

# List of all Full-Time Jobs Filled

Eff.

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: 8/2/08

Job Title: Programming/Production Date Filled: 3/18/09

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.

EH

# 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: 6

## Total Number of Interviewees Referred by Each Recruitment Source

Recruitment Source Name	Total Number of Interviewees
Eg. Daily Newspaper	11 (2)
Employee (current)	11 (2)
Radio	1 (1)
Word of mouth	1 (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.



**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.
3. University of Illinois, Radio & Television Dept., Campbell Hall for Telecommunications, 300 N. Goodwin, Urbana, IL 61801, fax 217-244-9586, send notices by fax.
4. Illinois State University, Radio & Television Dept., Illinois State University Fall 011, Normal, IL 61790, send notices by mail.
5. Richland Community College, Career Services, One College Park, Decatur, IL 62526, send notices by mail.
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, Bill Reed, 305 Richmond Ave. East, Mattoon, IL 61938, fax 217-235-0344, send notices by fax.
8. Illinois Employment and Training Center, 2311 Hoffman Dr., Effingham, IL 62401, fax 217-342-4198, send notices by fax.
9. All Access Radio Job Website: [www.allaccess.com](http://www.allaccess.com), send notices on-line.
10. Radio Grit Website: [www.radiogrit.com](http://www.radiogrit.com), send notices on-line.
11. WMCI, WWGO, WCBH Radio Stations, 209 Lakeland Blvd., Mattoon, IL 61938, phone 217-235-5624, fax 217-235-6624, send notices by fax.

12. WHQQ, WCRA, WCRC Radio Stations, 405 S. Banker #201, Effingham IL 62401, phone 217-342-4141, fax 217-342-4143, send notices by fax

13. WPMB, WKRV Radio Stations, PO Box 100, Vandalia, IL 62471, phone 618-283-2325, fax 618-283-1503, send notices by fax.

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. Effingham Daily Newspaper  
201 N. Banker, Effingham IL  
62401

EEO job posting fax list  
Cromwell – Nashville  
Cromwell – Mattoon  
Cromwell – Effingham  
Cromwell – Vandalia  
Cromwell – Kentucky  
Mike Brad – Eastern Illinois University  
217-581-6650  
University of Illinois  
217-244-9586  
Christine McBurney – Lakeland College  
217-234-5417  
Richland Community College  
217-875-6965  
Shelbyville Job center  
217-774-4471  
IETC  
217-875-8795  
Milliken  
362-6407

# 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: Production / over night Date Vacancy Filled: 3/18/9  
DS

Recruitment Source for Actual Hire: word of mouth

## Recruitment Sources Utilized for this Vacancy

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

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  
RECRUITMENT LIST

3/5/9  
ak

**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 217-244-9586, 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 by mail.
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, Bill Reed, 305 Richmond Ave. East, Mattoon, IL 61938, fax 217-235-0344, send notices by fax.
8. ✓ Illinois Employment and Training Center, 2311 Hoffman Dr., Effingham, IL 62401, fax 217-342-4198, send notices by fax.
9. ✓ All Access Radio Job Website: [www.allaccess.com](http://www.allaccess.com), send notices on-line.
10. ~~Radio Grit Website: [www.radiogrit.com](http://www.radiogrit.com), send notices on-line.~~
11. ✓ WMCI, WWGO, WCBH Radio Stations, 209 Lakeland Blvd., Mattoon, IL 61938, phone 217-235-5624, fax 217-235-6624, send notices by fax.
12. ✓ ~~WHQQ, WCRA, WCRC Radio Stations, 405 S. Banker #201, Effingham IL 62401, phone 217-342-4141, fax 217-342-4143, send notices by fax~~
13. ✓ WPMB, WKRV Radio Stations, PO Box 100, Vandalia, IL 62471, phone 618-283-2325, fax 618-283-1503, send notices by fax.

✓ 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.

✓ Central IL Helpwanted

✓ on-air ads - ALL ~~8~~ Stations  
BE into  
EJ  
Vand.

✓ 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.

# 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/, 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 I.B.I.B.

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

# Description of Supplemental Outreach Initiatives

Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of each Supplemental Outreach Initiative (Page 7) elected.

Date(s) of Initiative Event(s): CraigList 2/6/09

Describe Nature of Initiative:  
joined CraigList.com to be used for job recruitment

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Station Personnel Involved in Initiative:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).  
Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (page 14).