WKIT-FM Response to request for EEO/FCC Audit

Segment 3

Note:

2 forms, 396 and 397 were accidentally removed and and misplaced. However,

The data for these forms is included in locally created files in section 1 of this report.

Howard Soule

December 1, 2018 - Current 2019

Section A:

- wkitfm.com wzonam.com wzlofm.com
- Date of Hire:
 - No Full Time Hires

Section B:

No Full Time Hires

Section C:

No Full Time Hires

Section D:

- Participated in Job Fair at EMCC See attached
- Will be participating in Maine HR Convention 2019 See attached confirmation
- Will be participating in Dept. of Labor Spring and Fall Job Fair 2019
- Total Number of Full Time Employees 12 And Population of Market is under 250,000
- Required to perform 2 initiatives within a two year period

Section E:

No Complaints

Section F:

- HR Director -
 - Responsibilities as the HR Director include being a part of each department's hires. We have regular advertisements reminding people where to send resume's and where to request information for any future possible job openings. Making sure every employee conducts themselves in accordance to our EEO policy. Having the proper signage in our public area displayed, to make aware our stance on being an Equal Opportunity Employer.

Section G:

We like to be involved in the community as much as we can. Being a part of Job Fairs, local SHRM groups, going to Statewide HR Conventions, are all things we do to make sure we do our part in our community. The 2 years, our Job fair numbers were not where we wanted them to be, and we are making sure to correct that problem for the future. Already this year (2019) we have attended a Job fair, and have 2 more already planned.

Section H:

Our yearly measures to examine pay come from our accountants in New York. We
examine our benefits yearly with our renewals. Giving multiple options of price point and
coverage so they can decide for themselves what works for their needs. With a staff of

only 12 full time employees, we rarely have job openings except for Sales positions. Which we like to keep as a revolving open position for the right candidate.

December 1, 2016 - November 30, 2017

Section A:

- wkitfm.com wzonam.com wzlofm.com
- Date of Hire:
 - Sales Associate 3/13/17
 - o Digital Media/ IT 8/20/17
 - o Sales Manager 9/19/17

Section B:

- Sales Associate Job Postings See Attached
 - o Retained all copies of each time ad aired
 - Retained copies of notices
- Digital Media/ IT Job Postings See Attached
 - Retained all copies of each time ad aired
 - Retained copies of notices
- Sales Manager None
 - No Copies of notices

Section C:

- Sales Associate Interviewees 3
 - Referral Source Indeed
- Digital Media/IT Interviewees 1
 - o Referral Source On Air Ad
- Sales Manager Interviewees 1
 - o Referral Source In person Drop off

Section D:

- Participated in Maine HR Convention 2017 See attached Certificate
- Participated in Dept. of Labor Spring Job Fair 2017 See attached for Confirmation
- Total Number of Full Time Employees 12 And Population of Market is under 250,000
- Required to perform 2 initiatives within a two year period

Section E:

No Complaints

Section F:

- HR Director -
 - Responsibilities as the HR Director include <u>advising</u> the GM and Dept Heads on hiring and firing practices. We have regular advertisements reminding people where to send resume's and where to request information for any future possible job openings. Making sure every employee conducts themselves in accordance to our EEO policy. Having the proper signage in our public area displayed, to make aware our stance on being an Equal Opportunity Employer.

Section G:

• We like to be involved in the community as much as we can. Being a part of Job Fairs, local SHRM groups, going to Statewide HR Conventions, are all things we do to make sure we do our part in our community. The 2 years, our Job fair numbers were not where we wanted them to be, and we are making sure to correct that problem for the future. Already this year (2019) we have attended a Job fair, and have 2 more already planned.

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coverage so they can decide for themselves what works for their needs. With a staff of
only 12 full time employees, we rarely have job openings except for Sales positions.
Which we like to keep as a revolving open position for the right candidate.

December 1, 2017 - November 30, 2018

Section A:

- wkitfm.com wzonam.com wzlofm.com
- Date of Hire:
 - Nicholas Brown Sales Associate 8/20/18
 - o Don Cookson On Air Talent In house Hire

Section B:

- Sales Associate Job Postings None
 - Resume was dropped off
- On Air Talent Job Postings See Attached
 - Retained all copies of each time ad aired
 - o Retained copies of notices

Section C:

- Sales Associate Interviewees 1
 - o Referral Source In Person drop off
- On Air Talent Interviewees 2
 - Referral Source On Air Ad

Section D:

- Participated in Maine HR Convention 2018 See attached Certificate
- Participated in Dept. of Labor Spring Job Fair 2018 See attached for Confirmation
- Total Number of Full Time Employees 12 And Population of Market is under 250,000
- All employees participated in Sexual Harassment Training May 2018 See Attached
- Required to perform 2 initiatives within a two year period

Section E:

No Complaints

Section F:

- HR Director -
 - Responsibilities as the HR Director include being a part of each department's hires. We have regular advertisements reminding people where to send resume's and where to request information for any future possible job openings. Making sure every employee conducts themselves in accordance to our EEO policy. Having the proper signage in our public area displayed, to make aware our stance on being an Equal Opportunity Employer.

Section G:

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Which we like to keep as a revolving open position for the right candidate.

WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio 861 Broadway Bangor, ME 04401 (207) 990-2800

DATE 9/30/18

ACCULAÇÃO/18

PSA904

DATE

www.zoneradio.com

PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

To insure proper credit please check those items being paid and RETURN THIS PORTION OF THE STATEMENT WITH YOUR PAYMENT.

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State of Maine County of Penobscot

DATE

9/30/18 Invoice Number

Advertiser: EMPLOYMENT OUTREACH

58221

PSA904

EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/RUN DETAIL.	LEV	NO.	RATE	AMOUNT
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Sales Rep: CAREY HASKELL

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EMPLOYMENT OUTREACH

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9/07/18 WKI 9/08/18 WKI 9/09/18 WKI 9/10/18 WKI 9/11/18 WKI 9/12/18 WKI 9/13/18 WKI 9/14/18 WKI	T FM	35 35 35 35 35 35 35 35	4 2 2 2 1 2 2	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
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	Total Sales -		0.00			77		

Sales Rep: CAREY HASKELL

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PSA904 EMPLOYMENT OUTREACH

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	Total Sales 0.00		14		

Sales Rep: CAREY HASKELL

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Zoneradio

861 Broadway

Bangor, ME 04401 (207) 990-2800

www.zoneradio.com

DATE 10/28/18 ACCOUNT NO. PSA904

DATE 10/28/ ACCOUNT NO. PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

To insure proper credit please check those items being paid and RETURN THIS PORTION OF THE STATEMENT WITH

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Sales Rep: CAREY HASKELL

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State of Maine County of Penobscot

DATE

10/28/18 Invoice Number

Advertiser: EMPLOYMENT OUTREACH

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State of Maine County of Penobscot

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10/28/18 Invoice Number 58478

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Sales Rep: CAREY HASKELL

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State of Maine County of Penobscot

10/28/18 Invoice Number

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58479

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EMPLOYMENT OUTREACH

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10/28/18 Invoice Number 58479

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Sales Rep: CAREY HASKELL

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State of Maine County of Penobscot

DATE

10/28/18 Invoice Number 58480

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Sales Rep: CAREY HASKELL

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WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio 861 Broadway Bangor, ME 04401

DATE ACCOUNT NO. /18

ACCOUNT NO /18

DATE

PSA904

(207) 990-2800 www.zoneradio.com

PSA904

Advertiser: EMPLOYMENT OUTREACH

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				Sales Rep	CAREY H	ASKELL
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State of Maine County of Penobscot

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9/30/18 Invoice Number

Advertiser: EMPLOYMENT OUTREACH

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PSA904 EMPLOYMENT OUTREACH

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Sales Rep: CAREY HASKELL

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	Total Sales -		0.00			77		
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Sales Rep: CAREY HASKELL

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0.00

Please Pay This Amount ____

WKIT-FM/WZON-AM/WZLO-FM

Zoneradio 861 Broadway Bangor, ME 04401 (207) 990-2800 www.zoneradio.com State of Maine County of Penobscot

DATE

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Advertiser: EMPLOYMENT OUTREACH

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PSA904 EMPLOYMENT OUTREACH

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9/15/18	"FULL TIME OPENINGS" WZLO FM	30 30 30 30 30 30 30	2 2 2	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00
9/16/18	WZLO FM Total Sales 0.00	30	14	0.00	0.00

Sales Rep: CAREY HASKELL

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WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio

861 Broadway

Bangor, ME 04401 (207) 990-2800

www.zoneradio.com

4/29/18

ACCOUNT NO. PSA 904 4/29/:

ACCOUNT NO. PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

To insure proper credit please check those items being paid and RETURN THIS PORTION OF THE STATEMENT WITH YOUR PAYMENT.

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4/29/18 4/29/18 4/29/18 4/29/18 4/29/18	56986 56987 56988 56989	INVOICE	WZON WKIT WZLO WZON WKIT	AM FM FM AM FM	0.00 0.00 0.00 0.00 0.00		0.00 0.00 0.00 0.00	AM FM FM AM FM	56985 56986 56987 56988 56989	0.00 0.00 0.00 0.00 0.00

Sales Rep: CAREY HASKELL

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RETAIN THIS PORTION AS CUSTOMER COPY.
THE ZONE CORPORATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE OR ETHNICITY IN THE PLACEMENT, SCHEDULING AND COMPLETION OF PURCHASE OF ADVERTISING.

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WKIT-FM/WZON-AM/WZLO-FM

Zoneradio 861 Broadway Bangor, ME 04401 (207) 990-2800 www.zoneradio.com

State of Maine County of Penobscot

DATE
4/29/18
Invoice Number
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Advertiser: EMPLOYMENT OUTREACH

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Contract 20655				
"FULL TIME OPENINGS" 3/26/18	30 30 30 30 30 30 30 30 30 30 30 30 30 3	222222222222222222222222222222222222222	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

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State of Maine County of Penobscot

DATE 4/29/18 Invoice Number 56985

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•	otal Sales -		0.00				62		
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Sales Rep: CAREY HASKELL

WKIT-FM/WZON-AM/WZLO-FM

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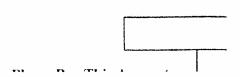
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Sales Rep:CAREY HASKELL

WKIT-FM/WZON-AM/WZLO-FM

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State of Maine County of Penobscot

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Contract 20655 "FULL TIME OPENINGS" 3/26/18 WZLO FM 3/27/18 WZLO FM 3/28/18 WZLO FM 3/30/18 WZLO FM 3/31/18 WZLO FM 4/01/18 WZLO FM 4/23/18 WZLO FM 4/24/18 WZLO FM 4/25/18 WZLO FM 4/26/18 WZLO FM 4/27/18 WZLO FM 4/28/18 WZLO FM	30 30 30 30 30 30 30 30 30 30 30	2 2 2 2 2 2 2 2 2 2	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
4/29/18 WZLO FM Total Sales 0.00	30	2 25	0.00	0.00

Sales Rep: CAREY HASKELL

WKIT-FM/WZON-AM/WZLO-FM

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DATE 4/29/18 Invoice Number 56988

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Sales Rep: CAREY HASKELL

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Contract 26876 / /FRONT DESK			į	
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Total Sales 0.00		14		

Sales Rep: CAREY HASKELL

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0.00

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	total Sales 0.00		17		

Sales Rep:CAREY HASKELL

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