

Public File Report 2009

- 1. The following is a list of all full-time vacancies filled by Bright House Networks Detroit Division from August 16, 2008 thru August 15, 2009 Identified by job title:**

1 Warehouse Person
6 Customer Service Representatives
1 Senior Customer Service Representative
1 Sales Technician
1 Retail Sales Representative
1 Direct Sales Representative
1 HSD Installer
1 Commercial Inside Sales Representative
1 Inside Sales Lead
1 Inside Sales Representative
1 Business Solutions System Engineer

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

A. Brighthouse Networks Employee Referrals

B. Brighthouse Networks Career Website

- 2b. The following is a list of recruitment sources, if any, who request notification of vacancies:**

A. ITT Tech

1225 E. Big Beaver Rd.
Troy, Michigan 48083
Mr. Paul Hitch
248-524-1800

B. Schoolcraft College

18600 Haggerty Rd.
Livonia, Michigan 48154
Ms. Elaine Jerarge
734-462-4421

C. ETDI (Michigan Works)

3693 Metro Place Mall
Wayne, Michigan 48184
Mr. Abe Saleh
734-858-4284

D. City of Livonia Youth Employment Office

3300 Civic Center Drive
Livonia, Michigan 48154
Ms. Shirley Martin
734-466-2018

3. The following is a list of recruitment sources that referred any employees that were hired since August 16, 2008

A. Bright House Networks Employee Referrals

B. Brighthouse Networks Career Website

4a. The total number of persons that were interviewed for full-time vacancies since August 16, 2008 was: 35

4b. Of those persons interviewed, the following is each recruitment source utilized in connection with the vacancies that existed since August 16, 2008.

A. Brighthouse Networks Employee Referrals

B. Brighthouse Networks Career Website

C. The Employment Guide

P.O. Box 3558
Farmington Hill, Michigan 48333-3358
Mr. Art Newburg 800-752-8926
Career Fair/ Advertisement

D. Career Builders.com

5. **Since August 16, 2008 the following are the longer-term recruitment initiatives engaged in by our Division:**
1. Bright House Networks/ Detroit Division participated in one job fair which was held with the **Employment Guide**. The Employment Guide job fair attracts minority applicants throughout Wayne and Oakland County.
 2. Current listing of Bright house networks/ Detroit Division job openings are located on our website at <http://michigan.mybrighthouse.com>
 3. General advertisement listing with minority newspaper, "Minority Review."
 4. On-going training provided to management level personnel consisting of equal employment opportunities, preventing discrimination, diversity training and interviewing practice
 5. Career Progression coaching and mentoring is available to current employees.