

**EEO Public File Report  
Employment Unit ID 12132  
San Mateo County - San Mateo, CA  
FCC Year July 15, 2022 through July 14, 2023**

**Time Vacancies Filled During Period: 5  
Number of Full-Time Vacancies During Period: 23**

<b>Requisition Number</b>	<b>Posting Title</b>	<b>Source</b>	<b># Of Interviews</b>	<b># of Hires</b>
BROAD006249	Broadband Technician	Astound Career Board - External and Internal	0	
		Appcast	2	
		Indeed	1	
		Employee Referral	1	1
		Company Vehicle Advertisement	0	
		Cross Channel Advertising (TV Spot)	0	
		Circa - General Outreach	0	
HEADE006757	Headend Technician	Employee Referral	2	
		Indeed	0	
		Appcast	2	
		Astound Career Board - External and Internal	0	
		Company Vehicle Advertisement	0	
		Employee Referral	1	1
		Cross Channel Advertising (TV Spot)	0	
MANAG006429	Manager, Regional Direct Sales	Circa - General Outreach	0	
		Astound Career Board - External and Internal	3	
		Indeed	0	
		Appcast	2	
		Employee Referral	1	1
		Cross Channel Advertising (TV Spot)	0	
		Company Vehicle Advertisement	0	
DIREC007021	Direct Sales Representative	Circa - General Outreach	0	
		ZipRecruiter - Appcast	3	1
		Astound Career Board - External and Internal	0	
		Indeed	0	
		Appcast	0	
		Company Vehicle Advertisement	0	
		Cross Channel Advertising (TV Spot)	0	
DIREC006917	Direct Sales Representative	Circa - General Outreach	0	
		Indeed - Appcast	1	1
		Indeed	3	
		Employee Referral	1	
		Astound Career Board - External and Internal	0	
		Appcast	0	
		Company Vehicle Advertisement	0	
Cross Channel Advertising (TV Spot)	0			
Circa - General Outreach	0			
			<b>23</b>	<b>5</b>

**FCC Annual Report**  
**Unit 12132 - San Mateo, CA**  
**Recruitment Sources Utilized for Vacancies Filled - 76.1702(b)(2)**  
**July 15, 2022 - July 14, 2023**

<b>Source</b>	<b>Contact and Email</b>	<b>Address</b>	<b>Telephone</b>	<b>Entitled to Notifications</b>
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 - AILLGBTJobs.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 Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - WeHireWomen.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 State (ESDS): California	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

Circa - CaliforniaJobNetwork	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Circa - CaliforniaDiversity	Joseph Irizarry joe.irizarry@mitratech.com Info@circaworks.com	1000 N Water St Suite 1200 Milwaukee, WI 53202	800.984.3775	No
Indeed	Louis Rappaport rappaport@indeed.com Gabrielle Misitano gmisitano@indeed.com	6433 Champion Grandview Way Building 1 Austin, TX 78750	646.58.6864 212.405.7744	No
Company Vehicle Advertisement	Vanessa Perry vanessa.perry@astound.com Astound Broadband Company Vehicles have advertisements, they drive within each market. <a href="https://www.astound.com/about-us/careers/">https://www.astound.com/about-us/careers/</a>	650 College Rd E Suite 3100, Princeton, NJ 08540	609.452.2543	No
Social Media Outreach; Facebook, Twitter, Instagram	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
Appcast - BuyerAds Postings	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857.404.0891	No
ZipRecruiter - Appcast	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857.404.0891	No
Indeed - Appcast	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857.404.0891	No
Cross Channel Advertising (TV Spot)	Vanessa Perry vanessa.perry@astound.com 15 second spots running on our cable channel line-up in each market		609.452.2543	No

**Wave Division Holdings, LLC. dba Astound Broadband**  
**Unit 12132 - San Mateo, CA**  
**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, 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.
Internships	Astound Broadband	May - August 2023	Data Analysis, Project Management, etc.
Internships/Summer Hires	Astound Broadband	May - August 2023	Hired numerous interns during our internship program during 2023 to provide college students the opportunity to get exposure to the multichannel video programming distributor employment industry. Positions in Human Resources, Finance, Accounting, and IT.
Social Media Outreach	Astound Broadband	Ongoing	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.
Employee Training Program	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.
NCTI Certification and Training Program	NCTI & Astound Broadband	Ongoing	Astound partners with Jones NCTI (National Cable Training Institute) to provide employees with various industry trainings and certification(s). The Jones NCTI's are designed to further grow employees into industry professionals by helping them attain skillsets and knowledge needed for the job at hand, for building future careers, and for pursuing skillsets within the multichannel video programming distributor industry. Courses and certifications provided are focused around Technical Operations, 5G & Wireless, Customer Care, Leadership, General Education, Master Installer, Service Technician, System Technician, Master Technician (Customer Premises and HFC Networks), and Senior Master Technician to name a few. Focusing on skillsets and knowledge on Fiber Testing, Fiber Maintenance, Fiber Activation, WiFi, Installation, Trouble-shooting, Voice and Data Networks, Broadband, Digital, Modems, Computers, Business Services, Advanced skills, and more depending on training.
Company Vehicle Advertisements	Astound Broadband	Ongoing	Astound Broadband has company vehicles with advertisements, they drive within each market to increase brand awareness and career opportunities at Astound. <a href="https://www.astound.com/about-us/careers/">https://www.astound.com/about-us/careers/</a>
Tuition Reimbursement Program	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.
ModelExpand x Astound Inclusive Hiring Training Series	ModelExpand & Astound Broadband	June 20, 22nd, 27th, 2023	Partnered with ModelXExpand to provide training to Astound management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
Hosted Astound Virtual Career Fair	Astound Broadband	3/8/2023	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	10/22/2022	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 Catholic Charities CYO	Circa on behalf of Astound Broadband	12/12/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Center on Juvenile and Criminal Justice	Circa on behalf of Astound Broadband	10/17/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Enterprise for Youth	Circa on behalf of Astound Broadband	10/15/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Mission Hiring Hall	Circa on behalf of Astound Broadband	11/16/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Mission Hiring Hall, Inc	Circa on behalf of Astound Broadband	12/4/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to National Council on Aging - Senior Community Service Employment Program (SCSEP)	Circa on behalf of Astound Broadband	11/7/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Recovery Survival Network	Circa on behalf of Astound Broadband	11/11/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Renaissance Parents Of Success	Circa on behalf of Astound Broadband	11/20/2022	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	10/12/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Center For Independent Living, Inc.	Circa on behalf of Astound Broadband	10/17/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Independent Living Resource Center San Francisco (..	Circa on behalf of Astound Broadband	11/23/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Regional Center Of The East Bay	Circa on behalf of Astound Broadband	12/20/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to The Janet Pomeroy Center	Circa on behalf of Astound Broadband	10/10/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Vocational Rehabilitation - Novato Branch	Circa on behalf of Astound Broadband	11/22/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Trans Employment Program	Circa on behalf of Astound Broadband	12/25/2022	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	11/1/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Japanese Cultural and Community Center of Northern California	Circa on behalf of Astound Broadband	12/2/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to Mission Language and Vocational School	Circa on behalf of Astound Broadband	10/29/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to The Hidden Genius Project	Circa on behalf of Astound Broadband	12/8/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to EDD Workforce Service - San Francisco	Circa on behalf of Astound Broadband	12/28/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to First Source Hiring Program	Circa on behalf of Astound Broadband	10/13/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.
General outreach to College of Alameda Career and Employment Center	Circa on behalf of Astound Broadband	10/11/2022	Circa and Astound Broadband partnered to conduct outreach to various organizations servicing underrepresented peoples and communities.







Amend

Print



# EEO Form 396-C

File No.: CBL0010356

Filing Status: **Ready for Review**

## 12132

Reference  
Copy  
OMB Control  
No. 3060-1033

### General Information

**FCC Registration Number (FRN)**

0013907928

**Filing Year**

2023

**Employment Unit ID (EUID)**

12132

### Section I - Identifying Information

**Has the identifying information associated with this EUID changed?**

No

**Operator Legal Name**

ASTOUND BROADBAND, LLC

**Operator Address 1**

3700 Monte Villa Parkway

**Operator City**

BOTHELL

**Operator state**

WA

**Operator Zip Code**

98021

**State of Employment Office**

CA

**County of Employment Office**

San Mateo

**Application Purpose**

New Program Report

**Supplemental Investigation Sheet (SIS) Required**

false

**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**

020173

CA1614, CA1590, CA1591, CA1594, CA1593,  
CA1592, CA1814, CA1815

## 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

---

### Exhibit 3 (Optional)

San Mateo, CA Unit 12132 - FCC 2023.xlsx

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

---

## PART II - Inquiries Concerning EEO Program and Practices

---

## PART III - EEO Public File Report

---

## Exhibits

---

### Exhibit 3 (Optional)

San Mateo, CA Unit 12132 - FCC 2023.xlsx

## 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**

2023-09-28