

# List of all Full-Time Jobs Filled

Mattoon

Complete this worksheet continuously every time a vacancy is filled.

For the 12 month period of 8/1, 20008 through 7/31, 20009

Job Title: Business Mgr. Date Filled: 8/8/08

Job Title: Co-Business Mgr. Date Filled: 8/26/08

Job Title: AE Date Filled: 2/16/09

Job Title: AE Date Filled: 4/24/09

Job Title: Program Director Date Filled: 6/15/09

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Place in station's local public file annually on the anniversary date of the renewal filing due date.  
Post on station's website, if applicable.

### Yearly Total Number of Interviewees and Total Number of Interviewees Referred by Each Recruitment Source

Complete this worksheet on the anniversary date of the renewal filing due date using the Tally of Interviewee Sources for Each Full-Time vacancy. (Page 12)

Yearly Period Beginning: 8/1/08 Ending: 7/31/09

Total Number of Persons Interviewed for Full-Time Vacancies: 24

### Total Number of Interviewees Referred by Each Recruitment Source

Recruitment Source Name	Total Number of Interviewees
Radio Ads	111 (5)
Newspaper	1111 (7)
Current Employee	11 (2)
Walk in	11 (2)
IL Dept. Emp. Security	11 (2)
Employee Referral	111 (3)
Vincennes Univ.	1 (1)
Kalamazoo College	1 (1)
E.I.U.	1 (1)

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**WMCI - WHQQ - WWGO - WCBH - WCRA - WCRC - WPMB - WKRV  
RECRUITING POLICY**

The information herein is to be reviewed monthly by the station Business Manager/EEO Manager who will make any necessary corrections made known to the General Manager. Wide spread dissemination of all full-time employment openings will be followed for every vacancy, unless the vacancy is absorbed by another employee. Our recruiting efforts for account executives and part-time operators are ongoing.

**Advertising:**

All positions posted in/at all the publications, departments, and organizations listed below:

1. The Daily Eastern News, Eastern Illinois University, Betsy Jewell, Student Publications, 600 E. Lincoln, Charleston, IL 61920, fax 217-581-2923, send notices by fax.
2. Lakeland Community College, Communications Dept., Greg Powers, 5001 Lakeland Blvd., Mattoon, IL 61938, fax 217-234-5506, send notices by fax.
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9. All Access Radio Job Website: [www.allaccess.com](http://www.allaccess.com), send notices on-line.
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14. WEJT, WYDS, WZNX, WZUS Radio Stations, Kelly Bacuita, 401 N. Water St., #C, Decatur, IL 62523, phone 217-428-4487, fax 217-428-4501.
15. WBUZ, WQZQ, WXTZ Radio Stations, 1824 Murfreesboro Rd, Nashville, TN 37217, phone 615-399-1029, fax 615-399-1023, send notices by fax.
16. WBIO, WXCM, WKCM, WVJS, WLME, WTCJ Radio Stations, 1115 Tamarack Rd., #500, Owensboro, KY 42301, phone 270-683-5200, fax 270-688-0108, send notices by fax.
17. Journal Gazette Times Courier Newspaper.  
100 Broadway Ave Mattoon IL 61928



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17. *Journal Gazette Times Courier Newspaper*  
*100 Broadway, Mattoon IL 61938*

# List of Recruitment Sources Used to Fill Each Vacancy

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary.  
 Include organizations requesting notice of vacancy.

Job Title for Vacancy: Account Exec. Date Vacancy Filled: 2-16-9

Recruitment Source for Actual Hire: Employee Referral

## Recruitment Sources Utilized for this Vacancy

Name and Address of Source	Contact Person and Phone Number
<i>See Attached</i>	

Place in station's local public file annually on the anniversary date of the renewal filing due date.  
 Post on station's website, if applicable.

**WMCI – WHQQ – WWGO – WCBH – WCRA – WCRC – WPMB – WKRV  
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# List of Recruitment Sources Used to Fill Each Vacancy

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary.  
 Include organizations requesting notice of vacancy.

Job Title for Vacancy: AE Date Vacancy Filled: 4/24/09

Recruitment Source for Actual Hire: Referral by Eppingham GM

## Recruitment Sources Utilized for this Vacancy

Name and Address of Source	Contact Person and Phone Number
Craigslit	craigslit.org
Radio Mattoon	Carol Floyd 217-235-5624
and attached list	

Place in station's local public file annually on the anniversary date of the renewal filing due date.  
 Post on station's website, if applicable.

1/15/09

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# List of Recruitment Sources Used to Fill Each Vacancy

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 Include organizations requesting notice of vacancy.

Job Title for Vacancy: Program Director Date Vacancy Filled: 6/15/9

Recruitment Source for Actual Hire: Employee Advancement

## Recruitment Sources Utilized for this Vacancy

Name and Address of Source	Contact Person and Phone Number
<i>See Attached</i>	

Place in station's local public file annually on the anniversary date of the renewal filing due date.  
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13

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Craig List

# Summary Description of Supplemental Outreach Initiatives

Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 8). Stations required to engage in four initiatives should use an additional sheet to include remaining initiatives.

2/4 Year Period Beginning 8/1, 20008 and ending 7/31, 20009

Specify First Initiative:

Annual Mgr Meeting 8/17/08 - 8/19/08

Describe activities undertaken to fulfill that initiative:

Attended by GM's Carol Floyd, Mary Phillips, John Harris + Bus. Mgr Cindy Hansen. FCC rules + regulations discussed pertaining to EEO hiring + record keeping, recruitment and broad outreach initiatives.

Specify second initiative:

Eastern IL Univ. / IBA Career Fair 10/15/08

Describe activities undertaken to fulfill that initiative:

GM, Carol Floyd + Ops Mgr Bub McCullough attended job fair to discuss employment opportunities with The Cromwell Group Inc of IL. in Mattoon, Effingham + Vandalia.

Place in the public file and post on the station's website annually on the anniversary of the renewal filing date.

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2/4 Year Period Beginning 8/, 20008 and ending 7/31, 20009

Specify First Initiative:

TAB Conference 1/27/09

Describe activities undertaken to fulfill that initiative:

Cromwell Group President Bayard 'Bud' Walters  
attended TAB conference to discuss many  
aspects, rules and regulations of Broadcasting,  
including FCC rules + EEO requirements.

Specify second initiative:

Idea Bank Scholarship 1/15/9 - 2/16/9

Describe activities undertaken to fulfill that initiative:

Ran promos on 8 stations in Mattoon,  
Effingham + Vandalia inviting qualified  
candidates to request an application  
for \$7500 scholarship given by IBIB.

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2/4 Year Period Beginning 8/1, 20008 and ending 7/31, 20009

Specify First Initiative:

Lakeland Job Fair 3/25/09

Describe activities undertaken to fulfill that initiative:

GM, Carol Floyd, LSM Doug Overmyer + OM Bub McCullough attended job fair to meet w/ participants to discuss opportunities w/ Cromwell Group Inc of IL in Mattoon, Decatur, Effingham + Vandalia.

Specify second initiative:

Craigslist 2/16/09

Describe activities undertaken to fulfill that initiative:

Opened Craigslist.com to be used for job recruitment

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