

EEO INTERNAL JOB VACANCY SUMMARY FORM

A. Full-Time Vacancy Filled

Job Title: **Afternoon Drive Announcer** Date Filled: **6-09-08**

B. Recruitment/Referral Sources

List all recruitment sources used to seek candidates, clearly indicating which source(s) referred the person hired for the position, and which source(s) referred persons interviewed for the position.

Source	Contact Person	Address	Tel #	Referred Person Hired?	Referred Person Interviewed?*
All Access	Ria Denver	Pacific Coast Hwy 210 Malibu, CA 28955	310-457-6616	Yes	8
Iowa Broadcasters Association	Rick Sellers	P.O. Box 71186 Des Moines, IA 50325	515-224-7237	No	1
Kixweb.com	Todd Collins	123 W. Main Street Marshalltown, IA 50158	641-753-3361	No	1
MBI Employee Bulletin Board	Todd Collins	123 W. Main Street Marshalltown, IA 50158	641-753-3361	No	0
Marshalltown Times Republican	Mike Schlessinger	135 W. Main Street Marshalltown, IA 50158	641-753-6611	No	0
Radio-Online	Ron Chase	3500 Tripp Ave. Amarillo, TX 79121	806-352-7503	No	0
Am/FM Jobs.com	Mark Halloway	P.O. Box 4116 Oceanside, CA 92052	760-754-0119	No	0
Warburg College	Derek Solheim	100 Wartburg Blvd. Waverly, IA 50677	319-352-8330	No	0
ISU Career Management	Beverly Madden	0570 Beardshear Hall Ames, IA 50112	515-294-9490	No	0
Wisconsin Broadcasters	John Laabs	44 East Mifflin St. Madison, WI 53703	608-255-2600	No	0
Minnesota Broadcasters	Jim DuBois	3033 Excelsior Blvd. Minneapolis, MN 55406	612-926-8123	No	0
CentrallowaHelpWanted.com	Kyle Thompson	Once Civic Center Plaza Poughkeepsie, NY 12601	845-425-8396	No	0
University of Northern Iowa	Kris Peterson	1227 West 27 th Street Cedar Falls, IA 50614	319-273-6857	No	0

***Stations are encouraged to retain the names of interviewees for purposes for responding to potential FCC Audit or third-party complaints.*

C. Attachments

- Documentation that job vacancy information was widely disseminated (dates of on-air announcements, dated copies of all advertisements, community and internet postings, etc.).
- Documentation that job vacancy information was provided to requested organizations (dated letters, e-mails, faxes, etc.).

****DON'T FORGET TO RETAIN DOCUMENTATION OF OUTREACH ACTIVITIES****

OUTREACH ACTIVITY DESCRIPTION FORM

Year: 2008	Name of Activity: Afternoon Drive Announcer
This position was published/advertised as follows:	
-Posted on www.AllAcces.com : 4/22 - 5/5	
-Iowa Broadcasters Association's website: 4/22 - 5/30	
-Posted on www.kixweb.com : 5/7 - 5/30	
-Marshalltown Broadcasting, Inc. Employee Bulletin Board: 5/7 - 5/30	
-Marshalltown Times Republican: 5/8 - 5/13	
-Posted on www.RadioOnline.com : 4/22 - 5/30	
-Posted on www.FunJobsOnAir.com : 5/7 - 6/5	
-Posted on Ohio Center for Broadcasting's website: 5/7 - 6/5	
-Iowa State University's Career Management website: 5/7 - 5/31	
-Posted on Wisconsin Broadcasters Association's website: 5/7 - 5/30	
-Minnesota Broadcasters Association's website: 5/7 - 5/30	
-Posted on www.CentrallowaHelpWanted.com : 5/7 - 6/5	
-Illinois Center for Broadcasting: 5/7 - 5-30	
-Posted on University of Iowa's website: 5/7 - 5/31	
-Kirkwood Community College's website: 5/7 - 6/5	
-Posted on Coe College's Career Service's website: 5/7 - 5/31	
-14 e-mails sent to various recipients (see list attached)	
-7 letters sent to various recipients (see list attached)	

Afternoon Drive DJE-Mail List

14 e-mails sent on May 7, 2008

Sent To	Replied	Dates Ad Posted	Format
AMFMjobs.com	No	N/A	N/A
BeOnAir.com	5/7	5/7-6/6	website
Buena Vista University	No	N/A	N/A
Central College	5/7	5/7-5/30	website
Clarke College	No	N/A	N/A
Grand View College	8/3	8/3-9/1	website
Grinnell College	No	N/A	N/A
Iowa Workforce Development	5/7	5/7-5/6	website
Simpson College	No	N/A	N/A
Scott Community College	No	N/A	N/A
University of Northern Iowa	5/7	5/7-6/6	website
USA Staffing	No	N/A	N/A
Wartburg College	5/9	5/10-6/10	website
William Penn College	No	N/A	N/A

Afternoon Drive Position 2008

7 Letters Sent May 7, 2008:

Hawkeye Community College
Ruben Carrion
1502 E Orange Rd
Waterloo, IA 50704-8015

Iowa Central Community College
330 Avenue M
Fort Dodge, IA 50501

Iowa Workforce Development
3405 S Center St
Marshalltown, IA 50158

Northwestern College
Director Bill Minnick
208 8th St SW
Orange City, IA 51041

Truman State University
Jan Fishback
100 East Normal
Kirksville, MO 63501

University of Dubuque
Deb Clarke
2000 University
Dubuque, IA 52001

University of Wisconsin, Platteville
Career Center
1 University Plaza
Platteville, WI 53818-3099

OUTREACH ACTIVITY DESCRIPTION FORM

Year: 2008	Name of Activity: Iowa State University Career Fair
Description of Initiative: Wednesday, February 20 th , 12N-6P	
-Hilton Coliseum, ISU Campus, Ames, IA 50010	
-Staff Attending:	
Clark Wideman, General Manager	
Todd Collins, KXIA Program Director	
-Description:	
This annual spring event attracted about 3,000 students during the six (6) hours of employment networking.	
It is an excellent opportunity for students to learn about a variety of career opportunities and talk to students	
about internships, co-op and/or full-time employment positions.	
Seven (7) resumes were received during the career fair, three (3) applications were taken and two (2)	
Interviews were conducted.	

OUTREACH ACTIVITY DESCRIPTION FORM

Year: 2008	Name of Activity: Story County Career Expo
Description of Initiative: Tuesday, March 4 th , 3:00P - 6:00P	
-Scheman Building, Ames, IA 50010	
-Staff Attending:	
Clark Wideman, General Manager	
Mark Schroeder, Account Manager	
-Description:	
The Expo was represented by 34 employers and more than 80 job seekers attended the event. We visited with	
Many of the attendees about careers in broadcasting, particularly radio. While no hires were made as a	
Result of the Expo, we did gather eight (8) resumes from the Ames area for further review.	

OUTREACH ACTIVITY DESCRIPTION FORM

Year: 2008	Name of Activity: Mid-Iowa Career Fair
Description of Initiative: Monday, March 31 st , 9:00A - 12:30P	
-Fort Dodge Center, Fort Dodge, IA 50501	
-Staff Attending:	
Clark Wideman, General Manager	
Kyle Martin, KFJB Program Director	
-Description:	
2008 was our first opportunity to attend the Mid-Iowa Career Fair. The event was well attended by 74 employers	
And well attended by students and the general public. While we did not receive applications during the fair,	
We were able to make our company visible for future employment opportunities.	

OUTREACH ACTIVITY DESCRIPTION FORM

Year: 2008	Name of Activity: MCC Job Fair
Description of Initiative: Wednesday, April 2 nd , 10:00AM - 2:00PM	
Marshalltown Community College, Marshalltown, Iowa 50158	
-Staff Attending:	
Clark Wideman, General Manager	
Kyle Martin, KFJB Program Director	
Mark Shaffer, Assistant Sales Manager	
-Description:	
2008 was the 5 th consecutive year that Marshalltown Broadcasting, Inc. was one of the co-sponsors of the MCC Job Fair, attending and participating in two planning meetings on January 25 and February 29, 2008.	
-Workshops included:	
-Hispanic Services Table	
-Free Resume Critiquing	
-On-line Application Service	
-Local Employer Panel	
-Employers Participating: Seventy-nine (79)	
-Advertising to Employers:	
-160/60's on KFJB/KXIA - 2/11 - 24, 2008	
-Advertising to Students:	
-210/60's on KFJB/KXIA - 3/10 - 30, 2008	
-Scholarships	
Marshalltown Broadcasting also sponsored to (2) scholarships for MCC students during the 2007-2008 school year. (see attached)	