

**Nelson Enterprises, Inc.
Station Employment Unit
Outreach Activities
July 31, 2017**

Through July 2017 Participating in job fairs by station personnel who have substantial responsibility for hiring decisions (#1)

Job Internship Fair

Nov 9 2016 7:25am-2:35pm

Yorkville High School
Yorkville IL

This event was held in the hallways of the high school. The students were able to come out in class groups and talk to the business's they were interested in learning more about. Nelson Enterprises, Inc. participated and took applications and conducted on-site interviews and talked one on one with the students about a career in the radio field.

Beth Pierre, General Manager/ Vice President represented the Stations and received resumes for sales, office/clerical, talent and internships from attendees and discussed employment opportunity at the Stations.

Beth Pierre

From: "Jill Holubetz" <jholubetz@y115.org>
To: "Jill Holubetz" <jholubetz@y115.org>; "Alexandra Rosborough" <arosborough@y115.org>; "Sarah Macko" <smacko@y115.org>
Sent: Friday, November 11, 2016 8:44 AM
Subject: YHS Career Fair

Good morning! I wanted to take this opportunity to, once again, thank you all very much for your participation in our first annual career fair at Yorkville High School! We hope that the day was as beneficial for you as it was for our students.

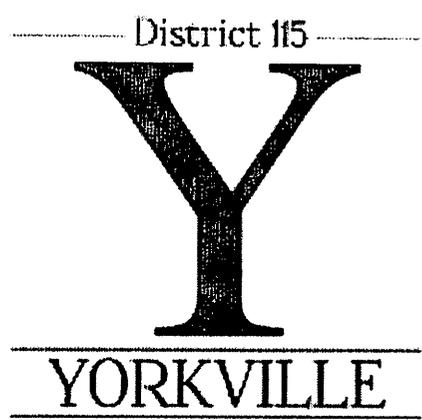
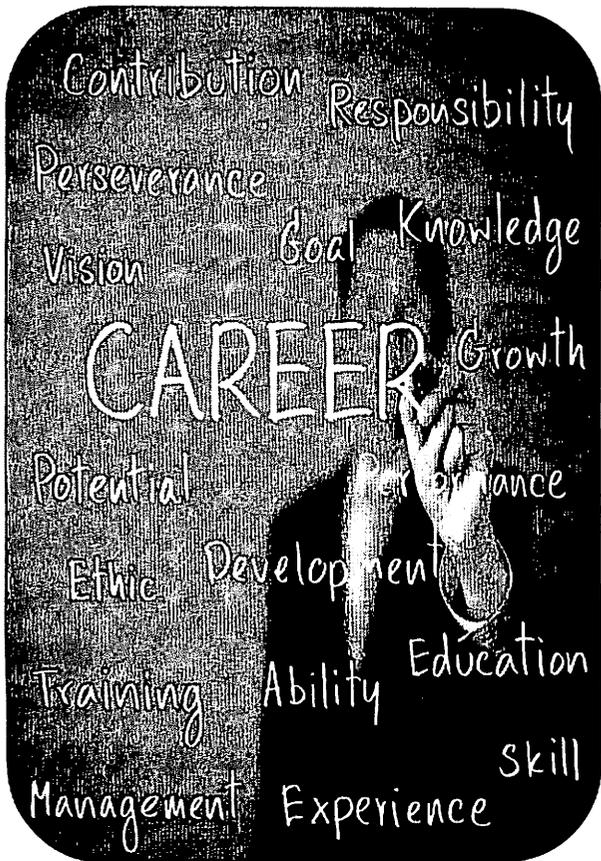
If you did not have a chance to complete the evaluation that was left for you, please feel free to respond to this email with any questions, suggestions for improvement, etc. that you can think of.

We hope to work with you all again next year! Have a great weekend.



Jill Holubetz
Career and College Coordinator
Yorkville High School
630-553-4380 ext. 6375





WE ARE VERY EXCITED ABOUT THIS OPPORTUNITY FOR YOU TO EDUCATE OUR STUDENTS AND SHARE INFORMATION ABOUT YOUR COMPANY, JOBS IN YOUR INDUSTRY, AND THE EDUCATION & SKILLS STUDENTS NEED TO SUCCEED.

THROUGHOUT THE DAY, STUDENTS WILL HAVE THE OPPORTUNITY TO VISIT WITH AS MANY CAREER REPRESENTATIVES AS THEY WOULD LIKE IN A TRADITIONAL "FAIR" SETTING. THEY WILL BE PREPARED TO ASK YOU QUESTIONS ABOUT YOUR WORK, YOUR COMPANY AND YOUR INDUSTRY.

IF YOU WOULD LIKE TO CONFIRM YOUR PARTICIPATION, PLEASE CONTACT MRS. JILL HOLUBETZ, COLLEGE & CAREER COORDINATOR, AT 630-553-4380 X 6375 OR JHOLUBETZ@Y115.ORG

Benefits of Career Fairs

Benefits for the student:

- Students learn about jobs and careers in various fields, including salaries.
- Students have opportunities to meet individually with professionals and ask questions about their work, their companies and their industries.
- Students gain a better understanding of the skills and education required for jobs in various industries and fields.

Benefits for the employer:

- Employers have the opportunity to nurture student interest in jobs and careers with their company and in their industry.
- Employers can help students understand the education and skills they need to secure jobs with their companies.
- Employers are part of an event showcasing a range of local companies that are committed to supporting education and future employment for today's students.

Benefits for the employee volunteer:

- Employees gain valuable experience as ambassadors for their companies and industries.
- Employees have the opportunity to 'give back' by nurturing the next generation of the workforce.
- Employees enjoy greater job satisfaction after creating an enriching experience for students.

Career Fair Materials Checklist

- ✓ Your appetite – continental breakfast and lunch will be served!
 - ✓ Banners/signage for your table
- ✓ Brochures and other handouts about your career and/or company
 - ✓ Samples of work (if applicable)
- ✓ "Freebie" giveaways for students – pens, notepads, stickers, etc.
 - ✓ Sign-in sheet
 - ✓ Business cards

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Through July 2017

Networking to inform business and professionals of career opportunities in Broadcasting (#11)

Employment Unit is a member of 5 Leads Groups. Most of the Leads Groups meet on a weekly basis with some meeting on a twice monthly basis.

The basic structure of all the groups consist of a 30 second intro and description of what is a good lead for that business. Each member must make a presentation about their business. The number of presentations per year vary with each group. Attendance and leads are recorded and there is a set criteria for each group as to what is required. Tips and referrals are also shared with members which many times consist of recruitment efforts. Each Leads Group is attended by a different staff member

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Through July 2017 Mentoring Program designed for Management Level Position (#10)

Employment Unit established a mentoring program to mentor a person for the position of station manager. The mentored employee now oversees all sales responsibilities for 2 radio stations in this employment group. The employee is instrumental in making management decisions affecting many stations operations and many hiring discussions/decisions.

The employee has traveled this year to day Management meetings involving broadcast groups to keep abreast of broadcast management issues involved with local broadcast operations, thus broadening her exposure to management ideas, techniques, and styles. Employee has shared primary responsibility in recruiting and hiring and training key staff members responsible for Station Employment Unit operational and programming functions. This year the corporate President, Treasurer & Vice President have actively worked with the employee in mentoring for Assistant Station Manager. In addition to creating and overseeing implementation of sales products and training and management of the sales staff, trainee audits incoming sales orders for accuracy and compliance with station rates and policies. Under the Mentoring Program, the employee participates in weekly Management/Operation meetings of department heads and is involved in procedure and policy making decisions. In these meetings the employee is exposed to staffing, sales, news and broadcast content, technical and engineering issues and participates in decisions to accommodate these issues.