

EXHIBIT THREE

EEO CHECKLIST

Date Filled: 11/10/2016

Employee Hired: Adam Mileur

Position: Account Manager

Please make sure the following items are in each Hiree EEO file:

Check the items off and return this file with all the information inside.

Letters Sent(copies of all letters to recruitment sources seeking resumes/applications) ✓

Radio Copy (copy to advertise position) —

Newspaper copy (copy used to advertise position) —

Copies of all other advertising used for this position ✓

Please list other advertising below(ex. Flyers, internet)

All resumes received for this position ✓

An interviewer sheet for each interview (form A) ✓

Tally of interviewee sources (form B) ✓

List of recruitment sources (form C) ✓

Attach this check list to the front of file. Each position has a separate file.

EEO Recruitment Form & Interview Source

Job Title: Account Mgr Date Position Filled: 11/10/2016

Recruitment Source Actual Hire came from: employee referral

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

| Organization Name | Address | Contact Name | Phone Number | # of Interviews Referred |
|-----------------------------|-----------------|--------------|--------------|--------------------------|
| Indeed.com | | | | 0 <u>3</u> |
| employee referral | | | | 0 <u>1</u> |
| South eastern IL College | Harrisburg IL | | | 0 |
| SIO Radio & Television Dept | Carbondale IL | | | 0 |
| Shawnee Comm. College | Ullin IL | | | 0 |
| Reed Lake College | Ina IL | | | 0 |
| NAACP | Carbondale IL | | | 0 |
| John A Logan College | Carterville IL | | | 0 |
| Illinois Broadcasters Assoc | Carterville IL | | | 0 |
| IDES | Spring Field IL | | | 0 |
| John A Logan Job Fair | Carterville IL | | | 0 |

Total Interviews: 4

Interviews came from what source: (list)

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



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[Jobs](#)

[Candidates](#)

[Career Site](#) ^{NEW}

Search

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Customer Service Representative

DC-IL – Marion, IL

Views: 635

Candidates: 110

Status: Closed – [open](#)

Created: Oct 28 2016

[View public job page](#)

Promote this job for more candidates:

Share 0

Tweet

Share

Get more candidates by sponsoring this job \$16.00/day

This budget is based on your title and location

146 applications with sponsoring*

1 application without sponsoring*

* Estimated in the next 4 weeks

Estimates are based on Indeed's past results of similar titles. This is not a guarantee of future performance.

Candidates

110

Unread

110

New

110

Total (excluding rejected)

0

Rejected

[Add Candidate](#)

Job Description

Do you keep your commitments?

Do you set goals for yourself?

Are you creative?

Do you like to work to solve problems?

Powerful Southeast Missouri Company is seeking a qualified person for Customer Service

As an Outside Customer Service Representative you must bring a positive attitude. You will be working with some of the best business clients in the market. You will need your "A" game!

Full time position, Salary, Incentives, 401k Retirement Plan, Holidays/Vacation and Opportunity for Advancement, Health/Vision & Dental Insurance

Will train the right person with positive attitude, energy and good work ethic.

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- Customer Service: 1 year

We have set up application questions for your job.

You have requested that Indeed ask candidates the following questions:

- Have you completed the following level of education: **High school or equivalent?**
- How many years of **Customer Service** experience do you have?

- Account Management: 2 years

We have set up application questions for your job.

You have requested that Indeed ask candidates the following questions:

- Have you completed the following level of education: **High school or equivalent?**
- How many years of **Account Management** experience do you have?



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Search

Post a Job

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Account Manager

DC-IL – Marion, IL

Views: 381

Candidates: 53

Status: Closed – [open](#)

Created: Sep 14 2016

[View public job page](#)

Promote this job for more candidates:

Get more candidates by sponsoring this job \$23.00/day

This budget is based on your title and location

75 applications with sponsoring*

1 application without sponsoring*

* Estimated in the next 4 weeks

Estimates are based on Indeed's past results of similar titles. This is not a guarantee of future performance.

Share 0

Tweet

Share

Candidates

53

Unread

53

New

53

Total (excluding rejected)

0

Rejected

[Add Candidate](#)

Job Description

Attention Southern Illinois job seekers!

Well established local company with offices in Carbondale/Marion is looking for Account Managers!

Job Description:

- Coordinate, supervise and be accountable for daily, weekly and monthly activities
- Identify and resolve Account Manager issues using defined processes, expertise and judgment
- Provide expert and customer support to customers
- Participate in building an exemplary profile of accounts
- Assist in providing opportunities for account business
- Set priorities, ensure task completion and that performance goals are met
- Work with established accounts as well as prospect and develop new business

Job Requirements:

- Seasoned personal skills
- 2+ years in the business community
- Prior customer service experience
- Familiarity with problem solving issues
- Must be self motivated, creative, and detail oriented
- Ability to work without much direct supervision
- Microsoft Word, PowerPoint, Excel, excellent written and verbal communication skills required

Competitive pay with benefits and performance incentives which include Health Insurance, 401k, monthly bonuses, vacation, sick and holiday time.

Equal Opportunity Employer

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

Withers Broadcasting Companies

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

September 23, 2016

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

There are two positions 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.

Thank you,

Rick Lambert
General Manager
Withers Broadcasting - Marion/Carbondale Market
WDDD WTOA WHET WVZA WFRX
1822 N Court St | Marion, Illinois | 62959
OFFICE: 618-997-8123 | FAX: 618-993-2003
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

September 23, 2016

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

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September 23, 2016

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

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rlambert@withersradio.net

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September 23, 2016

Rend Lake College
Route 1
Ina, IL 62846

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September 23, 2016

NAACP
207 N Marion St
Carbondale IL 62901

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September 23, 2016

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

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Please have interested persons fax a resume to 618-993-2003 or email to 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

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Withers Broadcasting Companies

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

September 23, 2016

Illinois Broadcasters Association
200 Missouri Ave
Carterville, IL 62918

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September 23, 2016

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

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

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**The Illinois Department of Employment Security
requests your participation in our annual
Fall Hiring Event**

Thursday, October 20, 2016 from 9:00 a.m. until 12:00 noon at John A. Logan College
Conference Center, 700 Logan College Road, Carterville, IL 62918. Tables and chairs
will be provided and set up is available at 8:00 am.

REGISTRATION FORM

Business/Organization Name: Withers Broadcasting

Mailing Address: P O Box 127 Marion IL 62959

Contact Person: Rick Lambert

Telephone/Fax #'s 618-997-8123 Fax 618-993-2003

E-mail: rlambert@withersradio.net

I need electricity: Yes No

I will attend: Number in Party: 1

Contact information: Robert L Barron -Veterans Employment Representative
Robert.Barron@illinois.gov
Phone(618)252-6020 Ext 205
fax : (217)557-4937



INTERVIEWEE/HIREE RECORD SHEET

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

Name of Interviewee/Hiree Adam Miller

Date(s) of Interview(s) 10/28/16

Job Title of Vacancy Account Manager

Recruitment Referral Source employee referral

Hired? YES NO

If YES, Date of Hire 11/10/2016

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.