

**During the reporting period, WDCB filled the following full-time vacancies:**

- Station Manager
- Underwriting Sales

**Attachment A contains the following information for each full-time vacancy:**

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and/or office, and telephone number.
- The recruitment source that referred the person hired for each full-time vacancy
- The total number of persons interviewed for each full-time vacancy.
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

**Attachment B contains a list and brief description of Supplemental Outreach Initiatives completed for the reporting period.**

**ATTACHMENT A**

## Recruitment Sources Used to Fill Each Full-Time Vacancy

**Station Manager**

Total Interviewed = 3

## Recruitment Sources

- WDCB Internal Source
- College of DuPage Website
- Shaker Recruitment Advertising & Communication
- National Alliance of State Broadcasters
- Career Builder.com
- Corporation for Public Broadcasting
- Current.org

**Station Manager**

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WDCB Internal Source	Moorej7718@cod.edu	1	
College of DuPage Website	Dan Jacobson (630)-942-2253 jacobsond@cod.edu	0	
Shaker Recruitment Advertising & Communication	Diana.idzelis@shaker.com	0	
National Alliance of State Broadcasters	Diana.idzelis@shaker.com	0	
Career Builder.com	www.careerbuilder.com	0	
Corporation for Public Broadcasting	Diana.idzelis@shaker.com	2	
Current.org	www.current.org	0	

The recruitment source of the successful Station Manager candidate was Corporation for Public Broadcasting.

**Coordinator – WDCB Underwriting Sales**

Total Interviewed = 6

## Recruitment Sources

- College of DuPage Website
- Shaker Recruitment Advertising & Communication
- Chicagoland Radio Media
- Career Builder
- Public Radio Association of Development Officers

**Underwriting Sales**

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
College of DuPage Website	Dan Jacobson (630)-942-2253 jacobsond@cod.edu	3	
Shaker Recruitment Advertising & Communication	Diana.idzelis@shaker.com	0	
Chicagoland Radio Media	Larry Horwitz chicagolandrm@yahoo.com	3	
Career Builder	www.careerbuilder.com	0	
Public Radio Association of Development Officers	Jonathan Coke PRADO@LISTSERV.SYR.EDU	0	

The recruitment source for the successful Underwriting Sales candidate was Chicagoland Radio & Media.

**ATTACHMENT B****Supplemental Outreach Initiatives**

<b>Type of Activity</b>	<b>Brief Description</b>
Internship Programs	<ul style="list-style-type: none"> <li>• WDCB News has an ongoing relationship with North Central College in Naperville, Illinois. Through this relationship we have been able to offer an internship opportunity for three broadcasting curriculum students and/or recent graduates each year. The interns are involved in a variety of tasks within the news department that help prepare them for possible careers in journalism and broadcasting. This in an ongoing program.</li> </ul>
Programs sponsored by educational institutions that educate the community about career opportunities in Broadcasting.	<ul style="list-style-type: none"> <li>• WDCB staff gave talks and station tours to College of DuPage classes in Communications (December 2013) and Global Communications (September 2013) in which students were given an overview of job opportunities in radio broadcasting.</li> <li>• A WDCB on-air music host taught Communications courses at Concordia University and also taught broadcasting courses in the School of Media Arts at Columbia College Chicago.</li> <li>• WDCB Station Manager participated in Illinois Center for Broadcasting's Annual Career Day event in August 2013 in which industry professionals spoke to broadcasting students and did a Q&amp;A session as well as speaking informally to students afterwards about broadcasting job opportunities.</li> <li>• WDCB employs several College of DuPage student employees each year, who begin with no previous radio experience but are trained in various aspects of broadcasting work, including on-air work, audio editing, music library upkeep, clerical and even fundraising. Ongoing</li> </ul>
Listing of each upper-level category opening in a job bank or newsletter or media trade groups whose membership includes substantial participation	<p>Upper level positions were publicized through these organizations:</p> <ul style="list-style-type: none"> <li>• National Alliance of State Broadcasters</li> <li>• Public Radio Association of Development Officers</li> </ul>

of women and minorities	
Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	<ul style="list-style-type: none"> <li>• Preventing Harassment &amp; Discrimination online training during this period</li> <li>• Diversity and Interviewing online Training during this period</li> <li>• Safe Zone Training during this period</li> </ul>
Participation in other activities designed to disseminate information about employment in broadcasting.	<ul style="list-style-type: none"> <li>• WDCB participated in an annual campus open house event on January 14, 2014 in which community members, college faculty and students were given tours and presentations relating to various aspects of the radio station and the aspects of different WDCB employees' work in broadcasting.</li> <li>• WDCB has an ongoing informal relationship with local Boy Scout and Girl Scout groups in which more than a dozen guided tours each year are given by WDCB staffers who introduce the groups to the operations of a radio station as well as the career opportunities and employment roles that exist in the radio broadcasting field. Ongoing.</li> </ul>