

## EEO Recruitment Form & Interview Source

Job Title: Account Manager Date Position Filled: 5/14/18

Recruitment Source Actual Hire came from: Indeed.com

Recruitment Sources used and interviews (List all sources used):

Organization Name	Address	Contact Name	Phone Number	# of Interviews Referred
Indeed .Com				0 5
Rend Lake College	Ina IL			0
SIU	Carbondale IL			0
IBA	Carterville IL			0
Southeastern IL College	Harrisburg IL			0
Shawnee Conn College	Ullin IL			0
JALC	Carterville IL			0
IDES	Springfield IL			0
JALC Job Fair	Carterville IL			0
				0

Total Interviews: 5

Interviews came from what source: (list)

<u>Source</u>	<u># of Interviews from this source</u>
1. <u>Indeed.com</u>	<u>5</u>
2. _____	_____
3. _____	_____



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## Account Manager

DC-IL – Marion, IL

Clicks

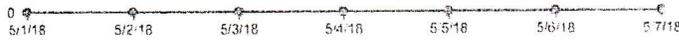
— Your job

Clicks this week



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Views: 275

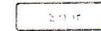
Candidates: 45

Status: Closed – [open](#)

Created: Mar 13

[View public job page](#)

Promote this job for more candidates:



### Candidates

45	45	0
Awaiting Review	Total (excluding rejected)	Rejected

### Job Description

Just available!

You will love this position! We're searching for the right person, that person is someone who can thrive in a high performance environment. This person must be able to communicate well with the decision makers and have the willingness to work hard. The position is in Carbondale/Marion, Southern Illinois.

#### Responsibilities:

- Strong prospecting and relationship building skills
- Ability to analyze a customer's needs and create a plan of action
- Exceed goals
- Exemplify a positive image
- Time Management
- Be able to set priorities, ensure task completion
- Be able to identify and resolve Account Manager issues using expertise, good judgment and defined processes
- Provide expert and excellent customer support to clients
- Participate in building an exemplary profile of accounts
- Coordinate, supervise and be accountable for daily, weekly and monthly activities
- Work with established accounts as well as develop new business
- Assist in providing opportunities for businesses to build and expand their customer base

#### Job Requirements:

- 2+ years in the local business community is a definite plus



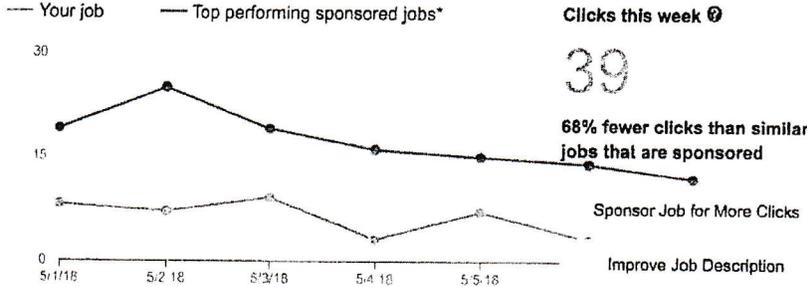
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# Account Manager

DC-IL – Marion, IL

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## Clicks



\* Showing historical data of the top 20% of similar sponsored jobs. This is not a guarantee of future performance.

**Views:** 165  
**Candidates:** 15  
**Status:** Open – pause  
**Created:** Apr 20  
[View public job page](#)  
Promote this job for more candidates:

## Candidates

15	15	0
Awaiting Review	Total (excluding rejected)	Rejected

## Job Description

We have a great opportunity for an Account Manager. If you are amazing and work hard, you will earn a great base with exceptional – and uncapped commission opportunities.

- **Here's the deal:** We're looking for an aggressive CLOSER who can sell. And this isn't some dead-end grind like selling mortgages, stocks, fire alarms, or any of that tired old garbage. Over the last year the economy has grown throughout our area, with new businesses opening up all over, and because of the consistent large number of leads, we now require a sales superstar to connect and close deals.
- **Like the title of this ad says, this is a real job with a real company.** You'll be working for a firm that sells and provides its services to companies throughout Southern Illinois. Our company is currently enjoying rapid growth and predicting even bigger successes in 2018 with a significant increase in demand for our services among present and potential customers. To keep up the momentum, we need to bring in some new talent who can help us reach new heights by enticing, educating and persuading potential customers - increasing our revenues even further. We are well capitalized, have an outstanding product, and an unbeatable sales process. Plus we're selling something that people already want. If you are selected, you will be personally trained and groomed for success by an experienced sales manager. You will learn sales and marketing skills that will far exceed anything you've ever seen before, and more importantly ...you'll have an opportunity to make an exceptional income by providing a service that genuinely helps people. In other words, this is a job you can (and will) be very proud of.

- **The potential to make exceptional earnings is very real.** In fact, it's not even that difficult to do, and here's why. First of all, you're providing service to businesses that needs what you have. If they don't currently do business with us they have at least heard of us. Plus, you're selling a product that people already want.
- **You do NOT need experience.** The founders of this company started with NOTHING and are keenly aware that the secret to success is more about a good work ethic, loyalty, and DRIVE ...and NOT about degrees and "know it alls". If you're selected, you'll be trained personally by an experienced sales manager. You will emerge with a skill set that is far more valuable than any degree or "industry experience" that you can imagine
- **The Next step.** Apply now by responding to this ad and sending us your resume'. We will respond back asking you to complete a survey to help us learn a little bit about you. From there, if you look like a good fit, we'll schedule an interview and you'll learn more about the company.

We are an Equal Opportunity Employer

Job Type: Full-time

#### Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Customer Service experience do you have?



# John A. Logan College

700 Logan College Road    Carterville, Illinois, 62918    618.985.2828

March 12, 2018

Rick Lambert  
Withers Broadcasting Company  
1822 Court Street  
Marion, IL 62959

Dear Rick:

We are pleased that you have accepted our invitation to participate in the John A. Logan College Job Fair on Wednesday, March 28, 2018.

Exhibit space has been reserved for you, along with a sign with the name of your specific business. Each space will be approximately 8' x 10' and will include one eight-foot table and two chairs. Electricity will also be available (110 volt) for each booth space. However, you will need to bring a twenty-five foot extension cord if your exhibit needs electrical power. If you wish to bring a laptop, the gymnasium does have wireless access.

We are expecting a diversified and highly qualified work force to attend the event. Not only John A. Logan College students and graduates, but also Southern Illinois University students, as well as the general public in our area have been extended invitations to attend this year's event. We are recommending to prospective job fair attendees they come dressed for the occasion and bring resumes for interested employers.

The job fair will be advertised in all local newspapers, on several area radio stations and on social media. We want to remind exhibitors that the event is scheduled to begin promptly at 9:00 a.m. and will end at 1:00 p.m. In addition, a complimentary breakfast will be available for employers from 8:00 a.m. until 11:00 a.m.

For your convenience, the gymnasium will be available for exhibitors to set up their displays and equipment at **7:30 a.m. on March 28, 2018**. If you have any questions, please do not hesitate to call (618) 985-2828, extension 8424.

Sincerely,

Beth Stephens  
Director of Career Services

Enclosed: Booth Location

[www.jalc.edu](http://www.jalc.edu)

# *Withers Broadcasting Companies*

WDDD – WTAO – WHET – WVZA – WFRX  
1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

2/1/2018

Rend Lake College  
Route 1  
Ina, IL 62846

Dear Sir or Madam:

This letter is to inform you that we are currently accepting applications at Withers Broadcasting Southern Illinois, LLC in Marion, Illinois

There is a position available for an Account Manager. The job consists of hours 8am-5pm with a 1 hour lunch period. Duties will include but are not limited to face to face meetings with clients, must be organized, have computer knowledge and have dependable transportation.

Please have interested persons fax a resume to 618-993-2003 or email to [rlambert@withersradio.net](mailto:rlambert@withersradio.net).

Thank you,

Renee Longwell  
Business Manager  
**Withers Broadcasting** - Marion/Carbondale Market  
WDDD WTAO WHET WVZA WFRX  
1822 N Court St | Marion, Illinois | 62959  
OFFICE: 618-997-8123 | FAX: 618-993-2003  
[rlambert@withersradio.net](mailto:rlambert@withersradio.net)

This station does not discriminate or permit discrimination on the basis of race or ethnicity in the placement of advertising.

# *Withers Broadcasting Companies*

**WDDD – WTAO – WHET – WVZA – WFRX**  
**1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003**

2/1/2018

Southern Illinois University  
Radio & Television Department  
Rm 1003  
1100 Lincoln Dr.  
Carbondale, IL 62901

Dear Sir or Madam:

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**1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003**

2/1/2018

Illinois Broadcasters Association  
200 Missouri Ave  
Carterville, IL 62918

Dear Sir or Madam:

This letter is to inform you that we are currently accepting applications at Withers Broadcasting Southern Illinois, LLC in Marion, Illinois

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[rlambert@withersradio.net](mailto:rlambert@withersradio.net)

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**WDDD – WTAO – WHET – WVZA – WFRX**  
**1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003**

2/1/2018

Southeastern Illinois College  
3575 College Rd  
Harrisburg, IL 62946

Dear Sir or Madam:

This letter is to inform you that we are currently accepting applications at Withers Broadcasting Southern Illinois, LLC in Marion, Illinois

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**Withers Broadcasting - Marion/Carbondale Market**  
WDDD WTAO WHET WVZA WFRX  
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OFFICE: 618-997-8123 | FAX: 618-993-2003  
[rlambert@withersradio.net](mailto:rlambert@withersradio.net)

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# Withers Broadcasting Companies

WDDD – WTAO – WHET – WVZA – WFRX  
1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

2/1/2018

Shawnee Community College  
8364 Shawnee College Rd.  
Ullin, IL 62992

Dear Sir or Madam:

This letter is to inform you that we are currently accepting applications at Withers Broadcasting Southern Illinois, LLC in Marion, Illinois

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1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

2/1/2018

John A Logan College  
700 Logan College Drive  
Carterville, IL 62918

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1822 N Court St | Marion, Illinois | 62959  
OFFICE: 618-997-8123 | FAX: 618-993-2003  
[renee.longwell@mywithersradio.com](mailto:renee.longwell@mywithersradio.com)

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1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

2/1/2018

Illinois Department of Employment Security  
PO Box 19509  
Springfield, IL 62794

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[rlambert@withersradio.net](mailto:rlambert@withersradio.net)

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INTERVIEWEE/HIREE RECORD SHEET

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

Name of Interviewee/Hiree Christopher Sutton  
Date(s) of Interview(s) 3/29/18  
Job Title of Vacancy Account Manager  
Recruitment Referral Source Indeed.com  
Hired? YES  NO   
If YES, Date of Hire 5/14/18  
Forms Prepared By [Signature]

Use this worksheet to compile tally of Interviewee Sources for each Full Time Vacancy.  
Keep in station's internal files to document compliance if required by FCC.

## EEO Recruitment Form & Interview Source

Job Title: Account Manager Date Position Filled: 5/21/18

Recruitment Source Actual Hire came from: referral

Recruitment Sources used and interviews (List all sources used):

Organization Name	Address	Contact Name	Phone Number	# of Interviews Referred
Indeed .Com				0 4
Reed Lake College	Ina IL			0
SIU	Carbondale IL			0
IBA	Carterville IL			0
Southeastern IL College	Harrisburg IL			0
Shawnee Conn College	Ollin IL			0
JALC	Carterville IL			0
IDES	Springfield IL			0
employee referral				0 1
				0

Total Interviews: 5

Interviews came from what source: (list)

**Source**

1. indeed.com
2. referral
3. \_\_\_\_\_

**# of Interviews from this source**

- |          |
|----------|
| <u>4</u> |
| <u>1</u> |
| _____    |
| _____    |



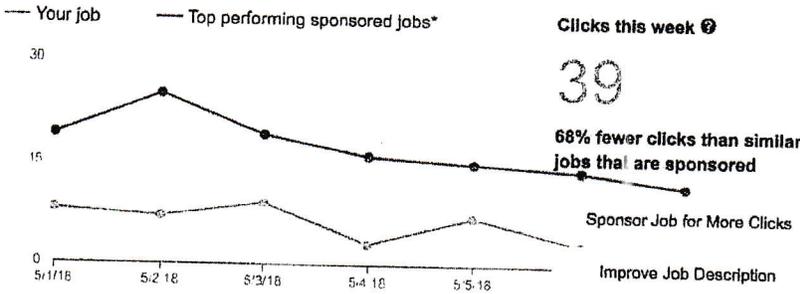
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# Account Manager

DC-IL - Marion, IL

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## Clicks



\* Showing historical data of the top 20% of similar sponsored jobs. This is not a guarantee of future performance.

Views: 165  
Candidates: 15  
Status: Open - [pause](#)  
Created: Apr 20  
[View public job page](#)  
Promote this job for more candidates:

## Candidates

15	15	0
Awaiting Review	Total (excluding rejected)	Rejected

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- **The Next step.** Apply now by responding to this ad and sending us your resume'. We will respond back asking you to complete a survey to help us learn a little bit about you. From there, if you look like a good fit, we'll schedule an interview and you'll learn more about the company.

We are an Equal Opportunity Employer

Job Type: Full-time

#### Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Customer Service experience do you have?

# Withers Broadcasting Companies

WDDD – WTAO – WHET – WVZA – WFRX  
1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

4/30//2018

Rend Lake College  
Route 1  
Ina, IL 62846

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WDDD – WTAO – WHET – WVZA – WFRX  
1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

4/30/2018

Southern Illinois University  
Radio & Television Department  
Rm 1003  
1100 Lincoln Dr.  
Carbondale, IL 62901

Dear Sir or Madam:

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Illinois Broadcasters Association  
200 Missouri Ave  
Carterville, IL 62918

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4/30/2018

Southeastern Illinois College  
3575 College Rd  
Harrisburg, IL 62946

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8364 Shawnee College Rd.  
Ullin, IL 62992

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Carterville, IL 62918

Dear Sir or Madam:

This letter is to inform you that we are currently accepting applications at Withers Broadcasting Southern Illinois, LLC in Marion, Illinois

There is a position available for an Account Manager. The job consists of hours 8am-5pm with a 1 hour lunch period. Duties will include but are not limited to face to face meetings with clients, must be organized, have computer knowledge and have dependable transportation.

Please have interested persons fax a resume to 618-993-2003 or email to [rlambert@withersradio.net](mailto:rlambert@withersradio.net).

Thank you,

Renee Longwell  
Business Manager  
**Withers Broadcasting** - Marion/Carbondale Market  
WDDD WTAO WHET WVZA WFRX  
1822 N Court St | Marion, Illinois | 62959  
OFFICE: 618-997-8123 | FAX: 618-993-2003  
[renee.longwell@mywithersradio.com](mailto:renee.longwell@mywithersradio.com)

This station does not discriminate or permit discrimination on the basis of race or ethnicity in the placement of advertising.

# Withers Broadcasting Companies

WDDD – WTAO – WHET – WVZA – WFRX  
1822 N. Court - Marion, IL - 62959 - Phone: (618) 997-8123 - Fax: (618) 993-2003

4/30/2018

Illinois Department of Employment Security  
PO Box 19509  
Springfield, IL 62794

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INTERVIEWEE/HIREE RECORD SHEET

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

Name of Interviewee/Hiree Sonja Veldman  
Date(s) of Interview(s) 5/10/18  
Job Title of Vacancy Account Manager  
Recruitment Referral Source referred  
Hired? YES  NO   
If YES, Date of Hire 5/21/18  
Forms Prepared By [Signature]

Use this worksheet to compile tally of Interviewee Sources for each Full Time Vacancy.  
Keep in station's internal files to document compliance if required by FCC.