

KJAN EEO PUBLIC FILE REPORT

October 1, 2020 to September 30, 2021

I. Vacancy List

No full-time vacancies occurred during this period

II. Master Recruitment Source List

1. Iowa Workforce Development

508 Poplar Street

Atlantic, IA 50022

Phone: 712-243-2351 Fax:

712-243-5584

2. Atlantic High School Attn: Heather McKay

1201 East 14th Street Atlantic, IA 50022

Phone: 712-243-5358

3. Iowa Western Community College Attn: Ann Pross 705 Walnut St.

Atlantic, IA 50022

Phone: 712-243-5527

4. Iowa Broadcasters Association Job Bank Website

Attn: Mark Osmundsen

P.O. Box 71186

Des Moines, IA 50325

Phone: 515-224-7237

Fax: 515-224-6560

5. American Association of University Women

Attn: Joyce Jensen

1811 Bryn Mawr Circle

Atlantic, IA 50022

Phone: 712-243-2695

6. Atlantic Business & Professional Women

Attn: Becky Bonney

510 East 21st Street

Atlantic, IA 50022

Phone: 712-243-3935

7. Atlantic Junior Federated
Attn: Cheryl Kamies
1505 Chestnut Street
Atlantic, IA 50022
Phone: 712-243-2631

8. KJAN Radio (on-air)

9. Internal posting on station bulletin board

10. KJAN website (www.kjan.com)

11. Employee Referral

12. Non-Employee Referral

13. Mail-in, walk-in, e-mail by applicant

III. Recruitment Initiatives

1. Local School Outreach

a. KJAN has partnered with CAM High School and the Green Hills Area Education Agency, as part of the Iowa Authentic Learning Network to operate a video/audio page on the KJAN website. The video channel will allow CAM students to experience broadcasting sporting events and other activities in the CAM schools and communities. KJAN staff is providing training and guidance to CAM students in broadcasting and managing the site.

b. KJAN has partnered with Exira/EHK High School and the Green Hills Area Education Agency, as part of the Iowa Authentic Learning Network to operate a video/audio page on the KJAN website. The video channel will allow Exira.EHK students to experience broadcasting sporting events and other activities in the Exira/EHK schools and communities. KJAN staff is providing training and guidance to Exira/EHK students in broadcasting and managing the site.

c. KJAN has partnered with Griswold High School and the Green Hills Area Education Agency, as part of the Iowa Authentic Learning Network to operate a video/audio page on the KJAN website. The video channel will allow Griswold students to experience broadcasting sporting events and other activities in the Griswold schools and communities. KJAN staff is providing training and guidance to Griswold students in broadcasting and managing the site.

d. KJAN has partnered with Riverside (Oakland) High School and the Green Hills Area Education Agency, as part of the Iowa Authentic Learning Network to operate a video/audio page on the KJAN website. The video channel will allow Riverside students to experience broadcasting sporting events and other activities in the Riverside schools and communities. KJAN staff is providing training and guidance to Riverside students in broadcasting and managing the site.

2. Student Internship Program

a. 2 students from CAM High School (Joanne Brahms 2020-2021 and Paige Jensen 2021-2022) interned with Program/Sports Director Chris Parks. They helped to produce public service spots, station promos, online content for our website. They both also gained limited on-air experience.

b. Employed 6 local high school/college students (Hana Holtz, Olivia Engler, Andrew Engler, Cody McCreedy, Sara Schorle, Chris Krogh) and provided on-going training to perform on-air duties. Those duties include EAS operation, meter readings, transmitter operation, news, public affairs and programming. These students work under the direction of Program Director Chris Parks and News Director Ric Hanson.

3. Adult Internship Program

Employed 2 adults from the community (Lou Gerbino and Lori Murphy) and provided on-going training to perform on-air duties. Those duties include EAS operation, meter readings, transmitter operation, news, public affairs and programming. These individuals work under the direction of Program Director Chris Parks and News Director Ric Hanson.

4. Professional Training

a. Traffic Director Stacie Linfor trained on phone with Smarts Broadcast technicians.

b. Staff used online sales and management training seminars through the Iowa Broadcasters Association, the Radio Advertising Bureau and the Independent Broadcasters Association.

6. Internet Programs

Support the Iowa Broadcasters Association job bank website.

7. Mentoring Programs

Employ a full-time Sales Training Manager (Rod Christensen) to help account executives Becky Christensen and Stacie Linfor with training and career counseling.

8. Sponsor "Speak Out For Agriculture" Program

Sponsor the local SOFA program which allows students the opportunity to learn more about agriculture and communications through classroom work and on-site visits to understand the importance of communication to the agriculture industry.