

**LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF 8/1/2015 through 7/31/2016**

Complete this worksheet continuously every time a vacancy is filled.

Job Title: <u>Sales</u>	Date Filled: <u>2/22/16</u>
Job Title: <u>Sales</u>	Date Filled: <u>4/25/16</u>
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
Job Title: _____	Date Filled: _____
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.

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.

Title for Vacancy: _____ Sales (1) _____ Date Vacancy Filled: _____ 2/22/16 _____

Recruitment Source for Actual Hire: _____ Walk In _____

* * * * *

RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 6/24/15, 11/10/15	
Craigslis.com post dated 6/24/15, 11/10/15	
On air ads WKRV WPMB	

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 16)

Yearly Period Beginning: 8/1/2015 Ending: 7/31/2016

Total Number of Persons Interviewed for Full-Time Vacancies: 4

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Walk In	2
Radio Ad	1
Employee Referral/Therese Tate	1

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.

**SUMMARY DESCRIPTION OF
SUPPLEMENTAL OUTREACH INITIATIVES**

Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 16). Stations required to engage in four initiatives should use an additional sheet to include remaining initiatives.

2/4 YEAR PERIOD BEGINNING August 1, 2015 **AND ENDING** July 31, 2016

Specify First Initiative: 2016 Idea Bank Scholarship Sponsorship

Describe activities undertaken to fulfill that initiative: Each year The Cromwell Group, Inc

And Affiliates, SESAC, and the International Broadcasters Idea Bank sponsor a \$10,000

Scholarship for 1 student in his/her second year of college seeking a degree in the broadcasting
industry.

Specify Second Initiative: July 7/18-7/19/16 Cromwell Managers Meeting

Describe activities undertaken to fulfill that initiative: Manager Todd Stapleton,

attended, participated in many topics including Sexual Harassment Discrimination in the

Workplace.

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

**SUMMARY DESCRIPTION OF
SUPPLEMENTAL OUTREACH INITIATIVES**

Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 16). Stations required to engage in four initiatives should use an additional sheet to include remaining initiatives.

2/4 YEAR PERIOD BEGINNING August 1, 2015 **AND ENDING** July 31, 2016

Specify Third Initiative: 1/15-1/16/16 Int'l Broadcasters Idea Bank Workshop

Describe activities undertaken to fulfill that initiative: Todd Stapleton, GM attended a variety of sessions discussing and sharing radio knowledge and best practices among participating individuals and stations.

Specify Fourth Initiative: 3/29/16 Job/Resource Fair Sponsor

Describe activities undertaken to fulfill that initiative: Cromwell Radio, Vandalia sponsored the Kaskaskia College job fair at the Lifelong Learning Center.

Todd spoke with interested local people about radio jobs, training, and qualifications. Also handing out and accepting job applications

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

**SUMMARY DESCRIPTION OF
SUPPLEMENTAL OUTREACH INITIATIVES**

Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 16). Stations required to engage in four initiatives should use an additional sheet to include remaining initiatives.

2/4 YEAR PERIOD BEGINNING August 1, 2015 **AND ENDING** July 31, 2016

Specify Fifth Initiative: 4/19/19 Job & College Fair

Describe activities undertaken to fulfill that initiative: Cromwell Radio, Vandalia sponsored the Okaw Area Vocational Center & Vandalia Chamber of Commerce job and college fair.

Todd spoke with interested local people about radio jobs, training, and qualifications. Also handing out and accepting job applications

Specify Sixth Initiative: _____

Describe activities undertaken to fulfill that initiative: _____

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

**WMCI – WHQQ – WWGO – WCBH – WCRA – WCRC – WPMB – WKRV
RECRUITMENT LIST**

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.
3. University of Illinois, Radio & Television Dept., Campbell Hall for Telecommunications, 300 N. Goodwin, Urbana, IL 61801, fax 217-244-7304, send notices by fax.
4. Illinois State University, Radio & Television Dept., Illinois State University Fell 011, Normal, IL 61790, send notices by mail.
5. Richland Community College, Career Services, One College Park, Decatur, IL 62526, send notices on website: collegecentral.com/richland
6. Millikin University, Communications Department, Communications Department, 1184 W. Main St., Decatur, IL 62522, fax 217-424-3993, send notices by fax.
7. Illinois Employment and Training Center, 2311 Hoffman Dr., Effingham, IL 62401, fax 217-342-4198, send notices by fax.
8. WMCI, WWGO, WCBH Radio Stations, 209 Lakeland Blvd., Mattoon, IL 61938, phone 217-235-5624, fax 217-235-6624, email to: Hannah Carruthers, hcarruthers@cromwellradio.com
9. WHQQ, WCRA, WCRC Radio Stations, 405 S. Banker #201, Effingham IL 62401, phone 217-342-4141, fax 217-342-4143, email notices to Deb Jackson, wrc@wrc957.com
10. WPMB, WKRV Radio Stations, PO Box 100, Vandalia, IL 62471, phone 618-283-2325, fax 618-283-1503, email notices to Todd Stapleton, tstapleton@cromwellradio.com
11. WEJT, WYDS, WZNX, WZUS Radio Stations, Cindy Hansen, 401 N. Water St., #C, Decatur, IL 62523, phone 217-428-4487, email to Cindy Hansen, chansen@cromwellradio.com
12. WBUZ, WQZQ, WXTZ Radio Stations, 1824 Murfreesboro Rd, Nashville, TN 37217, phone 615-399-1029, fax 615-399-1023, email to Andrea Kamer, akamer@cromwellradio.com

13. WBIO, WXCM, WKCM, WVJS, WLME, WTCJ Radio Stations, 1115 Tamarack Rd., #500,
Owensboro, KY 42301, phone 270-683-5200, email to Mel Ford,
melford@cromwellradio.com

14. IL Center for Broadcasting in Chicago
Bob Hillman, Placement Director
Email: bhillman@beonair.com

15. Lincoln Trail College – fill out their form (in file) and email
Teresa Jenkins
jenkinst@iecc.edu

16. Eastern IL University
Radio & TV Dept.
Jeff Owens jdowens@eiu.edu

IL Dept of Human Resources
Employment Resource Specialist

email: Rochelle.fowler@illinois.gov