

**LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF 8/1/2017 through 7/31/2018**

Complete this worksheet continuously every time a vacancy is filled.

Job Title:	<u>Administrative Asst</u>	Date Filled:	<u>8/25/17</u>
Job Title:	<u>Sales</u>	Date Filled:	<u>9/29/17</u>
Job Title:	<u>Sales</u>	Date Filled:	<u>11/29/17</u>
Job Title:	<u>Sales</u>	Date Filled:	<u>12/20/17</u>
Job Title:	<u>Sales</u>	Date Filled:	<u>3/30/18</u>
Job Title:	<u>Sales</u>	Date Filled:	<u>5/24/18</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:	_____

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: Administrative Asst Date Vacancy Filled: 8/25/17

Recruitment Source for Actual Hire: Facebook post

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
Web ad MyRadioLink.com	
Web ad 1043TheParty.com	
On Air ads WCBH WMCI WWGO WZNX-D2	
Facebook post dated 8/15/17	

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 _____ Date Vacancy Filled: 9/29/17

Recruitment Source for Actual Hire: _____ On Air ad _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
Web ad MyRadioLink.com	
All Access.com post dated 3/15/17	
On Air ads WCBH WMCI WWGO WZNX-DZ	

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 _____ Date Vacancy Filled: _____ 11/29/17

Recruitment Source for Actual Hire: _____ Word of Mouth _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
Web ad MyRadioLink.com	
All Access.com post dated 3/17/17	
On Air ads WCBH WMCI WWGO WZNX-D2	

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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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: _____ 12/20/17

Recruitment Source for Actual Hire: _____ Word of Mouth _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
Web ad MyRadioLink.com	
All Access.com post dated 6/12/17	
On Air ads WCBH WMCI WWGO WZNX-D2	

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 _____ Date Vacancy Filled: _____ 3/30/18

Recruitment Source for Actual Hire: _____ Web ad 1043TheParty.com

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
Web ad MyRadioLink.com	
All Access.com post dated 6/12/17	
On Air ads WCBH WMCI WWGO WZNX-D2	

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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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: 5/24/18

Recruitment Source for Actual Hire: _____ Employee Referral: Renee Fonner

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
Web ad MyRadioLink.com	
All Access.com post dated 6/12/17	
On Air ads WCBH WMCI WWGO WZNX-DZ	

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: 8/1/2017 Ending: 7/31/2018

Total Number of Persons Interviewed for Full-Time Vacancies: 33

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Facebook post	9
On Air ads	6
Word of Mouth	4
Employee Referral-Kallie Middleton	1
Web ad- MyRadioLink.com	3
Indeed.com	1
Web ad-1043TheParty.com	4
Employee Referral-Terry Phillips	1
Employee Referral-Mary Hughes	1
Employee Referral-Greg Powers	1

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**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: 8/1/2017 Ending: 7/31/2018

Total Number of Persons Interviewed for Full-Time Vacancies: 33

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Employee Referral-Michelle Simpson	1
Employee Referral-Renee Fonner	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, 2017 **AND ENDING** July 31, 2018

Specify 1st Initiative: 8/9/17 MBA Radio Talent Institute

Describe activities undertaken to fulfill that initiative: Bud Walters, (President), spoke at
The MBA Radio Talent Institute held at the Northwest Missouri State University. The Radio
Talent Institute is designed for young professionals to learn about the radio industry.

Specify 2nd Initiative: 1/19-1/21/18 International Broadcasters Idea Bank

Describe activities undertaken to fulfill that initiative: Luci Englum (General Manager),
Lisa Cyrulik (sales rep) and Nick Calleja (sales rep) attended and participated at the conference
for radio/digital education, networking and idea sharing among more than 185 attendees.

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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SUPPLEMENTAL OUTREACH INITIATIVES**

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2/4 YEAR PERIOD BEGINNING August 1, 2017 **AND ENDING** July 31, 2018

Specify 3rd Initiative: 10/6/17 Illinois State Univeristy Career Fair

Describe activities undertaken to fulfill that initiative: Luci Englum, General Manager,
spoke with students regarding open positions and hiring opportunities within the Cromwell
Group of radio stations. She also participated in the panel discussion on Employers
Expectations where students could ask questions.

Specify 4th Initiative: 3/22/18 Eastern IL University Career Fair

Describe activities undertaken to fulfill that initiative: Luci Englum, General Manager
attended, speaking with students majoring in broadcast communications regarding the
Radio/Digital sales and on air opportunities at Cromwell Radio.

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 August 1, 2017 **AND ENDING** July 31, 2018

Specify 5th Initiative: 4/6/18 Lakeland College 8th Grade career Conference

Describe activities undertaken to fulfill that initiative: Luci Englum, General Manager
spoke to students regarding all job positions and aspects of daily operation of a radio station.

Specify 6th Initiative: 5/9/18 Salvation Army Job Fair

Describe activities undertaken to fulfill that initiative: Luci Englum, General Manager
attended the Salvation Army Job Fair to speak with the general public about radio job
opportunities, passing out and accepting 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**

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2/4 YEAR PERIOD BEGINNING August 1, 2017 **AND ENDING** July 31, 2018

Specify 7th Initiative: 7/15-7/17/18 Annual Management Meeting

Describe activities undertaken to fulfill that initiative: Bud Walters (President of The Cromwell Group Inc and Affiliates), Market Managers, Business Managers, Programmers and Digital Staff attended a three day meeting discussing topics related to company policies on Non-discrimination policies, and EEO. Doug Pierce, HR Attorney, attended to provide training on these policies.

Specify 8th Initiative: 6/18-6/27/18 TAB Radio Talent Institue

Describe activities undertaken to fulfill that initiative: Bud Walters (President), spoke at the TAB Radio Talent Institute held at the University of Tennessee, Knoxville. The Radio Talent Institute is designed for your professionals to learn about the radio industry.

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, post to website: <https://lakeland-csm.symplicity.com/employers>
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, post on website: collegecentral.com/richland
6. Millikin University, Communications Department, Communications Department, 1184 W. Main St., Decatur, IL 62522 Email notices to: career-center@millikin.edu
7. Illinois Employment and Training Center, 2311 Hoffman Dr., Effingham, IL 62401, fax 217-342-4198, send notices by fax.
8. IL Center for Broadcasting in Chicago
Bob Hillman, Placement Director
Email: bhillman@beonair.com
9. Lincoln Trail College – fill out their form (in file) and email
Teresa Jenkins
jenkinst@iecc.edu
10. Eastern IL University
Radio & TV Dept.
Jeff Owens jdowens@eiu.edu

IL Dept of Human Resources email: volke@iecc.edu
Employment Resource Specialist - Erin Volk