaJobNetwork	-	-

		MinnesotaWorks (Job Service of Minnesota)	-	-
		MN State Community and Technical College	-	-
		ValleyNewsEmployment	-	-
		WIPCCCC (Wisconsin College Consortium)	-	-
		Wisconsin Tech Connect	-	-

Recruitment Source	Contact	Email	Entitled to
Recruitment Sources Used for 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
MinnesotaWorks (Job Service of Minnesota) 318 9th Street, Worthington, MN 56187	Contact: Neng Lee Phone: 763-536-6000	neng-lee@state-mn-us	N
ND Workforce Connection (Job Service of North Dakota) PO Box 5507, Bismarck, ND 58506	Contact: General Contact Phone: 701-352-4450	infojsgr@nd.gov	N
Recruitment Sources for Specific Vacancies			
JobsHQ PO Box 6024, Fargo, ND 58107-6024	Contact: Anne Malvin Phone: 701-451-5643	www-jobshq-com	N
Job Center of Wisconsin (Job Service of Wisconsin) 2615 East Ave. South, La Crosse, WI 54601	Contact: Phone: 1-888-258-9966	JobCenterofWI@dwd.wisconsin.gov	N
Minnesota Chippewa Tribe PO Box 217, Cass Lake, MN 56633	Contact: Joel Smith Phone: 218-335-8581	jsmith@mnchippewatribe.org	N
Minnesota West Community & Technical College 1450 College Way, Worthington, MN 56187	Contact: Kip Thorson Phone: 507-372-3460	Kip-Thorson@mnwest-edu	N
Northland Community & Technical College 1101 MN-1, Thief River Falls, MN 56701	Contact: Lynn Phone: 218-683-8555	career.center@northlandcollege.edu	N

Referred by Current Employee	Referral from Current Employee	N
Referred by Friend or Family	Referral from Friend of Family	N
TeamND 1200 S. Jay St Aberdeen, SD 57401	Contact: Jay Meier Phone: 701-224-5666	www.teamnd.org N
ValleyNewsEmployment 1350 21st Ave S, Fargo, ND 58103	Contact: Samantha Johnson Phone: 701-532-0976	sam@classifiedverticals.com N
Wisconsin Tech Connect 620 W. Clairemont Ave	Contact: Angela Eckman Phone: 715-738-3852	Email:aeckman@cvtc.edu N
Media Sources(Newspaper, Billboards, Radio, Flyers, Events, Job Fairs)		
Bemidji Pioneer PO Box 455, Bemidji, MN 56619	Contact: James Hanson Phone: 218-333-9200	http://www-bemidjipioneer-com/ N
Midco Billing Statement	Advertising open positions in billing statement	N
Midco Web Banner	Digital banner Midco marketing creates	N
Midco TV Commercial	TV Commerical Midco airs	N
Internet Sources		
Facebook https://www.facebook.com/	Internet Posting	N
Glassdoor https://www.glassdoor.com/index.htm	Internet Posting	N
Handshake College Consortium https://www.joinhandshake.com/	Internet Posting	N
HireMNGrads https://hiregrads.com/	Internet Posting	N
Indeed https://www.indeed.com/	Internet Posting	N
LinkedIn	Internet Posting	N

https://www.linkedin.com/feed/		
MN State Career Hub College Consortium https://www.collegecentral.com/msch/	Internet Posting	N
Twitter https://twitter.com/	Internet Posting	N
WIPCCCC (Wisconsin College Consortium) https://www.waicucareerconnect.org/organizer/wisconsin-private-colleges-career-consortium-wipcc	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 & RSA Videos)	Broad Outreach	Midco Production, Marketing and Recruiting.	
10/1/2018 - on going	Advertising to target a wide range of candidates throughout the area	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 , Termination Process/Exit Interview.	Compliance Training Professional Development Opportunities for Midco Leaders	Jason Stebe Joe Best HR Staff	
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.	Supplemental Recruiting Efforts Professional Development Opportunities	Midco Leadership & Staff	
10/1/2018- on going	Workplace Harassment Prevention Training	Online eTraining 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	
10/1/2018 - on going	Leadership Success Drivers Training	Leadership Success Drivers is a company-wide initiative to empower team members with a set of new and enhanced leadership skills. The Leadership Success Driver strategy is a set of competencies Midco launched for team members at all levels. All team members attended Leading Self-training in 2019.	Professional Development Opportunities for Midco Leaders & Staff	HR Professionals & Hiring Managers	
4/17/2019	Fairmount WorkForce Ribbon Cutting Ceremony	Shared information about company and career options in telecommunications industry. Asked to be considered for future job/career fairs, Vet Connect Events, Etc.	Board Outreach	Eric Householder	
7/26/2019	Midco Sponsored Cold Spring Days	Sponsored and attend local event 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.	Supplemental Recruiting Efforts	Tammy Haase Rhonda Erickson Patti Hawkey Jason Sachs David Pauna	
9/24/2109	Southwest Minnesota Workforce Council's Career Expo - MN West Campus-Marshall	Shared information with students about company and career options in telecommunications industry.	General Recruiting	Patti Hawkey	
9/25/2019	Southwest Minnesota Workforce Council's Career Expo - MN West Campus-Worthington	Shared information with students about company and career options in telecommunications industry.	General Recruiting	Patti Hawkey	
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	