

LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF 8/1, 2020 through 7/31, 2021

Complete this worksheet continuously every time a vacancy is filled

- Job Title: executive assistant Date Filled: 9/29/20
- Job Title: staff admin / product dir. Date Filled: 1/27/21
- Job Title: admin. asst. Date Filled: 2/1/21
- Job Title: account manager Date Filled: 4/23/21
- Job Title: _____ Date Filled: _____
- Job Title: _____ Date Filled: _____
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Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.

**YEARLY TOTAL NUMBER OF INTERVIEWEES
AND TOTAL NUMBER OF INTERVIEWEES REFERRED BY EACH
RECRUITMENT SOURCE**

Complete this worksheet on the anniversary date of the renewal filing due date using the Tally of Interviewee Sources for Each Full-Time Vacancy (Page 18)

Yearly Period Beginning: 8/1/20 Ending: 7/31/21

Total Number of Persons Interviewed for Full-Time Vacancies: 15

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Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Facebook	/// (5)
E-mails to colleges & universities	
Ill. Broadcasters Assn. website	
qllaccess.com	/// (3)
Radioonline.com	
Referrals from colleges & universities	/// (3)
Zigrecruiter.com	
Indeed.com	1 (1)
On-air announcements	1 (1)
Referrals from clients	/// (2)

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.

Job Title for Vacancy: Executive assistant Date Vacancy Filled: 9/29/20

Recruitment Source for Actual Hire: Facebook advertising

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
Facebook advertising	3

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.

Job Title for Vacancy: Staff Writer/Production Dir. Date Vacancy Filled: 1/27/21
 Recruitment Source for Actual Hire: q11access.com

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
q11access.com	111 (3)
Referral from Olinet Nazarene University	(1)
	(4) total

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LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.

Job Title for Vacancy admin asst Date Vacancy Filled: 2/1/21

Recruitment Source for Actual Hire: Facebook

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
Facebook	11 (2)

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LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.

Job Title for Vacancy: account manager Date Vacancy Filled: 4/23/21

Recruitment Source for Actual Hire: Indeed.com

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
Ziprecruiter.com	
Indeed.com	1 (1)
Facebook	
Ill. Broadcasters Assn. website	
On-air announcements	1 (1)
Email's to colleges/universities	
Referral from colleges/univers, 11	(2)
Referral from a client 11	(2)

(6) total

Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of each Supplemental Outreach Initiative (Page 13) elected.

Date(s) of Initiative Event(s): on-going

Describe Nature of Initiative: Recruited and hired high school students with an interest in broadcasting, to be on the air nights and weekends, on our stations.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations:

Names of Station Personnel Involved in Initiative: Kami Payne, General Mgr.

Form Prepared By: Randal J. Miller, President Date: 7/31/21

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes). Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (page 20).

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Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of each Supplemental Outreach Initiative (Page 13) elected.

Date(s) of Initiative Event(s): on-going

Describe Nature of Initiative: Our company contributes yearly, to an endowment we have set up, with proceeds given each year for students enrolled in the radio-tv broadcasting program at Lake Land College, Mattoon, IL

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations:

Names of Station Personnel Involved in Initiative: Randal J. Miller, President

Form Prepared By: Randal J. Miller, President Date: 7/31/21

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes). Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (page 20).

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Date(s) of Initiative Event(s): on-going

Describe Nature of Initiative: Our company contributes yearly, to an endowment we have set up, with proceeds given each year for students enrolled in the radio-tv broadcasting program at Olivet Nazarene University, Kankakee, IL.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Names of Station Personnel Involved in Initiative: Randal J. Miller, President

Form Prepared By: Randal J. Miller, President Date: 7/31/21

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes). Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (page 20).

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Date(s) of Initiative Event(s): on-going

Describe Nature of Initiative: Our company president, Randal J. Miller, is chairman of the Lake Land College Radio-TV Advisory Board, which meets each April to further promote students to enter the radio-tv industry. Miller and other broadcasters on the board, direct Lake Land College in what equipment and curriculum should be used in the college's radio-tv broadcasting program.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Names of Station Personnel Involved in Initiative: Randal J. Miller, President

Form Prepared By: Randal J. Miller, President Date: 7/31/21

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).

Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (page 20).