I. VACANCY LIST

See Section II, Master Recruitment Source List (MRSL) for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Director of Digital Content	2-11, 15, 22, 23, 25, 27, 28, 30, 32-37	3
Traffic Director	2-5, 7-11, 15, 19, 20, 23, 27, 28, 31, 34, 35	31
Digital Sales Coordinator	2-5, 7-11, 15, 25, 28, 31	31
Traffic Assistant	2-11, 15, 19, 20, 27, 28, 30, 34	2
Account Executive	2-5, 7-13, 15, 23, 25, 27	13
AP/AR Coordinator	2-11, 13, 15, 20, 22, 25, 27, 28, 30, 33-36	28
Office Mgr./National Promo. Coord.	1-13, 15, 21, 31	31
Sales Assistant	1-13, 15	12
News Reporter	1-12, 15	3
Sales Assistant	1-11, 15, 21, 28	21
Traffic Assistant	2-5, 7-12, 15	12
Client Services Manager	1-11, 15, 25, 31	31
Digital Content Producer	1-12, 14, 15, 38	12
Sales Assistant	2-12, 15, 25, 38	3
News Reporter: KLBJ-AM	1-5, 7-11, 13-15, 17, 31	31
Web Designer	2-11, 14, 15, 18, 25, 27-29, 32, 38	32
Account Executive	2-13, 15, 17, 39	12
News Anchor/Producer: KLBJ-AM	2, 4, 5, 7-11, 15, 17, 25, 31, 40, 41	31
Producer: KLBJ-AM	1-5, 7-11, 15, 17, 25, 28	3
Business Office Assistant	2-12, 14, 15, 17, 25, 28	3
Marketing Assistant	2-12, 14, 15, 25, 29, 38	25
Producer: KLBJ-AM	1-5, 7-11, 15, 17, 21, 31	31
Bilingual On-Air/Digital Content Prod.	2-5, 7-12, 14, 15, 25, 29, 31	31
On-Air:KLZT	2-15, 25, 41, 42	12
KLZT HD2 Program Director	1-5, 7-11, 14, 15, 23, 25, 31, 40, 41	31
AR/AP Coordinator	1-5, 7-11, 14, 15, 17, 23, 25	3
Incite Account Services Mgr.	2-5, 7-12, 15, 17, 23	12
Incite Director	1-5, 7-12, 15, 17, 23, 25, 43	31
On-Air Personality: KLZT	2-5, 7-11, 15, 17, 23, 25	3

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Emmis Austin Radio Internal Candidates 8309 North IH 35 Austin, TX 78753 Attn: Marla Jamali (512) 832-4068	N	18
2	Texas Association of Broadcasters 502 E. 11 th Street, Suite 200 Austin, TX 78701 Attn: Craig Bean (512) 322-9944	Y	11
3	Emmis Communications Job Site www.emmis.com	N	63
4	Caritas of Austin 611 Neches Street P.O. Box 1947 Austin, TX 78767 Attn: Harry Crawford hcrawford@caritasofaustin.org Attn: Tanya Greenough tgreenough@caritasofaustin.org (512) 479-4610 Ext. 145	N	0
5	Austin Area Urban League 1033 La Posada Drive, Suite 150 Austin, TX 78752 Attn: Francis Green (512) 478-7176 ext. 230 info@aaul.org	N	0
6	UT – College of Communication University of Texas at Austin CMA 3.104 Austin, TX 78712-1094 Attn: Christina Worley (512) 471-9421 ccs@uts.cc.utexas.edu	N	0

RS Number RS Information		Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period	
7	Capital City African American Chamber of Commerce 5407 N. IH 35 Austin, TX 78723 Attn: Amanda Spain	N	0	
	(512) 459-1181 admin@capcitychamber.org			
8	Austin Community College 7748 Hwy 290 West Austin, TX 78736 Attn: Joyce Pope-Cain (512) 223-8069 jpcain@austincc.edu	N	0	
9	The Art Institute of Houston 1900 Yorktown Houston, TX 77056 Attn: Zack Zwicky (713) 860-4314 zzwicky@aii.edu	N	0	
10	American Broadcasting School in Arlington & Garland 712 North Watson Road Arlington, TX 76011 Attn: Michelle McConnell (817) 695-2474 michelle@radioschool.com	Y	0	
11	Greater Austin Chamber Of Commerce 210Barton Springs Road, Suite 400 Austin, TX 78704 Attn: Simone Leal (512) 322-5612 sleal@austinchamber.com	N	0	
12	Employee Referral	N	34	
13	Non-employee Referral	N	15	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period	
14	Monster.com 5 Clock Tower Place Maynard, MA 01754 Attn: Pete Puccini (800) monster, Ext. 8988 Peter.puccini@monster.com www.monster.com	N	0	
15	YWCA – Women's Referral Center 2015 S. IH 35, Suite 110 Austin, TX 78740 Attn: Daphne Garza Attn: Cynthia Martinez (512) 326-1222 (512) 326-1395 (Fax)	Y	0	
16	NAACP 1704 E. 12 th Street Austin, TX 78702 Attn: Career Placement (512) 476-6230	N	0	
17	Alliance for Women in Media Attn: Ginny Schoggins (512) 908-4939 gschoggins@emmisaustin.com	N	1	
18	AIGA (American Institute of Graphic Arts) Austin Chapter – PMB 549 815-A Brazos Austin, Texas 78701 Attn: Stephanie Malone (512) 344-1555 web@aigaaustin.org	N	1	
19	Craig's List – Austin 1381 9 th Avenue San Francisco, CA 84122 (800) 664-0633 http://austin.craigslist.org	N	0	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
20	Walk-In/Self-Referral Emmis Austin Radio 8309 North IH 35, Austin, TX 78753 (512) 832-4000	N	1
21	Emmis Austin Radio Internship Program 8309 North IH 35, Austin, TX 78753 Attn: Marla Jamali (Intern Coordinator) (512) 832-4068	N	6
22	Careerbuilder.com 8044 Montgomery Road Cincinnati, OH 45241 Attn: Brandon McAllister (513) 247-2283 Brandon.mcallister@careerbuilder.com www.careerbuilder.com	N	0
23	Radio Advertising Bureau (RAB) 1320 Greenway Drive, Suite 500 Irving, TX 75038 Attn: Mark D. Levy (972) 753-6756 mlevy@rab.com	N	0
24	Google Base www.google.com/base	N	0
25	Indeed www.Indeed.com	N	6
26	Jobster www.jobster.com	N	0
27	Simply Hired www.simplyhired.com	N	0
28	Unknown (source not adequately identified upon inquiry)	N	24

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period	
29	Greater Austin Hispanic Chamber of Commerce 2800 S. IH 35, Suite 260 Austin, TX 78704 Attn: Joshua Garza (512) 476-7502 jgarza@gahcc.org	N	0	
30	Job.com www.job.com	N	0	
31	Emmis Austin Radio Internal Transfer/Promotion 8309 N. IH 35 Austin, TX 78753 Attn: Marla Jamali (512) 832-4068	N	10	
32	LinkedIn www.linkedin.com	N	5	
33	AboutJobs.com www.aboutjobs.com	N	0	
34	JuJu.com www.juju.com	N	0	
35	Oodle.com www.oodle.com	N	0	
36	Trovit U.S. www.trovit.com	N	0	
37	JournalismJobs.com www.journalismjobs.com	N	0	
38	Jobungo.com www.jobungo.com	N	0	
39	Beyond.com www.beyond.com	N	1	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
40	Jobsgalore.com www.jobsgalore.com	N	0
41	Airtalents.com www.airtalents.com	N	0
42	Radionotas.com www.radionotas.com	N	2
43	Idealist.org www.idealist.org	N	2

TOTAL INTERVIEWEES OVER 12-MONTH PERIOD 200

III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program	Our SEU maintains an ongoing internship program for the benefit of college students. Undergraduate students enrolled in a credit program are given the opportunity to learn more about their major, gain hands-on experience, and network throughout the organization. Every effort is made to assign interns to a station department that matches their career aspirations or focus of study. Students are regularly monitored and evaluated by staff. A minimum of 20 percent is focused on job shadowing other departments to learn how the station runs as a unit. Internships were offered in Programming, EMG, Incite, Digital Content, Promotions, Sports Marketing, HR, and Production. During the reporting period 46 students interned.
		Summer 2014 semester - 22.
		Fall 2014 semester - 13.
		Spring 2015 semester – 15.
2	Participate in an event or project sponsored by an educational institution relating to broadcast careers	On April 16, 2014 a group of St. Edward's students visited our SEU. They visited Sound Design, Engineering, Promotions and our KLBJ-AM News Room. Each department explained job duties and requirements. They also received internship information.
3	Participate in an event or project sponsored by an educational institution relating to broadcast careers	On April 25, 2014 a Texas State Audio Production class visited our SEU. They toured Sound Design and our KLBJ-AM News Room. The students received a brief description of what each department is responsible for and received internship information.
4	Participated in a Career Fair	On September 17, 2014 our SEU staffed a booth at the Huston-Tillotson University Spring internship Fair in Austin, TX. This event was attended by HR.
		Staff discussed internships and employment opportunities for individuals interested in broadcasting careers.

5	Participated in a Career Fair	On October 16, 2014 our SEU Staffed a booth at the University of Texas Fall Career and Internship Fair in Austin, TX. This event was attended by a Producer and HR. Staff discussed internship and employment opportunities for individuals interested in broadcasting careers.
6	Participated in a Career Fair	On October 15, 2014 our SEU Staffed a booth at the University of Texas Communication Job and Internship Fair in Austin, TX. This event was attended by HR and Capital Traffic. Staff discussed internship and employment opportunities
7	Participated in a Career Fair	for individuals interested in broadcasting careers. On October 16, 2014 our SEU staffed a booth at the Art Institute of Austin Student Job Fair in Austin, TX. This event was attended by a Producer. Staff discussed internship and employment opportunities for individuals interested in broadcasting careers.
8	Participated in a Career Fair	On October 16, 2014 our SEU staffed a booth at the Texas State Fall Mass Communication Job Fair in San Marcos, TX. This event was attended by HR. Staff discussed internship and employment opportunities for individuals interested in broadcasting careers.
9	Participate in an event or project sponsored by an educational institution relating to broadcast careers	On January 5, 2015 and January 6, 2015 our SEU participated in an annual job shadow project entitled COOL Week. Students from Cedar Park, Leander, Rouse, and Vista Ridge high schools partner with local area businesses to learn about careers. There were 3 students from Rouse, and 1 student from Cedar Park High Schools.
		Students spent time in HR, Marketing, Promotions, Digital Content, Web Design, AM Newsroom, Sales, and Programming. They learned the role of each department within the radio industry and asked questions. Students were assigned "A Commercial Timeline" project to learn how a commercial gets on-air and on our station websites.

10	Participated in a Career Fair	On March 4, 2015 our SEU staffed a booth at the Texas State Spring Mass Communication Job Fair in San Marcos, TX. This event was attended by HR. Staff discussed internship and employment opportunities for individuals interested in broadcasting careers.
11	Participated in a Career Fair	On March 11, 2015 our SEU staffed a booth at the University of Texas Communication Job and Internship Fair in Austin, TX. This event was attended by HR, Capital Traffic, and Programming. Staff discussed internship and employment opportunities for individuals interested in broadcasting careers.
12	Participated in a Career Fair	On March 25, 2015 our SEU staffed a booth at the St. Edward's Job and Internship Fair in Austin, TX. This event was attended by HR. Staff discussed internship and employment opportunities for individuals interested in broadcasting careers.