

**EEO PUBLIC FILE REPORT**  
**June 1, 2022 through May 31, 2023**

**CARROLL ENTERPRISES, INC.**  
**WKJZ, HILLMAN, MI**  
**WIOS, TAWAS CITY, MI**  
**WKJC, TAWAS CITY, MI**  
**WTZM, TAWAS CITY, MI**

**CARROLL BROADCASTING, INC.**  
**WQLB, TAWAS CITY, MI**

Telephone 989-362-3417  
Facsimile 989-362-4544

This EEO Annual Public File report is prepared pursuant to Section 73.2080 of the Federal Communications Commission's Rules. It is to be placed in the WIOS, WKJC, WTZM, WKJZ or WQLB online public files, and if any station owned by Carroll Enterprises, Inc. or maintains a web site for any of the above stations, it should be placed on that site as well. This EEO Annual Public File Report includes both Carroll Enterprises, Inc. and Carroll Broadcasting, Inc., which have common ownership and which are now a single employment unit.

**During the past twelve months, June 1, 2022 through May 31, 2023, our employment unit had 1 full time vacancy filled and that was a secretarial position.**

**The following procedures were followed:**

1. Each radio station broadcast on-air announcements.  
9/30/22 – 10/14/22 5X per Day

local newspapers – Iosco County News & Oscoda Press  
9/30/22 – 10/14/22 Once per week

2. Notices were sent to the following local organizations:

Central Michigan University  
Delta College  
Michigan Association of Broadcasters  
Michigan Works

3. Notices were also sent to the following national broadcast job bank listings:  
indeed.com

62 Resumes were received

**Recruitment sources which referred each of the hirees for the vacancy**

Indeed.com

Local Newspaper – Iosco County News/Oscoda Press

Carroll Broadcasting/Carroll Enterprises Inc.

**Data Reflecting the Total number of persons interviewed for the Full Time Vacancy during the period covered by this report, and the total number of Interviewees referred by each recruitment source utilized in connection with such vacancies.**

62 Resumes were received,

10 applicants were interviewed.

4 were sourced from indeed.com - 3 were sourced from the local papers,

Iosco County News & Oscoda Press - 3 were sourced from radio

**The position was filled sourced thru Indeed.com**

## **Indeed Secretarial Job Posting**

Must have organizational skills and be able to multitask.

Technical proficiency in Microsoft Office programs, Word, Excel, etc. and learning

Marketron software designed for our business. Work involves billing, accounting and collections. If

your qualifications match what we're looking for, we'd love to see your resume.

Join our team today!

Job Type: Full-time

Salary: \$14.00 - \$17.00 per hour

Benefits:

- Paid time off

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Tawas City, MI 48763: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Secretary: 2 years (Preferred)

Work Location: In person

## **Radio Stations Commercial**

Carroll Broadcasting  
Carroll Enterprises Inc.  
Help Wanted Commercial  
October  
:30 Seconds

CARROLL BROADCASTING, WKJC-FM; HITS-FM; WIOS-AM, IS LOOKING FOR A BILLING SPECIALIST FOR A FAST PACED OFFICE ENVIRONMENT. EXPERIENCE IN BILLING AND ACCOUNT RECEIVABLES REQUIRED, COMPUTER SKILLS AND GENERAL OFFICE PROCEDURES. APPLICANT MUST BE WELL ORGANIZED, PROFESSIONAL AND POSSESS STRONG PEOPLE SKILLS WITH PROPER PHONE ETIQUETTE. COLLEGE DEGREE PREFERRED. SALARY COMMENSURATE WITH EXPERIENCE. SEND RESUME TO P.O. BOX 549, TAWAS CITY, MICHIGAN 48764

**Indeed Secretarial Job Posting  
Iosco County News & Oscoda Press**

**Help Wanted**

**Carroll Broadcasting Inc.  
Office Position at established 64 old year  
business in the Tawas.**

Must have organizational skills and be able to multitask.  
Technical proficiency in Microsoft Office programs,  
Word, Excel, etc. and learning Marketron  
software designed for our business. Work involves  
billing, accounting and collections.  
If your qualifications match what we're looking for,  
we'd love to see your resume.

**Join our team today!**

**Send Resume to P.O. Box 549, Tawas City, MI  
Or E-mail to [wkjc@wkjc.com](mailto:wkjc@wkjc.com)**

**All resumes will be kept confidential**



**Description of initiatives taken by our employment unit during the period**

**AUGRES GIRL SCOUT TROOP #50312 and #50871  
Educational Tour of Radio Station**

**MARCH 15, 2022**

APPROXIMATELY 17 GIRLS PARTICIPATED IN A TOUR OF THE RADIO STATION. THEY WERE HERE TO EARN MERITS TOWARD THEIR GIRL SCOUT MEDIA JOURNEY BADGE AND THE BROWNIE MUSIC BADGE. THE BADGES EXPLORE HOW MEDIA WORKS IN THE FORM OF A RADIO STATION. THE GIRLS HAD FUN TOURING, ASKING QUESTIONS AND LISTENING TO A TAPE AND PLAY BACK SESSION WITH BRAD. THEY MET WITH THE STATION ENGINEER, THE STATION MANAGER AND THE SPORTS ANNOUNCER.

TROOP LEADER JILL SANZO

### **Ogemaw County Business and Community Expo & Job Fair Downtown West Branch Michigan**

Carroll Broadcasting - WKJZ FM

& Carroll Enterprises - WKJC FM, WIOS AM, WQLB FM, WTZM FM

Attended and Participated July 15<sup>th</sup> from 5:00pm – 8:00pm. By Sports Director Brad Allen, Sales Manager Timothy Carroll and General Manager John Carroll.

The event was well publicized and well attended. It was a great opportunity to engage and educate with the community and inform them of employment opportunities and the business of radio broadcasting



### **Oscoda Area Schools - Oscoda Career Day**

On November 10th, 2022, John Carroll III and Brad Allen attended the Oscoda Schools Career Day to inform students about the importance of radio and how to get a job in the communication field. John Carroll III is a Marketing Specialist for Carroll Broadcasting,

Inc (Hits FM 103.3 and 94.9, WKJC FM 104.7, The Point 106.1 FM, and WIOS AM 1480/FM 106.9). Both Carroll and Allen stressed the importance of radio and its potential for providing career opportunities for individuals who are passionate about communication and broadcasting. They also encouraged students to look into the different career paths available in the communication field, such as play-by-play announcing, radio engineering, and radio marketing.



### **Internship**

When available from area schools, Carroll Broadcasting & Carroll Enterprises Inc.

offer internships. Students are placed in area of interest and in most cases earn education credits for their experience.

#### **Educational Tours**

Carroll Broadcasting & Carroll Enterprises conducts educational tours of the radio station facilities and studios. Groups range from elementary school through adults.

#### **Training of Management**

In 2022 John Carroll III EEO Coordinator for Carroll Enterprises Inc & Carroll Broadcasting Inc properties issued a complete review of EEO Policies and FCC Regulations to all Department Heads.

That policy is reviewed annually for its application and effectiveness.