

**LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF 8/1/2016 through 7/31/2017**

Complete this worksheet continuously every time a vacancy is filled.

Job Title: <u>Operations Manager</u>	Date Filled: <u>10/11/16</u>
Job Title: <u>Operations Manager</u>	Date Filled: <u>11/14/16</u>
Job Title: <u>Operations Manager</u>	Date Filled: <u>2/13/17</u>
Job Title: <u>On Air Personality</u>	Date Filled: <u>3/6/17</u>
Job Title: <u>Sales</u>	Date Filled: <u>8/1/16</u>
Job Title: <u>Sales</u>	Date Filled: <u>1/2/17</u>
Job Title: <u>Sales</u>	Date Filled: <u>5/15/17</u>
Job Title: <u>Sales</u>	Date Filled: <u>7/5/17</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: _____

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: Operations Manager Date Vacancy Filled: 10/11/16

Recruitment Source for Actual Hire: None

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
(emergency fill by a uniquely qualified person)	
Employee Referral – Chris Bullock 217-428-4487	

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: Operations Manager Date Vacancy Filled: 11/14/16

Recruitment Source for Actual Hire: Employee Referral – Chris Bullock

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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 10/20/16	
Craigslis.com post dated 10/20/16	
On Air ads WCRA WCRC WHQQ WJKG	

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: On-air Personality Date Vacancy Filled: 3/6/17

Recruitment Source for Actual Hire: Employee Referral – Brenda Green

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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 2/14/17	
On Air ads WCRA WCRC WHQQ WJKG	

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: _____ 8/1/16 _____

Recruitment Source for Actual Hire: _____ Employee Referral – April Adam _____

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 7/13/16, 3/9/16	
Craigslis.com past dated 7/13/16, 3/10/16	
On Air ads WCRA WCRC WHQQ WJKG	

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: _____ 1/2/17 _____

Recruitment Source for Actual Hire: _____ EffinghamRadio.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	
All Access.com post dated 10/19/16	
Craigslis.com past dated 10/19/16	
On Air ads WCRA WCRC WHQQ WJKG	

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: _____ 5/15/17 _____

Recruitment Source for Actual Hire: _____ Employee Referral – Cory Kalber _____

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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 3/15/17	
EffinghamRadio.com post 3/29/17	
On Air ads WCRA WCRC WHQQ WJKG	

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: 8/1/2016 Ending: 7/31/2017

Total Number of Persons Interviewed for Full-Time Vacancies: 19

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Employee Referral – C. Bullock	2
In-house Promotion	1
Employee Referral – B. Green	1
Employee Referral – A. Adam	1
On Air ads	4
Facebook post	2
Client Referral	2
Walk-in	1
EffinghamRadio.com	3
Employee Referral – C. Kalber	2

**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, 2016 **AND ENDING** July 31, 2017

Specify First Initiative: 2017 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: Cromwell Managers Meeting 7/9-7/11/2017

Describe activities undertaken to fulfill that initiative: Sheila Myers, GM along with
Eric Frye-Operations Mgr, Bob Sheilds and April Koester- account executives
attended meetings to discuss 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.

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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, 2016 **AND ENDING** July 31, 2017

Specify Third Initiative: 1/21-1/22/17 Int'l Broadcasters Idea Bank Workshop

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

Specify Fourth Initiative: 2017 TAB Radio Talent Institue

Describe activities undertaken to fulfill that initiative: 30+ broadcast professionals participated in leading sessions in their area of expertise in on-air music radio, news and sports, as well as digital/social media. Bud Walters, owner of Cromwell participated during several sessions.

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, 2016 **AND ENDING** July 31, 2017

Specify Fifth Initiative: 5/12/17 KBA WKU Radio Talent Institue

Describe activities undertaken to fulfill that initiative: Bud Walters, owner of Cromwell

Group spoke to students regarding many aspects of radio; on-air, music, sports, news, digital/
social media and engineering.

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