

System:	Corporate Office
For Calendar Year:	8/1/2024 to 7/31/2025
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I. Job Vacancies Filled - List all job vacancies filled by job title and the recruitment sources used, including their address, contact and phone number.
Highlight the name of the recruitment source that referred the candidate who filled the position.

Position	Date Filled	Recruitment Sources
Senior Accountant	5/27/2025	Agency, Company Website, Employee Referral, Internal Applicant, Indeed, LinkedIn, Other
Inside Sales Representative - Commercial	11/3/2024	Company Website, Employee Referral, Internal Applicant, Indeed, LinkedIn
Payroll Specialist	11/4/2024	Agency, Company Website, Employee Referral, Career Builder, Indeed, Other
Senior Financial Accountant		Agency, Company Website, Employee Referral, Indeed, LinkedIn, Other
Business Analyst 2	2/18/2025	Career Fair, Company Website, Employee Referral, Career Builder, Glassdoor, Indeed, LinkedIn, Search Engine, Other
Accounts Payable Clerk	2/11/2025	Company Website, Employee Referral, Internal Applicant, Indeed, LinkedIn, Search Engine
Inside Sales Representative - Commercial	2/2/2025	Internal Applicant, Handshake, Indeed
Director of Facilities	4/28/2025	Company Website, Employee Referral, Internal Applicant, Glassdoor, Indeed, LinkedIn, Other
Financial Accountant	6/16/2025	Agency, Company Website, Internal Applicant, Indeed, LinkedIn, Search Engine, Other
Chief Financial Officer		Company Website, Glassdoor, Indeed, LinkedIn, Search Engine, Other
Vice President of Sales & Marketing		Company Website, Employee Referral, Internal Applicant, Career Builder, Indeed, LinkedIn
Senior Financial Accountant		Company Website, Career Builder, Indeed, LinkedIn, Other
Receptionist		Indeed
Director of Procurement		Company Website, Employee Referral, Career Builder, Glassdoor, Indeed, LinkedIn
Strategic Account Executive	8/25/2024	Company Website, Employee Referral, LinkedIn
Business Analyst 2	9/9/2024	Company Website, Indeed, LinkedIn, Other
Director Risk Management & Safety	10/7/2024	Company Website, Internal Applicant, Indeed, LinkedIn
Instructional Designer 1	10/28/2024	Company Website, Employee Referral, Internal Applicant, Indeed, LinkedIn, Other
Corporate/Tax Attorney	10/14/2024	LinkedIn
		Agency, Career Fair, Company Website, Employee Referral, Internal Applicant, Career
BI Solution Developer	1/27/2025	Builder, Glassdoor, Indeed, LinkedIn, Search Engine, Other
Senior Service Desk Analyst	1/19/2025	Internal Applicant
Solution Developer	4/27/2025	Career Fair, company Website, Employee Referral, Internal Applicant, Career Builder, Glassdoor, Indeed, LinkedIn, Other

II. Total number of persons interviewed: 59

III. Total number of interviews by recruitment source:

[illegible]

IV. Recruitment Initiatives - briefly list and describe the initiatives taken the preceding year:

Online posting on Indeed, LinkedIn, Career Website, Search Engine, CareerBuilder, Glassdoor , Handshake, Monster. Job postings on Company Website and Internal Postings.

76.75(b)(2) (xi) - Butler County Community College (3/2025), Butler Vo-Tech Job Fair (4/2025), Butler Vo-Tech Classroom Event (4/2025), Butler Area School District - CAP Interviews (3/2025 and 5/2025), Westminster College (9/2024), Slippery Rock University (3/2025), Grove City Career Fair (9/2024), Butler Veterans Affairs Job Fair (8/16/24)

76.75(b)(2) (xvi) - Display of yard signs announcing employment opportunities

76.75(b)(2) (viii) - Trainings provided during the period of 8/1/24 - 7/31/25: Mini Servant Leadership (8/5/24, 3/13/25), Manager Foundations (8/15/24, 2/20/25), Own Your Title (9/19/24, 2/19/25, 3/20/25), Build The Team (10/1/24, 4/17/25), Making Meetings Matter (10/29/24, 1/28/25), Presenting with Impact (11/7/24), Grow the Team (11/21/24), Servent Leadership 101 (1/16/25, 7/17/25), Top Ops Foundation Day (1/16/25), The Year of Servent Leadership with GMs (5/21/25), Leadership Conference (6/25/25)