

Amend

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EEO Form 396-C

File No.: CBL0016698

Filing Status: **Ready for Review**

6117

Reference Copy
OMB Control
No. 3060-1033

General Information

FCC Registration Number (FRN)
0013428867

Filing Year
2024

Employment Unit ID (EUID)
6117

Section I - Identifying Information

Operator City
BOTHELL

Operator Legal Name
WAVEDIVISION II, LLC

Operator Address 1
3700 Monte Villa Parkway

Operator state
WA

Operator Zip Code
98021

State of Employment Office
WA

County of Employment Office
Skagit

Application Purpose

Amendment to 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

2023-07-15

Reporting Period End Date

2024-07-14

Section II - Community Information

PSID

000699

Communities

WA0889, WA0336, WA0468, WA0576, WA0555, WA0540, WA0274, WA0439, WA0505, WA0289, WA0440, WA0471, WA0324, WA0474, WA0412, WA0425

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)

La Conner, WA 6117 Unit - FCC 2023-2024.xlsx -
 Google Sheets.pdf

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

Job Description

Officials and Managers

Exhibit Employee Job Descriptions

JobDescription - Technical Operations
 Manager.pdf

PART II - Inquiries Concerning EEO Program and Practices

SIS Question 1

Skagit Unit 6117 - 2024 Question 1.pdf

SIS Question 4

Skagit Unit 6117 - 2024 Question 4.pdf

PART III - EEO Public File Report

EEO Public File Report for Previous Year

La Conner, WA 6117 Unit 2023.xlsx

Exhibits

Exhibit 3 (Optional)

La Conner, WA 6117 Unit - FCC 2023-2024.xlsx -
 Google Sheets.pdf

Exhibit Employee Job Descriptions

JobDescription - Technical Operations
 Manager.pdf

EEO Public File Report for Previous Year

La Conner, WA 6117 Unit 2023.xlsx

SIS Question 1

Skagit Unit 6117 - 2024 Question 1.pdf

SIS Question 4

Skagit Unit 6117 - 2024 Question 4.pdf

SIS Question 7

Skagit Unit 6117 - 2024 Question 7.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 Phone

903-805-5855

Certifying Date Signed

2024-09-26

Certifying Official Title

Vice President/Human Resources

Certifying Official Email

amy.atkins@astound.com

**Wave Division Holdings, LLC. dba Astound Broadband
EEO Public File Report
Employment Unit ID 6117
FCC Year July 15, 2023 through July 14, 2024**

Total # of Full-Time Vacancies Filled During Period: 14
Total # People Interviewed for Full-Time Vacancies During Period: 68

Requisition Number	Posting Title	Source	# Of Interviews	# of Hires
ACCOU007467	Account Executive	Employee Referral	2	1
		Indeed	1	0
		Appcast	0	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	1	0
ACCOU007682	Account Executive	Employee Referral	1	1
		ZipRecruiter	0	0
		Indeed	1	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	0	0
		Appcast	0	0
BROAD007419	Broadband Technician	LinkedIn	0	0
		Appcast	6	1
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	0	0
BROAD007450	Broadband Technician	Appcast	2	1
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	0	0
ENTER007601	Enterprise Account Executive	3rd Party Agency	1	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	0	0
		Employee Referral	1	1
BROAD007732	Broadband Technician	LinkedIn	1	0
		Word of Mouth	1	1
		Appcast	3	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	1	0
DIREC007700	Director, Cell Backhaul	3rd Party Agency	0	0
		Employee Referral	3	1
		LinkedIn	1	0
		Company Vehicle Advertisement	1	0
		Indeed	0	0
		Astound Broadband Website - Careers Page	0	0
		Astound Broadband Internal Posting	0	0
RETAI007573	Retail Sales Representative	Indeed	2	1
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	0	0
		Appcast	0	0
BROAD007598	Broadband Network Technician	Employee Referral	1	0
		Veteran's job boards	0	0
		ZipRecruiter	1	0
		Indeed	4	1
		Monster	0	0
		Company Vehicle Advertisement	0	0

		Astound Broadband Internal Posting	0	0
		Astound Broadband Website - Careers Page	0	0
		Appcast	3	0
WAREH008100	Warehouse Technician	Astound Broadband Website - Careers Page	1	0
		Indeed	2	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
		Appcast	1	1
BUSIN007648	Business Account Executive	3rd Party Agency	1	0
		LinkedIn	0	0
		Employee Referral	0	0
		Indeed	0	0
		Appcast	1	1
		Astound Broadband Website - Careers Page	0	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Internal Posting	0	0
WAREH007868	Warehouse Technician	ZipRecruiter	1	0
		Indeed	4	1
		Appcast	1	0
		Astound Broadband Website - Careers Page	0	0
		Astound Broadband Internal Posting	2	0
		Company Vehicle Advertisement	0	0
		Jobs2Careers	1	0
BROAD007793	Broadband Technician	3rd Party Agency	0	0
		Employee Referral	1	0
		LinkedIn	0	0
		Astound Broadband Internal Posting	0	0
		Appcast	3	1
		Astound Broadband Website - Careers Page	1	0
SALES007464	Sales Event Coordinator	3rd Party Agency	0	0
		LinkedIn	1	1
		Employee Referral	0	0
		ZipRecruiter	0	0
		Indeed	3	0
		Monster	0	0
		Astound Broadband Website - Careers Page	3	0
		Astound Broadband Internal Posting	3	0
		Company Vehicle Advertisement	0	0
		Talent.com	0	0
		Adzuna	0	0
Grand Total			68	14

Wave Division Holdings, LLC. dba Astound Broadband
FCC Annual Report
Employment Unit ID 6117
Recruitment Sources Utilized for Vacancies Filled - 76.1702(b)(2)
July 15, 2023 through July 14, 2024

Source	Contact and Email	Address	Telephone	Entitled to Notifications
Astound Employee Referral	Rebecca Xo Rebecca.Xo@astound.com	3700 Monte Villa Parkway, Bothell WA 98021	609-276-4105	No
Astound Internal Job Posting	Rebecca Xo Rebecca.Xo@astound.com	3700 Monte Villa Parkway, Bothell WA 98021	609-276-4105	No
Astound Careers Website	Rebecca Xo Rebecca.Xo@astound.com	3700 Monte Villa Parkway, Bothell WA 98021	609-276-4105	No
Robert Half- Agency	Linda Nguyen Linda.Nguyen@roberthalf.com	1401 I Street NW, Washington, DC 20005	202-998-8422	No
People Solved- Agency	Thalia Marquez thalia.marquez@peoplesolved.com	PO BOX 2626, Allen, TX 75013	416-347-8052	No
Indeed	Kyle Murphy Kylemurphy@indeed.com	200 W 6th St, Floor 36, Austin, TX 78701	512-485-1899	No
Company Vehicle Advertisement	Vanessa Perry vanessa.perry@astound.com	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
Cross Channel Advertising (TV Spot)	Vanessa Perry vanessa.perry@astound.com	650 College Rd. E, Suite 3100, Princeton, NJ 08540	609.452.2543	No
Buyer	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Zip Recruiter	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Appcast	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Monster	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Talent	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Adzuna	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Talroo	Colleen Kelly ckelly@buyerads.com	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Circa Mitrarech*	Tyler Kaplan tyler.kaplan@mitratech.com	1000 N Water St Suite 1200, Milwaukee, WI 53202	800-984-3775	No
*All Astound vacancies are distributed by our external partner, Circa, on the following diverse job boards: AfricanAmericanHires.com, AILGBTJobs.com, AsianHires.com, VeteranJobs.net, DisabilityJobs.net, LatinoJobs.org, OverFiftyJobs.com, NativeJobs.org, WeHireWomen.com, and DiversityJobs.com. Circa also posts all vacancies on all of their In-Network state diversity job boards, and distributes all job opportunities to local organizations that support a diverse set of community members.				

Wave Division Holdings, LLC. dba Astound Broadband
Employment Unit ID 6117
FCC General Recruitment Report - 76.1702(b)(3)
July 15, 2023 through July 14, 2024

Outreach Efforts	Participants	Date	Description
Harassment Prevention and Respectful Workplace	Astound Employees	10/23/2023 - 11/13/2023	Online training on Harassment Prevention and Maintaining a Respectful Workplace for all employees.
Summer Internship Program	Astound Recruiters, DEI Team and students from higher education institutions across the U.S.	05/01/2024 - 08/01/2024	Astound Intern program focused on providing college students intern opportunities in the MVPD industry.
Discrimination Prevention	Astound Employees	10/23/2023 - 11/13/2023	Training on preventing discrimination in the workplace.
Management Training Program	Astound Managers	07/15/2023 - 07/14/2024	Modeling inclusive Leadership for all managers
Management Training Program	Astound Managers	03/29/2024 - 06/17/2024	Online training on benefits of diversity for all managers
Astound Careers TV Commercials	Astound Marketing Team	07/15/2023 - 07/14/2024	TV Commercials promoting MVPD careers in our communities
Diversity, Equity and Inclusion	Astound Employees	07/15/2023 - 07/14/2024	Inclusive Leadership 3 Part Series, Live Cultural Conversations + recordings, ready-to-go Earnings throughout the year
The Leadership Challenge Program	Astound Managers	09/01/2023 - 12/1/2023	Training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions
Management the Astound Way Program	Astound Managers and Above	03/02/2024 - 07/14/2024	Training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions
Employee Development Training	Astound Employees	07/15/2023 - 07/14/2024	Ongoing training all year in combination of Live training and ready-to-go eLearning
Management Development Training	Astound Managers	07/15/2023 - 07/14/2024	Ongoing training all year in combination of Live training and ready-to-go eLearning
Employee Training Program	Astound Employees	07/15/2023 - 07/14/2024	Astound supplies 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
NCTI Certification and Training Program	Astound Broadband & Jones National Cable Training Institute	07/15/2023 - 07/14/2024	Astound partners with Jones National Cable Training Institute to provide employees with comprehensive industry trainings and certifications with Technical Operations, 5G & Wireless, Customer Care, Leadership, General Education, Master Installer, Service Technician, System Technician, Senior Master Technician
Company Vehicle Advertisements	All Astound Fleet Vehicles	07/15/2023 - 07/14/2024	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/
Tuition Reimbursement Program	Astound Employees	07/15/2023 - 07/14/2024	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
CareerWork\$ Ready Hiring Event	Astound Talent Acquisition Team	3/22/2024	Astound Broadband participated in a CareerWork\$ Ready Hiring Event virtual career fair for all open positions to expand our candidate pool and outreach efforts
Hosted Astound Virtual Career Fair	Astound Talent Acquisition Team	6/19/2024	Astound Broadband organized and hosted a virtual career fair for all open positions to expand our candidate pool and outreach efforts
Hosted Astound Virtual Career Fair	Astound Talent Acquisition Team	7/12/2024	Astound Broadband organized and hosted a virtual career fair for all open positions to expand our candidate pool and outreach efforts