

## **2/4 Year Period beginning January 1, 2019 and ending December 31st, 2019**

**\*First Initiative:** We air a feature called **NOW HIRING** that runs three times a day, seven days a week on all four of our radio stations. It also runs on our Facebook page, website, Cable Channel 3 and in our daily Radiogram. This feature will air our own generic request several times a month along with some non for profits next to paid clients.

**\*Second Initiative:** We had an EEO managers meeting between myself and our Operations Manager on April 16th to go over our standard EEO practices.

**\*Third Initiative:** We had EEO training with Jim Bartles on November 26th 2019. The focus was on Recruitment for FT employees and job vacancy notifications.

**\*Specify Fourth Initiative:** We have met with local groups and have started planning a NOW HIRING local job fair for April. *List of all full time jobs filled for the 12 month period December 1st 2018 through November 30th 2019 We had NO job positions to fill.*

*List of Recruitment Sources used for above vacancies. Radiogram, KTRF AM, KTRF FM, KKDQ FM, KKAQ AM, Cable Channel 3 and the TRF Times.*

*Yearly Total Number of Interviewees and Total Number of Interviews Referred by Each 4 referrals all from listening to KTRF AM.*

*Report Prepared by Jake  
Weber December 1, 2019*

**A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the applicable period.**

1- Sales

**For each such vacancy, the recruitment source(s) utilized to fill the vacancy.** *Radiogram, KTRF AM, KTRF FM, KKDQ FM, KKAQ AM, Cable Channel 3 and the TRF Times.*

**The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;** KTRF AM

**12/1/2018- 11/30/2019**

**Total Number of Persons Interviewed for Full-Time Vacancies:** 1

**Total Number of Interviewees Referred by Each Source:** KTRF AM - 4

*Radiogram, KTRF FM, KKDQ FM, KKAQ AM, Cable Channel 3 and the TRF Times. - 0*

**Job Title: Sales Filled May 1st and filled June 15th**



## Recruitment Alert

If your organization distributes information about employment opportunities to job seekers, or refers job seekers to employers and you would like to receive job vacancy notices for Iowa City Broadcasting Company, Inc., please provide us with the name, mailing address, email address (if applicable), telephone number, fax number, and contact person, and identify the category or categories of vacancies for which you would like information.

Please send the information specified above to one of the following persons:

Jake Weber  
General Manager  
TRF Radio  
PO Box 40  
Thief River Falls MN 56701  
Phone: 218-681-1230  
e-mail: [Jake@trfradio.com](mailto:Jake@trfradio.com)

It is the policy of Iowa City Broadcasting, Incorporated to provide employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law, in all personnel actions.

# List of all Full-Time Jobs Filled

Complete this worksheet continuously every time a vacancy is filled.

For the 12 month period of Dec 1, 2009 through 11/30, 2009

Job Title: <u>SALES</u>	Date Filled: <u>6/15/19</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.

Job Title for Vacancy: RADIO SALES Date Vacancy Filled: 6/11/2019

Recruitment Source for Actual Hire: KTRF AM

## Recruitment Sources Utilized for this Vacancy

Name and Address of Source	Contact Person and Phone Number
TRF Times 324 MAIN Ave N TRF MN <sup>56701</sup>	Debbie 218-681-4450
TRF Radio Stations, FreeBook, Radiogram, Cable 3 and Website 1433 MAIN Ave N TRF MN 56701	JAKE WEBER 218-681-1230

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 12)

Yearly Period Beginning: Dec 1, 2019 Ending: Nov 30, 2019

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
TRF Times	0
TRF Radio	4

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.

# Interviewee/Hiree Record Sheet

Complete this worksheet for every applicant interviewed for any full time vacancy

Name of Interviewee/Hiree: Eric John Wagner

Date(s) of Interview(s): 6/11/19

Job Title of Vacancy: SALES

Recruitment Referral Source: KTRF AM

Hired? YES  NO

If YES, Date of Hire: 6/11/19

Form Prepared By: Jake Weber Date: 12/1/19

Use this worksheet to compile Tally of Interviewee Sources For Each Full-Time Vacancy (Page 12).  
Keep in station's internal files to document compliance if required by the FCC.

# Interviewee/Hiree Record Sheet

Complete this worksheet for every applicant interviewed for any full time vacancy.

Name of Interviewee/Hiree: SHAWN SLAWSON

Date(s) of Interview(s): June 12th 2019

Job Title of Vacancy: SALES

Recruitment Referral Source: KTRF AM

Hired?      YES       NO

If YES, Date of Hire: \_\_\_\_\_

Form Prepared By: JAKE WEBER      Date: 12/1/19

Use this worksheet to compile Tally of Interviewee Sources For Each Full-Time Vacancy (Page 12).  
Keep in station's internal files to document compliance if required by the FCC.



# Interviewee/Hiree Record Sheet

Complete this worksheet for every applicant interviewed for any full time vacancy.

Name of Interviewee/Hiree: Nancy ELLEFSON

Date(s) of Interview(s): 01/14/19

Job Title of Vacancy: SALES

Recruitment Referral Source: KTRF AM

Hired? YES  NO

If YES, Date of Hire: \_\_\_\_\_

Form Prepared By: JAKE WEBER Date: 12/1/19

Use this worksheet to compile Tally of Interviewee Sources For Each Full-Time Vacancy (Page 12).  
Keep in station's internal files to document compliance if required by the FCC.

# Certificate of EEO Training

This certifies that Jake Weber participated in EEO

Training at the Ingstad Broadcasting Managers Meeting held on 9-20-17

at Marriott Mpls West.

Included in our training was focus on the 3 Prongs of EEO emphasis:

1. Recruit for all Full Time Employee openings.
2. Notification of job vacancies provided to all qualifying organizations in addition to Prong #1.
3. Menu Options for Supplemental outreach Initiatives.

Our training went into detail on each of the above.

Reminder was also made to have our annual reports available in our Public File, and on our Web sites on Dec. 1<sup>st</sup> of this year.

Certified by Ingstad EEO VP Operations,  
Jim Bartels



Date: 9-20-17