

Eagle Radio EEO Compliance Report June 1, 2007

A PRIMER ON EEO COMPLIANCE



**For Internal Station Use
Text for Advising Organizations that Assist Job Seekers That They May Request to Be
Placed on a List to Receive All Job Notices From The Station**

SAMPLE BROADCAST/PRINT NOTICE SEEKING ORGANIZATIONS

Station(s) _____ is/are looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at our station(s), please notify:

_____ [person] _____ at _____ [address] _____ [e-mail] _____

_____ [phone no.] _____. Station(s) _____ is/are an Equal Opportunity Employer [and encourages minorities and females to apply]

N/A VACANCY NOTICES ARE ALREADY SENT TO THOSE ORGANIZATIONS THAT ASSIST JOB SEEKERS AS PROTOCOL IN ADVERTISING VACANCIES:

- ***MICHIGAN WORKS***
- ***KEWEENAW BAY INDIAN COMMUNITY TRIBAL EMPLOYMENT RIGHTS OFFICE***
- ***MICHIGAN INTER-TRIBAL COUNCIL***

SEE ATTACHED FAX LIST "DOCUMENT A"

For Internal Station Use
Organizations Which Request to Receive Job Vacancy Notices From The Station Should Be Listed Here and Be Advised of Each Opening at the Station(s)
Use This Information In Completing Appendix 2 of the EEO Public File Report

ORGANIZATIONS REQUESTING NOTIFICATION

- 1. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 2. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 3. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 4. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 5. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

SEE ATTACHED FAX LIST "DOCUMENT A"

- 6. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 7. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 8. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

- 9. **Recruitment Source:** _____ **Date Source Initially Requested**
Contact Person: _____ **Notification:**
Address: _____ **Date Source Requested**
Phone: _____ **Fax:** _____ **Notification Cease:**
e-mail address: _____

SEE ATTACHED FAX LIST "DOCUMENT A"

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy At the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

- 1. Job Title: **BOARD OPERATOR (PT)**
- 2. Station: **WCUP/WGLI**
- 3. Date Position Opened: **8-25-06**
- 4. Date Position Filled: **1-16-07**
- 5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?
Yes [] No []

II. Interviewees

- 1. List of people interviewed for this position:

Name	Date	Recruitment Source
<u>ES</u>	<u>10-2-06</u>	<u>Staff</u>
<u>AL</u>	<u>10-2-06</u>	<u>MI Works No show for pre-emp req</u>

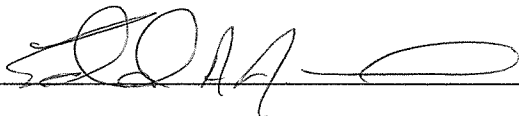
2. Total number of people interviewed for this position: 2
3. Total number of applicants for this job: 4

III. Hiree

Person ultimately hired for this position:

Name: ES
Recruitment Source: Staff

Approval:

General Manager:  Date: 5/31/07

Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [] No[]

Date posted: 8-25-06

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [] No[]

Name of Third Party: _____

Date sent: _____

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes [] No[]

Date sent: _____

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [] No[]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

PLEASE SEE ATTACHED FAX LIST "DOCUMENT A"

For Internal Station Use

This Form Should Be Used to Create a Job Vacancy Folder

For Each Vacancy At the Station(s)

Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

- 1. Job Title: ***ACCOUNT EXECUTIVE/SALES (FT)***
- 2. Station: ***WCUP/WGLI***
- 3. Date Position Opened: ***CONTINUOUS***
- 4. Date Position Filled: ***10-20-06***
- 5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?
Yes [] No []

II. Interviewees

- 1. List of people interviewed for this position:

Name	Date	Recruitment Source
<u>AL</u>	<u>10-2-06</u>	<u>MI Works</u>
<u>DB</u>	<u>10-2-06</u>	<u>MI Works declined offer</u>
<u>SE</u>	<u>10-2-06</u>	<u>MI Works declined offer</u>
<u>JS</u>	<u>10-2-06</u>	<u>MI Works</u>

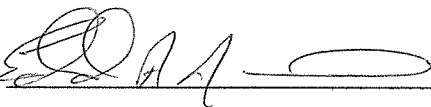
- 2. Total number of people interviewed for this position: 4
- 3. Total number of applicants for this job: 5

III. Hiree

Person ultimately hired for this position:

Name: JS
Recruitment Source: MI Works

Approval:

General Manager:  Date: 5/31/07

Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [] No[]

Date posted: Continuous

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [] No[]

Name of Third Party: _____

Date sent: _____

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes [] No[]

Date sent: _____

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [] No[]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

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