

EEO Public File Report
Employment Unit ID 11965
King County - Bothell, WA
FCC Year July 15, 2022 through July 14, 2023

Total # of Full-Time Vacancies Filled During Period: 13
Total # People Interviewed for Full-Time Vacancies During Period: 58

Requisition Number	Posting Title	Source	# Of Interviews	# of Hires
CORPO006485	Senior Corporate Counsel	Astound Career Board - External and Internal	0	
		3rd Party Agency- Major, Lindsey & Africa	11	1
		Appcast	0	
		Indeed	0	
		Company Vehicle Advertisement	0	
CARRI006772	Carrier Sales Manager	Circa - General Outreach	0	
		Astound Career Board - External and Internal	0	
		Employee Referral	1	1
		LinkedIn	1	
		Indeed	0	
ASSOC006871	Associate Strategic Account Manager	Appcast	0	
		Company Vehicle Advertisement	0	
		Circa - General Outreach	0	
		Circa - General Outreach	0	
		Astound Career Board - External and Internal	0	
STRAT006866	Strategic Sourcing Manager	Employee Referral	2	1
		Indeed	3	
		Appcast	0	
		Company Vehicle Advertisement	0	
		Circa - General Outreach	0	
DIREC006931	Director Carrier Sales	Astound Career Board - External and Internal	0	
		Employee Referral	1	1
		LinkedIn	2	
		Indeed	0	
		Company Vehicle Advertisement	0	
IMPLE007069	Implementation Project Manager	Appcast	0	
		Circa - General Outreach	0	
		Cross Channel Advertising (TV Spot)	1	
		Employee Referral	4	1
		Company Vehicle Advertisement	0	
IMPLE007344	Implementation Project Manager	Indeed	0	
		Appcast	1	
		Company Vehicle Advertisement	0	
		Astound Career Board - External and Internal	1	1
		Circa - General Outreach	0	
IMPLE006455	Implementation Project Manager	Indeed	0	
		Appcast	1	
		Company Vehicle Advertisement	0	
		Employee Referral	1	1
		Astound Career Board - External and Internal	1	
WHOLE007150	Wholesale Regional Sales Manager	Circa - General Outreach	0	
		Employee Referral	1	1
		LinkedIn	2	
		Word of Mouth	1	
		Company Vehicle Advertisement	0	
NETWO007255	Network Support Technician	Indeed	1	
		Appcast	0	
		Company Vehicle Advertisement	0	
		Astound Career Board - External and Internal	1	1
		Circa - General Outreach	0	
SPECI006531	Special Projects Planning Director Business Solutions	Employee Referral	2	
		Appcast	0	
		Indeed	0	
		Company Vehicle Advertisement	0	
		Word of Mouth	3	1
VOICE006303	Voice Implementation Project Manager	LinkedIn	0	
		Circa - General Outreach	0	
		Appcast	2	1
		Astound Career Board - External and Internal	1	
		Company Vehicle Advertisement	0	
NETWO006414	Network Provisioner	Indeed	0	
		Circa - General Outreach	0	
		Employee Referral	1	
		Astound Career Board - External and Internal	2	1
		Company Vehicle Advertisement	0	
		Appcast	0	
		Circa - General Outreach	0	
			58	13

FCC Annual Report
Employment Unit ID 11965 King County - Bothell, WA
Recruitment Sources Utilized for Vacancies Filled - 76.1702(b)(2)
July 15, 2022 - July 14, 2023

Source	Contact and Email	Address	Telephone	Entitled to Notifications
3rd Party Agency- Major, Lindsey and Africa	Alicia Oxner aoxner@mlaglobal.com	7320 Parkway Drive S. Hanover, MD 21076	410.579.3243	
Astound Career Board - External and Internal	Adilene Scarborough Adilene.Scarborough@astound.com	3700 Monte Villa Parkway, Suite 200 Bothell, WA 98021	425.217.4000	No
Circa - AfricanAmericanHires.com	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - ALLGBTJobs.com	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - AsianHires.com	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - VeteranJobs.net	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - DisabilityJobs.net	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - LatinoJobs.org	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - OverFiftyJobs.com	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - NativeJobs.org	Joseph Irizarry joe.irizarry@mitratech.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No

Source	Contact and Email	Address	Telephone	Entitled to Notifications
Circa - WeHireWomen.com	Info@circaworks.com Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - DiversityJobs.com	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - WorkSource WA Job Board	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - General Outreach	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - Outreach to Employment Security Department	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - WashingtonJobNetwork	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - DiversityWashington	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - LocalJobNetwork.com	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
LinkedIn	Larry Gould www.linkedin.com Rebecca Hornak rebecca.hornak@astound.com	2029 Stierlin Ct Mountain View, CA 94043	312-650-7673	No
Indeed	Louis Rappaport rappaport@indeed.com	6433 Champion Grandview Way Building 1	646.58.6864 212.405.7744	No

Source	Contact and Email	Address	Telephone	Entitled to Notifications
Company Vehicle Advertisement	Gabrielle Misitano gmisitano@indeed.com	Austin, TX 78750		No
Social Media Outreach; Facebook, Twitter, Instagram	Vanessa Perry vanessa.perry@astound.com Astound Broadband Company Vehicles have advertisements, they drive within each market. https://www.astound.com/about-us/careers/	650 College Rd E Suite 3100, Princeton, NJ 08540	609.452.2543	No
Appcast - BuyerAds Postings	Julie Thomas julie.thomas@astound.com Rebecca Hornak rebecca.hornak@astound.com www.facebook.com	1 Hacker Way Menlo Park, CA 94025	650-308-7300	No
Cross Channel Advertising (TV Spot)	Colleen Kelly ckelly@buyerads.com Vanessa Perry vanessa.perry@astound.com 15 second spots running on our cable channel line-up in each market	175 Highland Ave, Needham, MA 02494	857.404.0891	No

Wave Division Holdings, LLC. dba Astound Broadband
Employment Unit ID 11965
King County -- Bothell, WA
FCC General Recruitment Report - 76.1702(b)(3)
July 15, 2022 through July 14, 2023

Outreach Efforts	Sponsor	Date	Description
Employee Referral Program	Astound Broadband	Ongoing	Company referral program to incentivize employees to help identify candidates and support diversity in hiring. Astound has an online company learning resource, AskLexi, where we provide educational training courses that enable unit personnel the opportunity to acquire skills that could qualify them for higher level positions within the multichannel video programming distributor employment industry. Some offered trainings include, but are not limited to, career and employment development, Diversity Equity and Inclusion training, Equal Employment Opportunity training, personal/professional development, and skillsets in areas such as operations, technical, sale, leadership, business, safety/compliance, sales, product knowledge, etc. We supply employees with on-demand training modules available to foster career growth opportunities and provided the opportunity to participate in training based on development goals and interests, as well as assigned training based on the role within the organization.
AskLexi Learning Resource Program	Astound Broadband	Ongoing	Astound provided an Internship Program in 2023 where we provided numerous students the opportunity to intern and get exposure to the multichannel video programming distributor employment industry. During our internship program we offered training, education, resources, and working knowledge of the multichannel video programming distributor industry. We offered various industry positions such as Human Resources, Finance, Accounting, Information Technology (IT), Business, Marketing, Technical Operations, Training & Development, Sales, Data Analysis, Project Management, etc.
Internships	Astound Broadband	May - August 2023	Astound posts positions and general community outreach to our various company social media pages, such as Instagram, Twitter, LinkedIn, and more, that allows employees and those interested in career opportunities within the multichannel video programming distributor employment industry to share information, job postings, and general career opportunities.
Social Media Outreach	Astound Broadband	Ongoing	Astound designed ongoing mentoring programs with training to enable unit personnel to acquire skills that could qualify them for higher level positions within the multichannel video programming distributor employment industry. We supply employees with online and in-person training modules available to foster career growth opportunities. Some offered mentoring trainings include, but are not limited to, personal development, professional development, customer service, leadership, soft skills, technical, business, safety and compliance, sales, product knowledge, and more. Employees are assigned training based on the role within the organization, as well as opportunity to participate in training based on development goals.
Employee Training Program	Astound Broadband	Ongoing	Astound Broadband has company vehicles with advertisements, they drive within each market to increase brand awareness and career opportunities at Astound. https://www.astound.com/about-us/careers/
Company Vehicle Advertisements	Astound Broadband	Ongoing	Astound provides internal employees with a tuition reimbursement-scholarship program designed to assist students interested in pursuing a career in multichannel video programming communications. We advertise this program to the general community and candidate pools.
Tuition Reimbursement Program	Astound Broadband	Ongoing	Partnered with ModelXExpand to provide training to Astound management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
ModelExpand x Astound Inclusive Hiring Training Series	ModelExpand & Astound Broadband	June 20, 22nd, & 27th, 2023	Astound Broadband organized and hosted a virtual career fair for all open positions in our west coast states to expand our candidate pool and outreach efforts.
Hosted Astound Virtual Career Fair	Astound Broadband	March 8th, 2023	Astound Broadband organized and hosted a virtual career fair for all open positions in our west coast states to expand our candidate pool and outreach efforts.
Hosted Astound Virtual Career Fair	Astound Broadband	October 22nd, 2022	Astound Broadband organized and hosted a virtual career fair for all open positions in our west coast states to expand our candidate pool and outreach efforts.
General outreach to Asian Counseling and Referral Service	Circa on behalf of Astound Broadband	7/19/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to CASA Latina	Circa on behalf of Astound Broadband	8/1/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Neighborhood House	Circa on behalf of Astound Broadband	8/9/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Center For Administering Rehabilitation and Employment Services (CARES)	Circa on behalf of Astound Broadband	7/26/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to ESGR - Employer Support of the Guard and Reserve - Seattle	Circa on behalf of Astound Broadband	8/21/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to State of Washington Division of Vocational Rehab	Circa on behalf of Astound Broadband	12/10/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Cascadia College Center for Culture, Inclusion, and Community	Circa on behalf of Astound Broadband	12/14/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Chinese Information and Service Center	Circa on behalf of Astound Broadband	11/14/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to State of Washington Division of Vocational Rehabilitation - Mount Vernon	Circa on behalf of Astound Broadband	11/29/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Everett Vet Center	Circa on behalf of Astound Broadband	11/19/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Kitsap Community Resources	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Affiliate North Seattle - Serving King County - Veteran Services	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Auburn	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Everett-WorkSource Center Serving Snohomish County	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Kitsap County-WorkSource Center Serving Kitsap County - Veteran Services	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource North Seattle	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Pierce County	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Rainier	Circa on behalf of Astound Broadband	11/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to WorkSource Monroe	Circa on behalf of Astound Broadband	7/20/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Washington State Commission on Asian Pacific American Affairs	Circa on behalf of Astound Broadband	8/31/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Catholic Charities of Portland	Circa on behalf of Astound Broadband	9/6/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Elk Grove Adult & Community Education	Circa on behalf of Astound Broadband	8/1/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Greater Sacramento Urban League	Circa on behalf of Astound Broadband	7/31/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Opportunity Junction	Circa on behalf of Astound Broadband	8/28/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to South San Francisco Adult Education	Circa on behalf of Astound Broadband	8/10/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Commission for the Blind	Circa on behalf of Astound Broadband	9/1/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Community Access Services	Circa on behalf of Astound Broadband	8/30/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Community Integrated Work Program Inc.	Circa on behalf of Astound Broadband	9/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Crossroads Diversified Services, Inc.	Circa on behalf of Astound Broadband	7/24/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to PRIDE Industries	Circa on behalf of Astound Broadband	7/28/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to SAFE Foundation	Circa on behalf of Astound Broadband	7/31/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to The ARC of Placer	Circa on behalf of Astound Broadband	8/19/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to The Arc of San Bernardino Area	Circa on behalf of Astound Broadband	8/11/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to United Cerebral Palsy of Oregon and Southwest Washington	Circa on behalf of Astound Broadband	9/6/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Vocational Rehabilitation - Auburn Branch	Circa on behalf of Astound Broadband	9/10/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Vocational Rehabilitation - Woodland Branch	Circa on behalf of Astound Broadband	8/4/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to 100 Black Men of the Bay Area, Inc.	Circa on behalf of Astound Broadband	8/18/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.

Amend

Print



EEO Form 396-C

File No.: CBL0010346

Filing Status: **Ready for Review**

11965

Reference
Copy
OMB Control
No. 3060-1033

General Information

FCC Registration Number (FRN)

0008245839

Filing Year

2023

Employment Unit ID (EUID)

11965

Section I - Identifying Information

Has the identifying information associated with this EUID changed?

No

Operator Legal Name

WAVEDIVISION HOLDINGS, LLC

Operator Address 1

3700 Monte Villa Parkway

Operator City

BOTHELL

Operator state

WA

Operator Zip Code

98021

State of Employment Office

WA

County of Employment Office

King

Application Purpose

New Program Report

Supplemental Investigation Sheet (SIS) Required

true

Category of Respondent

Six (6) or more full-time employees during the selected reporting period

Reporting Period Start Date

2022-07-15

Reporting Period End Date

2023-07-14

Section II - Community Information

PSID

Communities

008726

WA0875, WA0339, WA0340

Section III - EEO Policy and Program Requirements

Complied with outreach provisions

Yes

Disseminated widely EEO Program

Yes

Contacted multiple sources of applicants

Yes

Offered promotions in nondiscriminatory manner

Yes

Sought out entrepreneurs in a nondiscriminatory manner

Yes

Analyzed the results of efforts to recruit hire promote and use services

Yes

Defined responsibility of management

Yes

Conducted continuing program to exclude prejudice

Yes

Conducted continuing review of job structure

Yes

Section IV - Additional Information

FCC FORM 396-C -- Supplemental Investigation Sheet PART I - PART I - Employee Job Descriptions

Job Description

Sales Workers

Exhibit Employee Job Descriptions

Job Description - Sales Worker.pdf

PART II - Inquiries Concerning EEO Program and Practices

SIS Question 3

2023 SIS Response - Unit 11965 - King County - Questions 3.pdf

SIS Question 2

2023 SIS Response - Unit 11965 - King County - Questions 2.pdf

SIS Question 6

2023 SIS Response - Unit 11965 - King County - Questions 6.pdf

PART III - EEO Public File Report

EEO Public File Report for Previous Year

Bothell, WA 11965 Unit - FCC 2023.xlsx

Exhibits

Exhibit Employee Job Descriptions

Job Description - Sales Worker.pdf

EEO Public File Report for Previous Year

Bothell, WA 11965 Unit - FCC 2023.xlsx

SIS Question 2

2023 SIS Response - Unit 11965 - King County - Questions 2.pdf

SIS Question 3

2023 SIS Response - Unit 11965 - King County - Questions 3.pdf

SIS Question 6

2023 SIS Response - Unit 11965 - King County - Questions 6.pdf

Certifications

I certify that to the best of my knowledge, information and belief, all statements contained in this filing are true and correct. WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

Certifier Information

Certifying Official Name and Signature

Amy Atkins

Certifying Official Title

VP Human Resources

Certifying Official Phone

903-805-5855

Certifying Official Email

amy.atkins@astound.com

Certifying Date Signed

2023-09-27