

**WaveDivision Holdings  
Public File Report – Unit ID 11965; King County- Kirkland, WA Sept 1,  
2012-Aug 31, 2013**

Position	Date Initially Posted	Number of Positions Filled	Recruiting Sources Used/Number of Interviews Referred *	Recruiting Source Referring Hires/Number of Hires from Recruiting Source-Date of Hire
VP Accounting	05/15/2012	1	NuWest Group: 5	NuWest Group: 1-10/01/2012
Executive Administrator	06/26/2012	1	Wave Broadband: 0 Campus Point:4	Campus Point: 1-11/12/2012
Customer Service Representative	09/01/2012 (continuous)	48	Wave Broadband: 45 Career Builder: 26 Central Area Youth Association: 0 Chinese Info & Services Center: 0 Choice Career Fairs: 0 Craigslis: 85 El Centro de la Raza: 0 Garfield Community Center: 0 ITT Career Fair: 0 Office Team: 3 Tukwila Community Center: 0 Verizon Wireless Career Fair: 0 WorkSource: 6 Yesler Community Center: 0	Wave Broadband: 19-10/15/2012 (three) 11/26/2012 (two) 02/04/2013 (two) 02/18/2013 (two) 04/01/2013 (three) 05/13/2013 (three) 06/17/2013 (two) 06/28/2913 07/22/2013 Craigslis: 22-10/15/2012 11/26/2012 (three) 02/18/2013 (three) 04/01/2013 (two) 05/13/2013 (four) 06/17/2013 (three) 07/08/2013 (two) 08/26/2013 (four) Career Builder: 5 –07/22/2013 08/05/2013 (four) WorkSource: 2-02/04/2013 02/18/2013
Technical Support Representative	09/01/2012 (continuous)	33	Wave Broadband: 47 Central Area Youth Association: 0 Chinese Info & Services Center: 0	Wave Broadband: 24-09/17/2012 (four) 10/23/2012 (four) 12/04/2012 (four) 02/04/2013 (two)

			Choice Career Fairs: 0 Craigslist: 16 El Centro de la Raza: 0 Garfield Community Center: 0 ITT Career Fair: 0 Office Team: 3 Tukwila Community Center: 0 Verizon Wireless Career Fair: 2 WorkSource: 0 Yesler Community Center: 0	03/11/2013 (three) 04/08/2013 (three) 04/09/2013 06/03/2013 (three) Craigslist: 6- 02/11/2013 03/11/2013 07/08/2013 (four) Office Team: 3- 09/04/2012 (two) 09/10/2012
Phone Ops Data Entry Clerk	09/05/2012	1	Wave Broadband: 1 WorkSource: 0	Wave Broadband: 1- 09/17/2012
Dispatcher	10/02/2012	1	AppleOne: 1	AppleOne: 1- 11/19/2012
Phone Ops Data Entry Clerk	11/15/2012	1	Wave Broadband: 1 WorkSource: 0	Wave Broadband: 1- 12/3/2012
Director of Business Implementation	02/21/2013	1	Wave Broadband: 1 WorkSource: 0	Wave Broadband: 1- 03/18/2013
Project Manager Broadband Operations	03/11/2013	1	Wave Broadband: 2 WorkSource: 0	Wave Broadband: 1- 04/15/2013
Implementation Engineer	03/11/2013	1	Wave Broadband: 1 WorkSource: 0	Wave Broadband: 1 - 05/13/2013
Legal Assistant	03/11/2013	1	Wave Broadband: 0 Campus Point: 1 Seattle University: 0 University of WA: 0 WorkSource: 0	Campus Point: 1- 07/18/2013

Staff Accountant	03/13/2013	1	Wave Broadband: 0 Career Builder: 5 Craigslist: 0 WorkSource: 0	Career Builder: 1-05/02/2013
HR Administrator	03/27/2013	1	Wave Broadband: 0 AppleOne: 5 Campus Point: 2 Central Area Youth Association: 0 Chinese Info & Services Center: 0 El Centro de la Raza: 0 Garfield Community Center: 0 Tukwila Community Center: 0 WorkSource: 0 Yesler Community Center: 0	AppleOne: 1-07/15/2013
Phone Ops Data Entry Clerk III	04/01/2013	1	Wave Broadband: 1 WorkSource: 0	Wave Broadband: 1-04/16/2013
Accounts Payable Specialist	04/01/2013	1	Wave Broadband: 0 AccountTemps:3 Career Builder: 3 Craigslist: 8 Rylem: 1 WorkSource: 0	Craigslist: 1-05/08/2013
IT Administrator	04/15/2013	1	WesTech Staffing: 3	WesTech Staffing: 1-07/29/2013
Web Marketing Manager	05/13/2013	1	Wave Website: 2 Career Builder: 4 Central Area Youth Association: 0 Chinese Info & Services Center: 0 Craigslist: 0 El Centro de la Raza: 0 Garfield Community Center: 0 GeekWire: 0	Career Builder: 1-07/29/2013

			Tukwila Community Center: 0 WorkSource: 0 Yesler Community Center: 0	
Staff Accountant	06/14/2013	1	Wave Broadband: 0 Accountemps: 2 Career Builder: 0 Craigslis: 0 Matrix: 1 WorkSource: 0	Accountemps: 1-08/26/2013

### Recruitment Source Contact Information:

Wave Broadband <a href="http://www.wavebroadband.com">www.wavebroadband.com</a>	WaveDivision Holdings 401 Kirkland Parkplace, Suite 500 Kirkland, WA 98033 Phone: 425-576-8200 Rep: Stacie Sweet
AppleOne (staffing agency) <a href="http://www.appleone.com">www.appleone.com</a>	400 112 <sup>th</sup> Avenue NE #130 Bellevue, WA 98004 Phone: 425-450-1951 Rep: Jennifer Peck
Campus Point <a href="http://www.campuspoint.com">www.campuspoint.com</a>	2101 4 <sup>th</sup> Ave, Suite 2200 Seattle, WA 98121 Phone: 206-783-9200 Rep: Kurt Hannahs
Career Builder <a href="http://www.careerbuilder.com">www.careerbuilder.com</a>	200 N. LaSalle St., Floor #4 Chicago, IL 60601 Phone: 1-800-891-8880 Rep: Matt Sproston
Central Area Youth Association	119 23 <sup>rd</sup> Ave Seattle, WA 98112 Phone: 206-322-6644 Fax: 206-720-4428 Rep: JJ Wilkerson
Chinese Info & Service Center	611 South Lane St Seattle, WA 98104 Phone: 206-624-5633 Fax: 206-624-5634 Rep: Mr. MG Chor Phen
Choice Career Fairs <a href="http://www.choicecareerfaairs.com">www.choicecareerfaairs.com</a> August 1, 2013	2922 Lake East Dr Las Vegas, NV 89117 Phone: 702-252-3900

	Rep: Bill Lasatra
Craigslist <a href="http://www.craigslist.com">www.craigslist.com</a>	1381 9 <sup>th</sup> Ave San Francisco, CA 94122 Phone: 415-566-6394 Rep: Secure Email <a href="http://sfbay.craigslist.org/feedback">http://sfbay.craigslist.org/feedback</a>
El Centro de la Raza	2524 16 <sup>th</sup> Avenue South Seattle, WA 98144 Phone: 206-957-4634 Fax: 206-329-0786 Rep: Bobbie Stephens
Garfield Community Center	2323 East Cherry St Seattle, WA 98122 Phone: 206-684-4788 Fax: 206-684-4380 Rep: Dewey Potter
GeekWire: <a href="http://www.geekwire.com">www.geekwire.com</a>	1416 NE 46 <sup>th</sup> St., Suite 105 PMB 246 Seattle, WA 98107 Phone: 206-579-0581 Rep: Sarah Camp
ITT Tech Career Fair - 10/25/2012	Career Services 1615 75 <sup>th</sup> St SW, Suite 220 Everett, WA 98203 Phone: 800-272-3791 Rep: Stephany Faires
Matrix (staffing agency) <a href="http://www.matrixres.com">www.matrixres.com</a>	600 Stewart Street, Suite 1220 Seattle, WA 98101 Phone: 206-462-2700 Rep: Megan Benson
NuWest Group/ WesTech Staffing (staffing agency) <a href="http://www.nuwestgroup.com">www.nuwestgroup.com</a>	11820 Northup Way Suite E310 Bellevue, WA 98005 Phone: 425-602-5700 Rep: Jennifer VeVea (NuWest) Rep: Katrina Leise (WesTech)
Office Team (staffing agency)	13920 SE Eastgate Way Suite 420 Bellevue, WA 98005 Phone: 425-957-7222 Rep: Katharine Wright
Robert Half International/Account Temps (staffing agency) <a href="http://www.roberthalf.com">www.roberthalf.com</a>	13920 SE Eastgate Way Suite 420 Bellevue, WA 98005 Phone: 425-653-2600 Rep: Nancy Wibbens

Rylem (staffing agency) <a href="http://www.rylem.com">www.rylem.com</a>	316 Occidental Ave S, Suite 101 Seattle, WA 98104 Phone: 206-624-8437 Rep: Renee Black
Seattle University <a href="http://www.seattleu.edu">www.seattleu.edu</a>	Career Services 901 12 <sup>th</sup> Ave; PO Box 222000 Seattle, WA 98122 Phone: 206-296-6080 Rep: Bethany Kreitl
Tukwila Community Center	12424 42 <sup>nd</sup> Avenue South Tukwila, WA 98168 Phone: 206-768-2822 Fax: 206-768-0524 Rep: Rick Still
University of WA <a href="http://www.washington.edu">www.washington.edu</a>	Career Services 134 Mary Gates Hall Seattle, WA 98195 Phone: 206-543-0535 Rep: Alyce Mallett
Verizon Wireless Career Fair – 05/17/2012	15900 SE Eastgate Way Bellevue, WA 98008 Phone: 425-603-6080 Rep: Lencia Owens
WorkSource <a href="http://www.worksourceskc.org">www.worksourceskc.org</a>	7735 178 <sup>th</sup> Place NE, Suite C Redmond, WA 98052 Phone: 425-861-3700 Rep: Mary Dolliver
Yesler Community Center	917 E Yesler Way Seattle, WA 98122 Phone: (206)-386-1245 Fax: (206)-684-7787 Rep: Zeb

#### **47 C.F.R. § 76.75(b)(2) Outreach Initiatives:**

**Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions, 47 C.F.R. § 76.75(b)(2)(viii):**

Wave Broadband has established training programs to qualify unit personnel for higher level positions, and supports the efforts of employees to further their education in areas which will benefit their work with the company, or which are required for advancement to higher level positions. For example, Wave Broadband supports and encourages continuing education through National Cable Television Institute (NCTI) courses and the Society of Cable Telecommunications Engineers (SCTE) Certification Programs. The company pays for unit employees to participate in all courses by these two industry

professional organizations. These courses provide the skills and knowledge required for advancement in many of this unit's job classifications.

In addition, the company is in the process of implementing a significantly more detailed and robust career path planning process before the end of 2013 in all departments. The new process consists of all employees and their managers working together to identify, monitor and provide regular feedback on key development priorities and goals that lead to increased skill sets which in turn enhance eligibility for promotion to positions of greater responsibility.

**Participation in two job fairs by unit personnel who have substantial responsibility in the making of hiring decisions, 47 C.F.R. § 76.75(b)(2)(i):**

This employment unit participates in job fairs and distributes job postings at local technical colleges and community centers to disseminate information on employment opportunities and careers at Wave Broadband. In the fall of 2012 Wave's HR Generalist and HR Administrator participated in a career fair event at ITT-Technical Institute in Everett, WA and in the summer of 2013 Wave's HR Generalist and SVP, HR participated in a career fair event through Choice Career Fairs at the Seattle Center, in Seattle, WA.