

Federal Communications Commission Washington, D.C. 20554 FCC 396-C	OMB 3060-1033 September 2003 FOR FCC USE ONLY
Multi-Channel Video Program Distributor EEO Program Annual Report Read INSTRUCTIONS Before Filling Out Form	FOR COMMISSION USE ONLY FILE NO. B396 - 20081024ABL

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
 COMCAST CORPORATION

MSO Name:
 COMCAST CABLE CORP

B. Employment Unit's Mailing Address
 1701 JFK BLVD
 SPOTLIGHT DIVISION

City PHILADELPHIA	State PA	Zip Code 19103-
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Emp. Unit ID # 11916

Application Purpose
 New Program Report
 Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located
 SAN FRANCISCO, CA

D. Category of Respondent (check applicable box)

<input type="radio"/>	Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
<input checked="" type="radio"/>	Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) 08/24/2008-09/06/2008

F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

System Communities Comprising Local Employment Unit			
Ident No.	Name of Community	Location (State)	Type
Review the list of communities served on the previous year's submission and attach as Exhibit A [Exhibit 1] any additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.			

SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation.
 [Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment
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	Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4.	Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.	Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7.	Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8.	Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No

SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information. [Exhibit 3]

SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed	Title VP HUMAN RESOURCES
Date 10/21/2008	Name of Respondent JEFF HAMSTAD
Telephone No. (include area code) 7202673523	

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).

FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET

Part I Employee Job Descriptions

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

- | | | |
|------------------------------|---|--------------|
| 1. Officials and Managers | | [Exhibit 4] |
| 2. Professionals | | [Exhibit 5] |
| 3. Technicians | | [Exhibit 6] |
| 4. Sales Workers | | [Exhibit 7] |
| 5. Office and Clerical | | [Exhibit 8] |
| 6. Craft Workers (skilled) | | [Exhibit 9] |
| 7. Operatives (semi-skilled) | 3 | [Exhibit 10] |
| 8. Laborers (unskilled) | | [Exhibit 11] |
| 9. Service Workers | | [Exhibit 12] |

Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

1. Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b). [Exhibit 13]
2. Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. [Exhibit 14]
3. Name the minority organizations, organizations for women, media, educational institutions, and other recruitment sources used to attract minority and female applicants whenever job vacancies become available. [Exhibit 15]
4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
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6. Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program. [Exhibit 18]
7. Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance. [Exhibit 19]
8. Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
9. Other Inquiries: [Exhibit 21]

Part III EEO Public File Report

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place annually such information as is required by 47 C.F.R. Section 76.1702 in their public files. [Exhibit 22]

EMP UNIT ID: 11916	MSO NAME: COMCAST CABLE CORP
	OPR NAME: COMCAST CORPORATION

Exhibits

Exhibit 10

Description: JOB DESCRIPTIONS

THIS UNIT DOES NOT EMPLOY SEMI-SKILLED OPERATIVES. IN SUBSTITUTION OF SEMI-SKILLED OPERATIVES JOB CATEGORY, THE UNIT IS PROVIDING A JOB DESCRIPTION FOR TRAFFIC REP 1, IT ANALYST AND SALES SUPPORT REP.

PART I. EMPLOYEE JOB DESCRIPTIONS

TRAFFIC REPRESENTATIVE 1

MAJOR DUTIES

INPUT LARGE VOLUME OF ORDERS IN TO TIM AND ECLIPSE IN A QUICK AND TIMELY MANNER.
INPUT TRAFFIC INSTRUCTIONS FOR SPECIFIC CABLE NETWORKS, ZONES AND TIMES.
REVISE TRAFFIC INSTRUCTIONS FOR ADVERTISING BROADCAST SCHEDULES WHEN NECESSARY.
MAINTAIN SCHEDULES AND COPY FOR COMCAST LOCAL EDITION AND TELAMERICA.
FACILITATE COMMUNICATION WITH MASTERING, ACCOUNT EXECUTIVES AND NFC REGARDING LATE AND MISSING TAPES.
ASSIST TRAFFIC TEAM WITH SPOT PLACEMENT AND MANIPULATION OF DAILY LOGS.
MAINTAIN AND DISTRIBUTE DAILY LOG FOR ALL INCOMING COMMERCIAL TAPES.
PERFORM OTHER RELATED DUTIES AS ASSIGNED.
PUNCTUAL REGULAR ATTENDANCE IS REQUIRED.
MUST BE AVAILABLE FOR OVERTIME OR EXTENDED HOURS AS NEEDED.

MINIMUM REQUIREMENTS

MUST POSSESS EFFECTIVE TIME MANAGEMENT SKILLS AND THE ABILITY TO MULTI-TASK.
ABILITY TO WORK UNDER EXTREME PRESSURE WITH SHORT DEADLINES.
ABILITY TO WORK WELL IN A TEAM ENVIRONMENT AS WELL AS INDEPENDENTLY.
ABILITY TO ANALYZE AND PROCESS A LARGE AMOUNT OF INFORMATION TO MEET DAILY DEADLINES.
EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS.
NECESSARY COMPUTER SKILLS TO INCLUDE WINDOWS, WORD, EXCEL AND OUTLOOK.
FLEXIBILITY WITH SCHEDULE AND ABILITY TO WORK OVERTIME, AS NEEDED.
HIGH SCHOOL OR EQUIVALENT; COLLEGE DEGREE PREFERRED.

IT ANALYST

MAJOR DUTIES

RESPONSIBLE FOR MONITORING PERFORMANCE OF ALL SERVERS, LAN/WANS.
HELPS TO MAINTAIN IMPLEMENTATION OF DEPARTMENT STRATEGIES TO MEET AND EXCEED CUSTOMER SERVICE REQUIREMENTS.
ASSISTS IN TRAINING OF BASIC SYSTEMS FOR NEW AND CURRENT USERS WHEN NECESSARY.
COLLABORATES AND SUPPORTS TACTICAL IMPLEMENTATION OF THE CURRENT AND FUTURE IT SYSTEMS, WHICH WILL PROTECT THE DAILY, AND FUTURE, IT INFRASTRUCTURE.
TROUBLESHOOTS SYSTEMS MALFUNCTIONS.
FUNCTIONS AS KEY IT RESOURCE TO DEPARTMENT MANAGERS AND MARKET WIDE EMPLOYEES AS DIRECTED.
IS ABLE TO WORK IN A FAST PAST AND RESULTS ORIENTED ENVIRONMENT.
IS ABLE TO WORK AFTER NORMAL BUSINESS HOURS AND/OR WEEKENDS WHEN NECESSARY.
PERFORMS OTHER RELATED DUTIES AND SPECIAL PROJECTS AS ASSIGNED.
PUNCTUAL, REGULAR, AND CONSISTENT ATTENDANCE.

MINIMUM REQUIREMENTS:

DEGREE IN COMPUTER APPLICATION OR EQUIVALENT IN WORK EXPERIENCE, IT CERTIFICATIONS AND

SELF-STUDY.

PROVEN TRACK RECORD SATISFYING DAILY TASKS AND ONGOING PROJECTS. MINIMUM OF 2-5 YEARS EXPERIENCE IN TECHNICAL IT OPERATIONS IN COMPETITIVE, LARGE BUSINESS.
 PROVEN TRACK RECORD OF MEETING AND EXCEEDING, ADHERENCE TO ALL IT PRACTICES, STANDARDS POLICIES AND COMPANY PROCEDURES.
 EXPERIENCE WITH CABLE ADVERTISING SYSTEMS AND SOFTWARE E.G. DIGITAL INSERTION SYSTEMS, TRAFFIC AND BILLING SOFTWARE, AND RELATED IT TECHNOLOGY IS A PLUS.
 IS VERSED AND FAMILIAR WITH ORACLE, SQL, CITRIX, CISCO ROUTERS, COMPUTER AND PRINTER REPAIRS AND MAINTENANCE, LOCAL AND WIDE AREA NETWORKING.
 OUTSTANDING INTERPERSONAL AND COMMUNICATION SKILLS.
 ABILITY TO WORK WELL IN A PROCESS-ORIENTED TEAM ENVIRONMENT.
 POSSESS A VALID CALIFORNIA DRIVERS LICENSE.
 HIGHLY MOTIVATED AND GOAL ORIENTED.
 MUST HAVE ADEQUATE TRANSPORTATION MEANS TO TRAVEL TO LOCAL OFFICES AS NEEDED.

SALES SUPPORT REPRESENTATIVE

MAJOR DUTIES

ASSIST ACCOUNT EXECUTIVES IN SEEKING NEW CUSTOMERS THROUGH VARIOUS PROSPECTING METHODS
 GATHER RESEARCH INFORMATION AND DATA FROM AVAILABLE SOURCES TO ASSIST ACCOUNT EXECUTIVES IN POSITIONING THE COMPANY AND ITS PRODUCTS FAVORABLY.
 ASSIST THE SALES DEPARTMENT IN MAINTAINING AND INCREASING SALES VOLUME FROM ESTABLISHED ACCOUNTS.
 ASSIST IN THE DEVELOPMENT OF SALES MATERIALS AND PRESENTATIONS THAT ADDRESS CUSTOMER NEEDS AND HIGHLIGHT THE BENEFITS OF BUYING OUR PRODUCT OR SERVICE.
 FACILITATE DOCUMENT PRODUCTION INCLUDING CORRESPONDENCE, PROPOSALS, ADVERTISING SCHEDULES, AND CO-OP DOCUMENTATION. PERFORM ADMINISTRATIVE DUTIES I.E., TYPING, FILING, PROCESSING MAIL, AND ANSWERING TELEPHONES. COORDINATE THE FLOW OF INFORMATION BETWEEN ACCOUNT EXECUTIVES, TRAFFIC, AND PRODUCTION DEPARTMENTS.
 PARTICIPATE IN SALES MEETINGS, TRAINING PROGRAMS, AND CONFERENCES AS DIRECTED.
 PERFORM OTHER RELATED DUTIES AS ASSIGNED.

MINIMUM REQUIREMENTS

BACHELORS DEGREE OR THE RECOGNIZED EQUIVALENT IN WORK EXPERIENCE AND SELF-STUDY.
 ONE YEAR RELATED WORK EXPERIENCE INCLUDING A WORKING KNOWLEDGE OF THE PC AND MICROSOFT WORD.
 EXPOSURE TO PRESENTATION OR DESKTOP PUBLISHING SOFTWARE A PLUS.

Attachment 10

Description
Job Descriptions

Exhibit 13

Description: EXHIBIT 13 DESCRIBE THE EMPLOYMENT UNITS EFFORTS TO COMPLY WITH THE OUTREACH PR

THE EMPLOYMENT UNIT HAS ESTABLISHED AND MAINTAINS A POSITIVE CONTINUING PROGRAM OF OUTREACH ACTIVITIES DESIGNED TO ENSURE EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT. THE UNIT RECRUITS FOR FULL-TIME JOB VACANCIES IN ITS OPERATION THAT ARE NOT FILLED BY INTERNAL APPLICANTS. THE UNIT USES RECRUITMENT SOURCES FOR EACH VACANCY TO DISSEMINATE JOB OPENINGS FROM A LIST THAT IT HAS COMPILED OF MINORITY AND WOMENS ORGANIZATIONS IN ITS EMPLOYMENT AREA AS WELL AS NATIONAL EMPLOYMENT WEBSITES. THE UNIT ALSO PROVIDES NOTIFICATION OF EACH FULL-TIME VACANCY TO ANY ORGANIZATION THAT DISTRIBUTES INFORMATION ABOUT EMPLOYMENT OPPORTUNITIES TO JOB SEEKERS OR REFERS JOB SEEKERS TO EMPLOYERS, UPON REQUEST BY SUCH ORGANIZATION.

IN ADDITION, EACH YEAR WE STRIVE TO REACH DIFFERENT PARTS OF THE COMMUNITY. IN 2007-2008, WE WIDENED OUR OUTREACH TO INCLUDE SPEAKING ENGAGEMENTS AND MENTORING PROGRAMS, IN ADDITION TO TRADITIONAL JOB FAIRS (SUCH AS THE INTER-CITY FAMILY RESOURCES NETWORK AND UC BERKLEY), INTERNSHIP PROGRAMS AND TRAINING PROGRAMS. THIS INCLUDED A MENTORING AND SHADOWING PROGRAM THROUGH WICT (WOMEN IN CABLE), AND REPRESENTATION OF COMCAST AT FUNDRAISING EVENTS FOR EASTER SEALS, JEWISH VOCATIONAL SERVICES AND MAFE (MARIN ASSOCIATION OF FEMALE EXECUTIVES).

PLEASE REFER TO THE ATTACHED LIST OF OUTREACH ACTIVITIES THAT THE UNIT UNDERTAKES EACH YEAR BY REFERENCING OUR GENERAL RECRUITMENT REPORT.

THE UNIT PROVIDES ON-GOING PARTNERSHIP WITH OUTREACH AGENCIES THROUGHOUT THE COMMUNITY TO FILL FULL-TIME POSITIONS. AGENCIES ARE NOTIFIED OF OPEN POSITIONS IMMEDIATELY VIA EMAIL. WORKING RELATIONSHIPS ARE KEPT BETWEEN RECRUITER AND OUTREACH PARTNERS TO ENSURE AGENCIES ARE AWARE OF WHAT QUALIFICATIONS COMCAST IS LOOKING FOR.

Attachment 13

Exhibit 14

Description: DESCRIBE THE EMPLOYMENT UNITS EFFORTS TO DISSEMINATE WIDELY ITS EQUAL EMPLOYMENT

COMCASTS EMPLOYEE MANUAL CONTAINS THE COMPANYS EEO POLICY STATEMENT AND IS MADE AVAILABLE TO ALL EMPLOYEES.

THE COMPANYS EEO POLICY STATEMENT IS POSTED IN THE EMPLOYMENT UNITS OFFICE AND ON BULLETIN BOARDS ACCESSIBLE TO EMPLOYEES AND APPLICANTS, INFORMING THEM OF THEIR EQUAL EMPLOYMENT OPPORTUNITY RIGHTS, AND THEIR RIGHT TO NOTIFY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, THE FCC, OR OTHER APPROPRIATE AGENCY IF THEY BELIEVE THEY HAVE BEEN DISCRIMINATED AGAINST.

ORIENTATION MEETINGS FOR NEW EMPLOYEES AND COMCASTS IN-HOUSE TRAINING PROGRAMS DISCUSS COMCASTS EEO POLICY.

RECRUITMENT SOURCES ARE MADE AWARE OF THE COMPANYS EEO HIRING POLICY AND OF THE COMPANYS POLICY THAT ALL JOB APPLICANTS WILL BE TREATED WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR SEX.

COMCAST CABLE INCLUDES THE PHRASE EOE/AA ON EMPLOYMENT APPLICATIONS, IN NEWSPAPER ADVERTISEMENTS AND OTHER EXTERNAL ADVERTISEMENTS.

COMCAST INDICATES THAT IT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER ON PURCHASE ORDERS, LEASE AGREEMENTS AND OTHER CONTRACTS WITH ITS VENDORS.

COMCAST COMMUNICATES WITH THE STATE EMPLOYMENT SECURITY OFFICE IN WRITING REGARDING ITS EEO POLICY.

COMCAST COMMUNICATES THAT IT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER WHEN IT PARTICIPATES IN OR HOSTS A JOB FAIR.

Attachment 14

Exhibit 16

Description: EXPLAIN THE EMPLOYMENT UNITS EFFORTS TO PROMOTE EMPLOYEES IN A NONDISCRIMINATOR

PERFORMANCE APPRAISALS ARE CONDUCTED ANNUALLY AND WE FOSTER MULTIPLE PERFORMANCE RELATED CONNECTION MEETINGS THROUGHOUT THE YEAR. DURING THE ANNUAL ASSESSMENT EMPLOYEES ARE PROVIDED WITH SUGGESTIONS AS TO HOW TO IMPROVE THEIR WORK PERFORMANCE, RECOMMENDATIONS ARE MADE REGARDING TRAINING OPPORTUNITIES, AND CAREER GUIDANCE IS PROVIDED. THE CONNECTION MEETINGS SUPPORT THE INDIVIDUALS GOALS AND DEVELOPMENT PLANS TO HELP KEEP THEM ON TRACK TOWARDS ADVANCEMENT OPPORTUNITIES.

REGULAR FULL-TIME EMPLOYEES ARE ELIGIBLE FOR THE COMPANYS EDUCATION ASSISTANCE PROGRAM. THE PROGRAM PROVIDES FOR TUITION REIMBURSEMENT TO ELIGIBLE EMPLOYEES WHO ARE PURSUING A CAREER RELATED DEGREE. EMPLOYEES ARE ENCOURAGED TO SEEK A DEGREE THAT RELATES TO THEIR CURRENT POSITION OR TO A POSITION IN THE COMPANY TO WHICH THEY ASPIRE.

ALL OPEN POSITIONS ARE ADVERTISED THROUGHOUT THE ENTIRE EMPLOYEE BASE. INTERNAL CANDIDATES THAT MEET THE MINIMUM CRITERIA ARE GRANTED AN INTERVIEW. CANDIDATES WHO DO NOT MEET THE QUALIFICATIONS ARE PROVIDED WITH CAREER COUNSELING REGARDING FUTURE OPPORTUNITIES.

COMCAST UNIVERSITY OFFERS NATIONWIDE TRAINING AND DEVELOPMENT OPPORTUNITIES FOR ITS EMPLOYEES. COMCAST UNIVERSITY PROGRAM OFFERINGS INCLUDE COURSE WORK TO ENHANCE THE SUBSTANTIVE AND LEADERSHIP SKILLS OF ITS EMPLOYEES.

THIS UNIT HAS CONTRACTS WITH CSS (CENTER FOR SALES STRATEGY) TO TRAIN AND ADVANCE SALES STAFF AND SALES LEADERS. IN ADDITION, WE MAINTAIN A FORMAL INTERNSHIP PROGRAM TO BRING IN NEW TALENT WHICH CAN BE DEVELOPED AND OFFERED FULL TIME OPPORTUNITIES.

Attachment 16

Exhibit 22

Description: EEO REPORT

Attachment 22

Description
EEO Report

Federal Communications Commission Washington, D.C. 20554 <p style="text-align: center;">FCC 396-C</p>	OMB 3060-1033 September 2003 FOR FCC USE ONLY
<p>Multi-Channel Video Program Distributor EEO Program Annual Report</p> <p>Read INSTRUCTIONS Before Filling Out Form</p>	FOR COMMISSION USE ONLY FILE NO. B396 - 20081027ABC

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
COMCAST CORPORATION

MSO Name:
COMCAST CABLE CORP

B. Employment Unit's Mailing Address
1701 JFK BLVD
SPOTLIGHT DIVISION

City PHILADELPHIA	State PA	Zip Code 19103-
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Emp. Unit ID # 12155

Application Purpose
 New Program Report
 Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located
CHITTENDEN COUNTY, VT

D. Category of Respondent (check applicable box)

<input type="radio"/>	Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
<input checked="" type="radio"/>	Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) 08/24/2008 - 09/06/2008

F. Attachments: (See "Exhibit" buttons, below.)

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Ident No.	Name of Community	Location (State)	Type

Review the list of communities served on the previous year's submission and attach as Exhibit A [Exhibit 1] any additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.

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Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation.
[Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment
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	Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Date 10/26/2008	Name of Respondent JEFF HAMSTAD
Telephone No. (include area code) 7202673523	

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EMP UNIT ID: 12155	MSO NAME: COMCAST CABLE CORP
	OPR NAME: COMCAST CORPORATION

Exhibits

Exhibit 10

Description: EMPLOYEE JOB DESCRIPTIONS

THIS UNIT DOES NOT EMPLOY SEMI-SKILLED OPERATIVES. INSTEAD, THE UNIT IS PROVIDING THE FOLLOWING JOB DESCRIPTIONS - ACCOUNT EXECUTIVE, LOCAL SALES MANAGER AND SALES ASSISTANT.

TITLE: ACCOUNT EXECUTIVE-AD SALES

A MOTIVATED SALESPERSON TO PROVIDE ADVERTISING SOLUTIONS WITH MULTIPLE PRODUCTS INCLUDING SPOT, INTERNET, AND ADVANCED MEDIA PRODUCTS TO LOCAL BUSINESSES, BY CONTINUOUSLY PROSPECTING USING OUR SEEK STRATEGIES AND TACTICS - VIA TELEPHONE AND IN-PERSON PRESENTATIONS. YOU WILL BE ABLE TO HAVE A HUGE IMPACT ON OUR BUSINESS AND HAVE THE ABILITY TO SHAPE THE FUTURE OF ADVERTISING.

IS SOMEONE ALWAYS LOOKING TO EXCEED ESTABLISHED ACTIVITY AND RESULT QUOTAS.

MAINTAIN AND INCREASE SALES VOLUME FROM ESTABLISHED ACCOUNTS AND COLLECT ALL ACCOUNT BALANCES.

ASSIST CUSTOMERS AND PROSPECTS IN ATTAINING THEIR GOALS THROUGH PROPER UTILIZATION OF COMCAST PRODUCTS AND SERVICES AND ENSURE GOODWILL BETWEEN CUSTOMERS AND COMCAST.

ADDRESSES CUSTOMER COMPLAINTS QUICKLY AND ADVISE MANAGEMENT OF ANY SITUATION OUTSIDE POSITIONS SCOPE OF AUTHORITY. WE EXPECT OUR AES TO BE ADVERTISING CONSULTANTS TO HELP GUIDE BUSINESS OWNERS, AND GET THEM STRONG RESULTS.

MONITOR/STAY ABREAST OF COMPETITIVE ACTIVITY AND MARKET CONDITIONS, PROVIDING FEEDBACK AND SUGGESTIONS TO MANAGEMENT REGARDING NEW PRODUCT ADDITION AND EXISTING PRODUCT DELETION.

COMPLETE REQUIRED DOCUMENTATION AND REPORTING FOR THE PROPER PROCESSING OF CONTRACTS, ADVERTISING SCHEDULES AND CALL AND EXPENSE REPORTS.

MAINTAIN UP-TO-DATE CUSTOMER AND PROSPECT RECORDS AS INSTRUCTED AND PARTICIPATE IN DEVELOPMENT OF SALES FORECASTS.

ATTEND AND PARTICIPATE IN SALES MEETINGS, TRAINING PROGRAMS, AND CONFERENCES AS DIRECTED.

CREATE AND PROPOSE ADVERTISING RECOMMENDATIONS THAT BEST SUIT CUSTOMER NEEDS.

ABILITY TO OPEN, PROBE, SUPPORT CUSTOMER NEEDS AND CLOSE BUSINESS.

PERFORM OTHER RELATED DUTIES AS ASSIGNED.

PUNCTUAL, REGULAR, AND CONSISTENT ATTENDANCE REQUIRED.
MINIMUM REQUIREMENTS

EDUCATION: COLLEGE DEGREE PLUS SPECIALIZED TRAINING IN SALES AND MARKETING OR THE EQUIVALENT IN WORK EXPERIENCE AND SELF-STUDY.

GREAT PC SKILLS HELP POWERPOINT. EXPERIENCE: 1-3 YEARS EXPERIENCE IN BUSINESS TO BUSINESS SALES. MEDIA SALES PREFERRED.

TITLE: LOCAL SALES MANAGER

A TOP NOTCH MANAGER OF SALES PEOPLE WHO CAN DIRECTLY OVERSEE THE TELEVISION ADVERTISING DIVISION OF COMCAST.

YOU WILL BE ABLE TO HAVE A HUGE IMPACT ON OUR BUSINESS AND HAVE THE ABILITY TO SHAPE THE FUTURE OF ADVERTISING.

BE SOMEONE WHO IS ONLY CONTENT WHEN THEY SURPASS THEIR SALES BUDGET AND EARN INCREMENTAL COMMISSIONS FOR DOING SO.

SOMEONE WHO CAN TRAIN, DEVELOP AND MOTIVATE A TEAM OF ADVERTISING ACCOUNT EXECUTIVES AND MONITOR ALL SALES ACTIVITIES TO ENSURE SUCCESS IN EXCEEDING BUSINESS GOALS AND OBJECTIVES.

IDEALLY SOMEONE WITH AN ENTREPRENEURIAL SPIRIT AND A STRONG DESIRE TO COACH AND TEACH AES HOW TO WIN.

SOMEONE WHO CAN WORK IN CONJUNCTION WITH THE GENERAL SALES MANAGER TO ENSURE COMPLIANCE WITH BUSINESS OBJECTIVES, CONDUCT PERFORMANCE REVIEWS AND ESTABLISH CRITERIA FOR DISCIPLINARY ACTION.

RESPONSIBILITIES INCLUDE CLIENT CONTACT, CLIENT ENTERTAINMENT, STRATEGIC SALES PLANNING ON A MONTHLY, QUARTERLY AND ANNUAL BASIS AND SALES REPORTING OF BUSINESS.
MINIMUM REQUIREMENTS

MINIMUM 8 YEARS IN BROADCAST MEDIA AS A SELLER OR MANAGER AT LOCAL LEVEL.

BACHELOR'S DEGREE OR HIGHER.

PC SKILLS

TITLE: SALES ASSISTANT

ASSIST THE SALES DEPARTMENT IN MAINTAINING AND INCREASING SALES VOLUME FROM ESTABLISHED ACCOUNTS

PREPARE DAILY SALES PACING AND WEEKLY SALES REPORTS FOR MANAGEMENT.

FACILITATE DOCUMENT PRODUCTION INCLUDING CORRESPONDENCE, PROPOSALS, ADVERTISING SCHEDULES, AND CO-OP DOCUMENTATION.

PERFORM ADMINISTRATIVE DUTIES I.E. TYPING, FILING, PROCESSING MAIL AND ANSWERING TELEPHONES.

ASSEMBLE MEDIA KITS AND UPDATE PROSPECT KITS.

COORDINATE THE FLOW OF INFORMATION BETWEEN ACCOUNT EXECUTIVES, TRAFFIC, AND FINANCE DEPARTMENTS.

PARTICIPATE IN SALES MEETINGS, TRAINING PROGRAMS, AND CONFERENCES AS DIRECTED.

PUNCTUAL, REGULAR, AND CONSISTENT ATTENDANCE IS REQUIRED. MUST BE AVAILABLE FOR OVERTIME OR EXTENDED HOURS, AS NEEDED.

PERFORM OTHER RELATED DUTIES AS ASSIGNED.
MINIMUM REQUIREMENTS

CANDIDATE MUST HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT.

MUST HAVE WORKING KNOWLEDGE OF MS WORD, EXCEL, POWERPOINT, AND STRATA OR SIMILAR APPLICATIONS.

TWO YEARS ADMINISTRATIVE OR SALES EXPERIENCE PREFERRED. KNOWLEDGE OF ADVERTISING FUNCTION AND TERMS PREFERRED.

MUST BE EXTREMELY ORGANIZED INDIVIDUAL AND POSSESSES EXCELLENT RECORD KEEPING SKILLS.

STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS TO INTERFACE EFFECTIVELY WITH STAFF, MANAGEMENT AND VARIOUS OTHER INTERNAL AND EXTERNAL PARTIES.

ABILITY TO MULTITASK MANY PROJECTS AT ONCE.

CANDIDATE MUST DEMONSTRATE STRONG COMPETENCY WITH MATH.

Attachment 10

Description
Job Descriptions for Unit 12155

Exhibit 13

Description: DESCRIBE THE EMPLOYMENT UNITS EFFORTS TO COMPLY WITH THE OUTREACH PROVISIONS

THE EMPLOYMENT UNIT HAS ESTABLISHED AND MAINTAINS A POSITIVE CONTINUING PROGRAM OF OUTREACH ACTIVITIES DESIGNED TO ENSURE EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT. THE UNIT RECRUITS FOR FULL-TIME JOB VACANCIES IN ITS OPERATION THAT ARE NOT FILLED BY INTERNAL APPLICANTS.

THE UNIT USES RECRUITMENT SOURCES FOR EACH VACANCY TO DISSEMINATE JOB OPENINGS FROM A LIST THAT IT HAS COMPILED OF MINORITY AND WOMENS ORGANIZATIONS IN ITS EMPLOYMENT AREA AS WELL AS NATIONAL EMPLOYMENT WEBSITES.

THE UNIT ALSO PROVIDES NOTIFICATION OF EACH FULL-TIME VACANCY TO ANY ORGANIZATION THAT DISTRIBUTES INFORMATION ABOUT EMPLOYMENT OPPORTUNITIES TO JOB SEEKERS OR REFERS JOB SEEKERS TO EMPLOYERS, UPON REQUEST BY SUCH ORGANIZATION.

PLEASE REFER TO THE ATTACHED LIST OF OUTREACH ACTIVITIES THAT THE UNIT UNDERTAKES EACH YEAR. SPECIFICALLY, THE UNIT SUPPORTED THE FOLLOWING ACTIVITIES:

-HOSTED TWO OPEN HOUSES, NOVEMBER 1, 2007 AND JUNE 11, 2008, IN THE BURLINGTON SPOTLIGHT OFFICE THAT WERE ADVERTISED ON A VARIETY OF CABLE NETWORKS FOR A 2 WEEK PERIOD PRECEDING EACH OPEN HOUSE. THESE SPOTS RAN APPROXIMATELY 300 TIMES FOR EACH OPEN HOUSE.

-ATTENDED THE UNIVERSITY OF VERMONT JOB FAIR ON OCTOBER 16, 2007 RECRUITING FOR OPEN POSITIONS.

-UTILIZED TRADITIONAL JOB BOARDS AS WELL AS NEW RECRUITMENT PLATFORMS INCLUDING COMCASTS VOD CAREERS ON DEMAND PRODUCT AND EXTERNAL VENDORS SUCH SOCIAL NETWORKING SITE, LINKEDIN TO BROADEN OUR OUTREACH BEYOND THE VT BORDER.

-RAN POSITION SPECIFIC TV COMMERCIALS ON A VARIETY OF CABLE NETWORKS RECRUITING FOR OPEN POSITIONS.

-PROACTIVELY CONTACTED INTERNAL EMPLOYEES, THROUGHOUT NEW ENGLAND, FOR REFERRALS TO POTENTIAL CANDIDATES.

-THE VP/GM OF THE MARKET, WHO IS VERY WELL NETWORKED IN THE COMMUNITY, REACHED OUT TO RADIO, TV AND OTHER MEDIA OUTLETS IN THE MARKET IN AN EFFORT TO RECRUIT CANDIDATES.

Attachment 13

Exhibit 14

Description: DESCRIBE THE EMPLOYMENT UNITS EFFORTS TO DISSEMINATE WIDELY ITS EQUAL EMPLOY

COMCASTS EMPLOYEE MANUAL CONTAINS THE COMPANYS EEO POLICY STATEMENT AND IS MADE AVAILABLE TO ALL EMPLOYEES.

THE COMPANYS EEO POLICY STATEMENT IS POSTED IN THE EMPLOYMENT UNITS OFFICE AND ON BULLETIN BOARDS ACCESSIBLE TO EMPLOYEES AND APPLICANTS, INFORMING THEM OF THEIR EQUAL EMPLOYMENT OPPORTUNITY RIGHTS, AND THEIR RIGHT TO NOTIFY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, THE FCC, OR OTHER APPROPRIATE AGENCY IF THEY BELIEVE THEY HAVE BEEN DISCRIMINATED AGAINST.

ORIENTATION MEETINGS FOR NEW EMPLOYEES AND COMCASTS IN-HOUSE TRAINING PROGRAMS DISCUSS COMCASTS EEO POLICY.

RECRUITMENT SOURCES ARE MADE AWARE OF THE COMPANYS EEO HIRING POLICY AND OF THE COMPANYS POLICY THAT ALL JOB APPLICANTS WILL BE TREATED WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR SEX.

COMCAST CABLE INCLUDES THE PHRASE EOE/AA ON EMPLOYMENT APPLICATIONS, IN NEWSPAPER ADVERTISEMENTS AND OTHER EXTERNAL ADVERTISEMENTS.

COMCAST INDICATES THAT IT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER ON PURCHASE ORDERS, LEASE AGREEMENTS AND OTHER CONTRACTS WITH ITS VENDORS.

COMCAST COMMUNICATES WITH THE STATE EMPLOYMENT SECURITY OFFICE IN WRITING REGARDING ITS EEO POLICY.

COMCAST COMMUNICATES THAT IT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER WHEN IT PARTICIPATES IN OR HOSTS A JOB FAIR.

Attachment 14

Exhibit 16

Description: EXPLAIN THE EMPLOYMENT UNITS EFFORTS TO PROMOTE EMPLOYEES IN A NONDISCRIMINA

PERFORMANCE APPRAISALS ARE CONDUCTED ANNUALLY. DURING THIS ANNUAL ASSESSMENT EMPLOYEES ARE PROVIDED WITH SUGGESTIONS AS TO HOW TO IMPROVE THEIR WORK PERFORMANCE, RECOMMENDATIONS ARE MADE REGARDING TRAINING OPPORTUNITIES, AND CAREER GUIDANCE IS PROVIDED.

REGULAR FULL-TIME EMPLOYEES ARE ELIGIBLE FOR THE COMPANYS EDUCATION ASSISTANCE PROGRAM. THE PROGRAM PROVIDES FOR TUITION REIMBURSEMENT TO ELIGIBLE EMPLOYEES WHO ARE PURSUING A CAREER RELATED DEGREE. EMPLOYEES ARE ENCOURAGED TO SEEK A DEGREE THAT RELATES TO THEIR CURRENT POSITION OR TO A POSITION IN THE COMPANY TO WHICH THEY ASPIRE.

ALL OPEN POSITIONS ARE ADVERTISED THROUGHOUT THE ENTIRE EMPLOYEE BASE. INTERNAL CANDIDATES THAT MEET THE MINIMUM CRITERIA ARE GRANTED AN INTERVIEW. CANDIDATES WHO DO NOT MEET THE QUALIFICATIONS ARE PROVIDED WITH CAREER COUNSELING REGARDING FUTURE OPPORTUNITIES.

COMCAST UNIVERSITY OFFERS NATIONWIDE TRAINING AND DEVELOPMENT OPPORTUNITIES FOR ITS EMPLOYEES. COMCAST UNIVERSITY PROGRAM OFFERINGS INCLUDE COURSE WORK TO ENHANCE THE SUBSTANTIVE AND LEADERSHIP SKILLS OF ITS EMPLOYEES.

THE UNIT TRAINED MANAGERS ON THE USE OF COMCAST TALENT A NEW ONLINE REVIEW SYSTEM THAT ALLOWS EMPLOYEES TO VIEW THEIR YEARLY REVIEW AT ANY TIME, MAKE COMMENTS AND CONNECT QUARTERLY ON THEIR PROGRESS. FURTHER, ALLOWS MANAGERS AND EMPLOYEES TO JOINTLY CREATE AN INDIVIDUAL DEVELOPMENT PLAN GIVING EMPLOYEES ACTIONABLE STEPS TO DEVELOP AREAS OF NEED AND UTILIZE EXISTING STRENGTHS

THE UNIT TRAINED EMPLOYEES ON 2 NEW OPTIONS WITHIN EMPLOYEE SELF SERVICE (ESS) AVAILABLE ON TEAMCOMCAST.COM. THE SKILLS PORTION WITHIN ESS ALLOWS EMPLOYEES TO CATALOG THEIR SKILLS ACQUIRED NOT ONLY FROM THEIR EXPERIENCES WITH COMCAST BUT FROM PAST EMPLOYMENT AND EDUCATION. THIS BANK OF SKILLS GIVES THEM ACCESS TO OPENINGS WITHIN COMCAST THAT HAVE MATCHING REQUIREMENTS. THE JOBS PORTION OF ESS ALLOWS EMPLOYEES TO SEARCH FOR AND APPLY FOR POSITIONS WITHIN COMCAST. EMPLOYEES MAY BUILD A PROFILE AND DOWNLOAD RESUMES AND COVER LETTERS.

THE UNIT TRAINED SALES ACCOUNT EXECUTIVE AND SALES SUPPORT PROFESSIONALS ON NEW SALES TOOLS, CRM AND SALESLOOK. THE TOOLS HELP ENHANCE COMMUNICATION AND MAXIMIZE TIME FOR SALES PROFESSIONALS. ACCOUNT EXECUTIVES ALSO WERE TRAINED ON NEW PRODUCT TOOLS - .NET AND AUTO SALES.

Attachment 16

Exhibit 22

Description: EEO REPORT

Attachment 22

Description
EEO Report

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

50388BR	Sales Support Rep 1	CAC13 - Castro Valley CA	I - COMCAST.COM	1	1
			I - TEAMCOMCAST (INTERNAL)	1	0
			I - CRAIGSLIST	0	0
			V - ON DEMAND	0	0
			A - NAMIC	0	0
			R - WORD OF MOUTH	0	0
			O - Cal Jobs (UC Berkeley)	0	0
			I - AJB.COM	0	0
			O - CORPORATE GRAY	0	0
			TOTAL	2	1
52798BR	Promotions Specialist	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	4	1
			I - CRAIGSLIST	0	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	0	0
			I - CAREERBUZZ.ZOM	0	0
			R - EMPLOYEE REFERRAL	2	0
			TOTAL	6	1
52799BR	Automotive Field Marketing Manager	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	1	0
			I - CRAIGSLIST	0	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	0	0
			I - CAREERBUZZ.ZOM	0	0
			R - EMPLOYEE REFERRAL	1	1
			I - THELADDERS.COM	0	0
			TOTAL	2	1
55093BR	Local Sales Acct Exec	CAC13 - Castro Valley CA	ICOMCAST - COMCAST.COM	1	0
			I - TEAMCOMCAST (INTERNAL)	0	0
			I - CRAIGSLIST	0	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			I - CAREERBUZZ.ZOM	0	0
			R - EMPLOYEE REFERRAL	1	1
			I - THELADDERS.COM	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			TOTAL	2	1
55245BR	Traffic Inventory Manager	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	1	1
			I - TEAMCOMCAST (INTERNAL)	3	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - MEDIARERUITER.COM	0	0
			I - TVJOBS.COM	0	0
			TOTAL	4	1

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

56326BR	Sales Support Rep 1	CAS28 - San Jose CA	ICOMCAST - COMCAST.COM	1	1
			I - TEAMCOMCAST (INTERNAL)	2	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	2	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			TOTAL	5	1
56327BR	Local Sales Acct Exec	CAC13 - Castro Valley CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	1	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	1	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	4	1
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			TOTAL	6	1
56959BR	GSM/Director of Local Sales	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	2	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	2	1
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - MEDIARERUITER.COM	0	0
			I - TVJOBS.COM	0	0
			I - SPOTS N DOTS.COM	0	0
			I - NETSHARE.COM	0	0
			I - THE LADDERS.COM	0	0
			TOTAL	4	1

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

57798BR	Traffic Manager	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	2	1
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - MEDIARERUITER.COM	0	0
			I - CRAIGSLIST.ORG	0	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			TOTAL	2	1
57800BR	Traffic Inventory Analyst	CAS22 - San Francisco CA	I - TEAMCOMCAST (INTERNAL)	1	1
			TOTAL	1	1

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

58110BR	Mgr Local Sales	CAC13 - Castro Valley CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	1	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	1	1
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - MEDIARERUITER.COM	0	0
			I - CRAIGSLIST.ORG	0	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - THE LADDERS.COM	0	0
			TOTAL	2	1
60340BR	Marketing Representative	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	3	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	1	1
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	0	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - INCAMPUS.COM	0	0
			I - TVJOBS.COM	0	0
			TOTAL	4	1

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

60700BR	Traffic Rep 1	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	2	0
			I - TEAMCOMCAST (INTERNAL)	1	1
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	1	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	1	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - INCAMPUS.COM	0	0
			I - TVJOBS.COM	0	0
			TOTAL	4	1
61090BR	Sales Support Rep 2	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	4	1
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	0	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - INCAMPUS.COM	0	0
			I - TVJOBS.COM	0	0
			TOTAL	4	1

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

62618BR	Traffic Representative 2	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	1	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	1	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	1	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	1	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - INCAMPUS.COM	0	0
			I - TVJOBS.COM	0	0
			I - BAY AREA JOBFINDER.COM	0	0
			I - BAY AREA STAR.ORG	0	0
			TOTAL	4	1
62983BR	Production Supervisor	CAS22 - San Francisco CA	I - TEAMCOMCAST (INTERNAL)	3	1
			TOTAL	3	1
63474BR	Sales Support Rep 1	CAS22 - San Francisco CA	I - TEAMCOMCAST (INTERNAL)	2	1
			TOTAL	2	1
63481BR	Local Sales Acct Exec	CAC13 - Castro Valley CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	1	1
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	4	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	0	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - INCAMPUS.COM	0	0
			I - TVJOBS.COM	0	0
			I - BAY AREA JOBFINDER.COM	0	0
			TOTAL	5	1
67405BR	Advanced Media Account Executive - 67405 - Spotlight San Francisco CA	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	2	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - GOOGLEBASE.COM	0	0
			R - EMPLOYEE REFERRAL	1	1
			I - JOBFOX.COM	0	0
			I - JOBVERTISE.COM	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	0	0
			I - LEEHECHTHARRISON.COM	0	0
			I - TVJOBS.COM	0	0
			TOTAL	3	1
44264BR	Manager Advanced Media Sales	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	2	0
			I - TEAMCOMCAST (INTERNAL)	3	1
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			R - EMPLOYEE REFERRAL	5	0
			A - NAMIC	0	0
			I - MEDIARERUITER.COM	0	0
			I - CRAIGSLIST.ORG	0	0
			I - TVJOBS.COM	0	0
			I - AJB.COM	0	0
			O - CORPORATE GRAY	0	0
			I - BAYAREAJOBFINDER.COM	0	0
			I - SPOTS N DOTS.COM	0	0
			I - BAYAREASTAR.ORG	0	0
			TOTAL	10	1

FCC Sourcing Report Unit #11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

62622BR	IT Analyst	CAS22 - San Francisco CA	ICOMCAST - COMCAST.COM	0	0
			I - TEAMCOMCAST (INTERNAL)	6	1
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	1	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			I - CRAIGSLIST.ORG	0	0
			I - NATIONAL ASSOC OF HISPANIC JOURNALISTS.COM	0	0
			I - INCAMPUS.COM	0	0
			I - TVJOBS.COM	0	0
			I - BAY AREA JOBFINDER.COM	0	0
			I - WORKGIANT.COM	0	0
			I - BAYAREASTAR.ORG		
			TOTAL	7	1
56521BR	LOCAL SALES ACCOUNT EXEC	CAS28 - SAN JOSE	ICOMCAST - COMCAST.COM	2	1
			I - TEAMCOMCAST (INTERNAL)	0	0
			V - ON DEMAND	0	0
			R - WORD OF MOUTH	0	0
			I - AMERICASJOB EXCHANGE	0	0
			I - INDEED.COM	0	0
			I - MYJOBHUNTER.COM	0	0
			R - EMPLOYEE REFERRAL	0	0
			I - CTAM - CABLE & TELECOMMUNICATIONS ASSOC	0	0
			I - ENTERTAINMENTCAREERS.NET	0	0
			I - SIMPLY HIRED	0	0
			A - NAMIC	0	0
			TOTAL	2	1
			TOTAL	84	22

FCC Sourcing Report Unit # 11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

Position Type: ALL

Source Name	Contact Name	Contact Title	Address	Phone #
A - Cable/Tel Marketing Assoc (CTAM)	John C. Powers	Director, Internet Comm	201 N. Union St., Ste 440, Alexandria, VA 22314	703-837-6569
A - NAMIC	WEB SITE	Website Coordinator	WWW.NAMIC.COM	
A - National Assoc Hispanic Journalists	Website	Website Coordinator	529 14th Street NW, Washington D.C., 20045	202-662-7145
I - Americas Job Bank	AJB web site	Website Coordinator	www.aib.org	
I - America's Job Exchange	AJE web site	Website Coordinator	http://www.americasjobexchange.com/	N/A
I - Bay Area Job Finder	Eric Swanson	President	www.bayareajobfinder.com	866-576-2253
I - Bay Area Star	Nancy Bell	Executive Director	855 Battery St. San Francisco Ca. 94111 www.bayareastar.org	415-332-5754 415-332-5398 (fax)
I - BCFMA.org	Broadcast Cable Financial Management Association Website	Website Coordinator	www.bcfm.org	
I - Comcast.com	Comcast Cable Corp.	Website Coordinator	1500 Market Street; Philadelphia	215-655-1700
I - Craigs List.org	Craigs List Web Site	Website Coordinator	www.craigslist.org	
I - Entertainmentcareers.com	Website	Website Coordinator	914 S Barrington Ave, Los Angeles, CA 90049	N/A
I - Googlebase.com	Website	Website Coordinator	www.googlebase.com	
I - IM Diversity	IM Diversity web site	Website Coordinator	www.imdiversity.com	
I - InCampus.com	Website	Website Coordinator	N/A	N/A
I - Indeed.com	Website	Website Coordinator	470 West Avenue, Ste 2002, Stamford, Ct 06902	Email only
I - Jobfox.com	Website	Website Coordinator	www.jobfox.vom	
I - Jobvertise.com	Website	Website Coordinator	www.jobvertise.com	

I - LeeHechtHarrison.com	Website	Website Coordinator	www.leehechtharrison.com	
I - Media Recruiter	Art Scott	Executive Recruiter	20456 E. Orchard Place Centennial, CO. 80016 www.mediarecruiter.com	303-400-5150 303-400-5063 (fax)
I - MyJobHunter.com	Website	N/A	N/A	760-602-8300
I - NAMIC	NAMIC Web Site	Website Coordinator	www.namic.com	
I - Searchease.com	Website	Website Coordinator	www.searchease.com	
I - SimplyHired.com	Website	Website Coordinator	2513 Charleston Rd., Ste 200, Mountain View, CA 94043	N/A
I - Spots 'N Dots	Dai Korba	Website Coordinator	www.spotsndots.com	888-884-2630
I - Team Comcast	Team Comcast	Comcast Cable Corp.	1500 Market Street; Philadelphia	215-655-1700
I - Theladders.com	Website	theladders.com	N/A	N/A
I - Tvjobs.com	Mark C. Holloway	Customer Service Rep	P.O. Box 4116 Oceanside, CA 92052	760-754-8177
I - Workgiant.com	Website	Website Coordinator	13451 McGregor Blvd., Ste 3, Fort Myers, FL 33919	407-421-6418
O - Cal Jobs (UC Berkeley)	Web site	Website Coordinator	http://career.berkeley.edu/Jobs/CalJobs.stm	
O - Corporate Gray	Corporate Gray WebSite	Website Coordinator	www.corporategray.com	
R - Employee Referral	Team Comcast	Comcast Cable Corp.	1500 Market Street; Philadelphia	215-655-1700
R - Word of Mouth	Team Comcast	Comcast Cable Corp.	1500 Market Street; Philadelphia	215-655-1700
V - On Demand	Video On Demand Posting	Comcast Cable Corp.	1500 Market Street; Philadelphia	215-655-1700

General Recruitment Sheet

Unit 11916

Date :9/1/2007-8/31/2008

Work Location: CAS22 - San Francisco CA; CAS28 - San Jose CA; CAC13 - Castro Valley CA; CAP15 - Petaluma CA

FCC Recruitment Menu Activity	Applicable Event	Sponsor	Date	System Personnel Involved	Narrative
Participation in at least two job fairs by unit personnel who have substantial responsibility in making hiring decisions.	Monster Job Fair	Comcast	4/15/2008	Anthony Shearer, HR Rep Multiple System recruiters	Job Fair targeted at current and passive job seekers.
	Inter-City Family Resource Network, Inc Job fair	Comcast Spotlight	10/5/2007	Krista Heieck, Area HR Manager & Anthony Shearer, HR Rep	Job Fair supported by Family Resource Center at Bayview Hunters Point, supporting local families, EDD and current job seekers
	UC Berkeley Alumwire, Online Job Fair	Comcast Spotlight	June and July 2008	Krista Heieck, Area HR Manager Anthony Shearer, HR Rep	On-line Job Fair targeted at employing current and former undergraduates and graduates of UC Berkeley University.
Establishment of an internship program designed to assist members of the community to acquire skills needed for cable television employment.	Internship Program	Comcast Spotlight	On-going	Krista Heieck, Area HR Manager Anthony Shearer, HR Rep	Coordinate with students who have an interest in Advertising Sales, Research and Production to establish learning and promote future candidates. Contact: Krista Heieck, 415-315-1109
Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.	Center for Sales Strategy Sales Training Program	Comcast Spotlight	On-going	Krista Heieck, Area HR Manager Ingrid Nelson, VP/GM Lynne Simon, GSM Andrew Eppinger, GSM Cheryl Cox, GSM Tom Tucker, GSM	Provide extensive training and resources for sales staff in the areas of sourcing and targeting key sales accounts. Contact Krista Heieck, 415-315-1109
	WICT Mentoring and Shadowing Program	Comcast Spotlight	On-going	Lynne Simon, GSM	Provide shadowing opportunities for young individuals interested in Media as a career opportunity. Provide whtm with a day of shadowing department heads integral to the business.
	Easter Seals Luncheon	Comcast Spotlight	On-going	Lynne Simon, GSM	Represented Comcast Spotlight in support of fundraising efforts in partnership with the group Bay Area Business People, and their desire to further outreach into the community for mentorship, training and placement services.

Participation in other activities reasonably calculated by the unit to further the goal of disseminating employment opportunity information to job candidates who might otherwise be unaware of such opportunities.

Jewish Vocational Services

Comcast Spotlight

On-going

Lynne Simon, GSM

Represented Comcast Spotlight in support of fundraising efforts in partnership with the Jewish Vocational Services Group, and their desire to outreach into the community for mentorship, training and placement services, specifically for the diversity group representing the Jewish population.

MAFE (Marin Association of Female Executives)

Comcast Spotlight

On-going

Lynne Simon, GSM

Represented Comcast Spotlight in support of fundraising efforts in partnership with the Marin Association of Female Executives, and their desire to outreach into the community for mentorship, training and placement services, specifically targeting outreach to women.

AIRS Sourcing Training

AIRS

4/8/08

Jim Hapgood Sr. Recruiter for the West Division of Comcast Spotlight

Participated in training to learn new internet sourcing techniques that can be used to identify passive candidates for all open positions in the West Division markets. Techniques will allow internet mining of candidates and allow recruiter to contact candidates that would not normally be contacted about Comcast opportunities.

Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.

Exploring New Frontiers in Internet Search Training and Kennedy Information's Recruiting Conference

Kennedy Information and Job Machine

5/14-5/16/08

Jim Hapgood Sr. Recruiter for the West Division of Comcast Spotlight

Participated in training led by Shally Steckerl Cyber Sleuth, considered to be one of the leading sources of passive candidates in the country. Learned how to use advanced search strings that will find passive candidates. These techniques will allow the West Division Recruiter to identify passive candidates for open positions in the West Division of Comcast Spotlight and to develop networks and share Comcast opportunities with people in Media, Internet and other industries.