

Combined Communications, Inc.
Equal Opportunity Employment Program
10/1/2013-9/30/2014

Radio Stations KBND AM, KLRR FM, KTWS FM, KMTK FM and KWXS FM serve the Central Oregon community and provide equal employment opportunity to all job applicants. The stations operate as a unit to insure that maximum available community resources are utilized to generate qualified job applicants from all segments of our ethnically diverse community.

The following outlines the stations' program of policies and procedures to assure all qualified candidates, both within and outside the community we serve, who might be interested in employment with our company, can learn about and apply for any positions that might become available:

1. A list of recruitment sources to be utilized to generate applicants for every full-time job opportunity will be maintained, periodically revised and updated.
2. On-air advertisements are periodically used for positions that do not require radio specific technical, operational or talent skills. The job advertisements are generally for sales, accounting and administrative positions.
3. Notices of all full-time employment opportunities will be widely distributed and dated copies of such notices will be retained.
4. All full-time existing staff are notified of any new openings. The staff has been encouraged to refer anyone they know that might be qualified, or to apply themselves if they are interested and feel they qualify.
5. Local, regional and national job search web sites are periodically tried and evaluated for effectiveness.
6. Combined Communications, Inc. will coordinate efforts to monitor and assure the execution of this plan. Combined will train and update staff on EYE issues.
7. The company conducts an internship program for college/high school students in the area. Many part-time employment opportunities are filled by interns.
8. All employment notices, material and advertising, whether written or broadcast, will include the phrase "Combined Communications is an equal opportunity employer."
9. Each producer of Local on-air programming on all stations including news, public service/public affairs, commercial content and announcer entertainment/commentary, are routinely counseled regarding sensitivity to minority, gender, and other diversity issues in order to foster the perception and the reality within our community that Combined Communications actively promotes equal employment opportunity for all, regardless of race, sex, religion or national origin.

Combined Communications will routinely and systematically review, the effectiveness of this program and make periodic modifications that may be required to fulfill the goal of offering equal opportunity to all applicants and to insure these applicants represent all communities within our service area.

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VACANCY LIST

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Total No of inter- views for position	Src Referring New Hire
Sales Executive Elizabeth Brader	2,4,7,8,14,17,18,19,20,21,24,25	2	25
Sales Executive Brandee Remley	2,4,7,8,14,17,18,19,20,21,24,25	3	25
Sales Executive Heather Koch	2,4,7,8,14,17,18,19,20,21,24,25	2	8
Sales Executive Michael Olarra	2,4,7,8,14,17,18,19,20,21,24,25	3	8
Sales Executive Kevin Murphy	2,4,7,8,14,17,18,19,20,21,24,25	2	25
Sales Executive Jennifer Allers	2,4,7,8,14,17,18,19,20,21,24,25	3	25

Total Number of Persons Interviews During this Reporting Period: 16

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1. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information
1	The Bulletin, P.O. Box 6020, Bend, Or 97702 541-385-5802 www.bendbulletin.com
2	Oregon Association of Broadcasters theoab@theoab.org
3	COCC Boyle Education Center RM 161, 2600 NW College Way Bend, Or 97701
4	Mid Oregon Staffing
5	Lane Community College, 4000 East 30 th Ave. Eugene, Or 97405 mungerc@lanecc.edu
6	Westside Church, 2051 Shevlin Park Road Bend, Or 97701 541-388-0745
7	Oregon State Employment Office 1645 NE Forbes Rd #100 Bend, OR 97701 388-6070 www.findit.emp.state.or.us/offices/bend.cfm
8	Employee Referral
9	Non-Employee Referral

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MASTER RECRUITMENT SOURCE LIST (MRSL)

RS

Number

RS Information

10. Lane Country School District No 4J
Randy Larson, Ops. Mgr
1574 Coburg Rd PMB #237
Eugene, Or 97401
11. E.A.R.S.
c/o Randy Larson
1574 Coburg Rd PMB #237
Eugene, Or 97401
12. Internal Posting
13. Allaboutcountry.com
14. Allaccess.com
15. CentralOregonJobs.com
16. Walk In
17. KBND www.kbnd.com
18. KLRR www.clear1017.com
19. KTWS www.thetwins.com
20. KWXS
21. KMTK www.themountain997.com
22. Craig's List Bend www.craigslist.com
23. Craig's List Salem
24. Facebook

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1. RECRUITMENT INITIATIVES

TYPE OF RECRUITMENT INITIATIVE
(MENU SELECTION)

BRIEF DESCRIPTION OF ACTIVITY

**() Sponsorship of school student in internship
program for school credit**

KBND sponsored Junnelle Hogen in an Internship Training Agreement through the Hogen Family Home School Program starting in May of 2013. She was trained in the News Department learning how to gather and report daily news. Junnelle learned to collect and report the news under the guidance of News Director Lori Raab. This program is designed to assist Junnelle to acquire the skills she would need for broadcast employment and has led to KBND offering her a part-time job with our station. Junnelle started work as a paid employee on 10/1/2013 and has worked the entire year.

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2. OUTREACH INITIATIVES

Outreach initiatives that Combined Communications has undertaken in the past year include the following:

1. Combined Communications sponsored a lunch with the Mt. View High School on April 9, 2014. Ron Alvarez attended the lunch and had the opportunity to talk to the students about radio broadcasting. He included a question and answer session and shared how and why he got into radio, where he has worked, who he has met how commercials are made, who picks the music.
2. On June 3, 2014, Lori Raab, News Director for Combined Communications spoke at the Central Oregon Community College class of Forest Fire Public Information Officers. She included areas of deadlines, sometimes as little as a few minutes, and sound quality. She spoke about extreme/breaking stories and the need to get info quickly and constantly updated in an emergency, including the need to get them posted on our websites. She included how one news team will relay information to the rest of the stations in the building to get info on the air as quickly and accurately as possible.
3. Junnelle Hogen, our new news assistant hired from internship with KBND, gave a presentation on KBND at The Broadside, COCC's newspaper on December 4, 2013. She spoke to them about her internship experience and the role of news in the community.
4. On May 2nd a group of senior citizens from Aspen Ridge along with 4 staff members from Combined Communications took a tour of the station. A question and answer period then followed and the staff explained radio's role in serving the Public Interest and how radio provides listeners with instant, free access to local officials and candidates.