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## **EEO PUBLIC INSPECTION FILE REPORT AND RELATED INTERNAL RECORDKEEPING FORMS**

Attached is a suggested form for creation of stations' annual EEO Public Inspection File Reports. This form allows listing of information concerning fulltime job vacancies filled during the year. It also includes provisions for reporting a station's "supplemental recruitment activities," as required by "Prong Three" of the FCC's new EEO outreach/recruitment requirements.

Also included are suggested forms for internal recordkeeping concerning fulltime job vacancies and supplemental recruitment activities.

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# EEO PUBLIC INSPECTION FILE REPORT

(Place Report in Public Inspection File Annually, on Anniversary Date of the Deadline for Filing the Station's License Renewal Application)

## A. FULL TIME JOB VACANCIES FILLED BY STATION DURING ANNUAL REPORTING PERIOD

1. Total number of Interviewees for all full-time vacancies filled during the past year:     0    

2. A list of all supplemental recruitment activities performed during the past year, with a brief description of each activity is attached hereto, if applicable.

3. Full-Time jobs filled during the past year     0    

a. Title of Full Time Job Filled: \_\_\_\_\_  
Date Position Filled: \_\_\_\_\_

Recruitment Source Used: \_\_\_\_\_

Referred hire? Y \_\_\_ N \_\_\_ Number of Interviewees referred: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Recruitment Source Used: \_\_\_\_\_

Referred hire? Y \_\_\_ N \_\_\_ Number of Interviewees referred: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Recruitment Source Used: \_\_\_\_\_

Referred hire? Y \_\_\_ N \_\_\_ Number of Interviewees referred: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Recruitment Source Used: \_\_\_\_\_

Referred hire? Y \_\_\_ N \_\_\_ Number of Interviewees referred: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

b. Title of Full Time Job Filled: \_\_\_\_\_  
Date Position Filled: \_\_\_\_\_

Recruitment Source Used: \_\_\_\_\_

**FIRST EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET**

Activity: Lombard Middle School – Galesburg Community Unit School District

Date: March 27, 2017

Participating Employees: Latisha Newman, CFO

Host/Sponsor of Activity: Solutions Program of Knox County YMCA

Brief Description of Activity and Station Participation:

Latisha Newman presented to a group of approximately 25 middle school aged students regarding Radio Communications and careers in Radio Broadcasting. She spent time answering questions about how to work in the many careers in radio.

**SECOND EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET**

Activity: Career Day for Central Middle School of Muscatine, Iowa

Date: April 20, 2017

Participating Employees: Tim Scott Lissy Prairie Radio Communications

On air personality and engineer

Host/Sponsor of Activity: Career trends job outlook

Brief Description of Activity and Station Participation:

Tim Scott Lissy spoke with two large groups about carrier trends job outlook and how competitive is the a  
Is the application process, a typical work day, training education requirements? Helpful technology that  
Would pertain to this career.

Followed up with Q & A session.

**THIRD EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET**

Activity: Canton Area Job Fair

Date: April 21, 2017

Participating Employees: Donald Tharp GM

Host/Sponsor of Activity: Co-Sponsored Job fair

Brief Description of Activity and Station Participation:

Co-sponsored the Canton area job fair that was held at the Big Creek Senior Center in Canton Illinois. I was part of a panel with 3 other local businesses and went over what to look for in a prospective employer and how to go about getting an interview and eventually the position. There was about 20 area employers that we at the event that were on hand to talk about their companies and answer questions.

Below are Internal Recordkeeping Forms to be Used as Part of EEO Compliance

**INTERNAL EEO RECORDKEEPING FORM**

[NOT FOR PUBLIC FILE]

FULL TIME JOB VACANCIES FILLED BY  
STATION DURING ANNUAL REPORTING PERIOD

1. Title of Full Time Job Filled: \_\_\_\_\_  
Date Position Filled: \_\_\_\_\_  
Person ultimately hired for position: \_\_\_\_\_

2. Recruitment Source that referred person hired: \_\_\_\_\_  
Requested notification of vacancies? Y \_\_ N \_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

3. Recruitment Sources contacted about vacancy:

Recruitment Source: \_\_\_\_\_ Requested notification of vacancies? Y \_\_ N \_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Names of Interviewees  
referred (if any): \_\_\_\_\_  
\_\_\_\_\_

Recruitment Source: \_\_\_\_\_ Requested notification of vacancies? Y \_\_ N \_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Names of Interviewees  
referred (if any): \_\_\_\_\_  
\_\_\_\_\_

Recruitment Source: \_\_\_\_\_ Requested notification of vacancies? Y \_\_\_ N \_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Names of Interviewees referred (if any) \_\_\_\_\_

4. Dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing this vacancy are attached hereto.
5. Documentation showing that Recruitment Sources who requested to be notified about vacancies were so notified is attached hereto.

6. Approval of Form

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**INTERNAL EEO SUPPLEMENTAL RECRUITMENT ACTIVITIES**  
**WORKSHEET**  
**[NOT FOR PUBLIC FILE]**

1. How many Full-Time Employees are at your station? \_\_\_\_
  - If less than five, no Supplemental Recruitment Activities need to be undertaken.
  - If between five and ten full-time employees or the station is in a "small market," as defined in the FCC's EEO rules, select and mark two of the activities listed in Section 2 and implement them within a two-year period ending on the anniversary date of the deadline for the station to file its license renewal application.
  - If more than ten full-time employees, select and mark four of the activities listed in Section 2 and implement them within a two-year period ending on the anniversary date of the deadline for the station to file its license renewal application.
  
2.
  - participation in at least 4 job fairs by station personnel who have substantial responsibility in making hiring decisions;
  - hosting at least one job fair;
  - co-sponsoring at least one job fair with businesses or professional organizations whose members include substantial numbers of women and minorities;
  - participation in at least four events sponsored by community organizations whose members include individuals interested in broadcast employment;
  - establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
  - participation in general (as opposed to vacancy-specific) outreach efforts, by means of job banks or Internet programs;
  - participation in scholarship programs directed to students desiring to pursue a career in broadcasting;
  - establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
  - establishment of mentoring programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
  - participation in at least four events or programs relating to career opportunities in broadcasting sponsored by educational institutions;
  - sponsoring at least two programs designed to educate members of the community about employment in the broadcasting industry;
  - listing each upper-level job opening in a job bank or media newsletter that reaches substantial numbers of women and minorities;
  - assisting unaffiliated non-profit entities in maintaining websites that counsel individuals who seek employment or advancement in the broadcast industry;
  - training management personnel in methods to ensure equal employment opportunities and prevent discrimination;
  - training unaffiliated recruitment organization personnel to help them better assist individuals looking for employment in the broadcast industry; or
  - participation in other events that are reasonably calculated to reach potential job applicants outside of the broadcast industry.
  
3. For each checked activity, complete one **SUPPLEMENT ACTIVITY DESCRIPTION SHEET** and include this sheet as part of your EEO Public Inspection File Report