

## **Annual EEO Public Inspection File Report**

For the Following Stations: [list the stations]

**Period:** This Report covers the period from March 10, 2003 (the effective date of the Commission's new EEO rules) through July 31, 2004.

This Report is comprised of Schedules A, B, C, and D, which each relate to certain aspects of the Stations' EEO efforts.

**SCHEDULE A**

**Vacancy-Specific Recruitment Information:** During the period covered by this Report, the Stations had six vacancies for full-time positions. The following table presents information on those vacancies and the recruitments sources used to fill those vacancies. The numerical references in the table below refer to the numbered Recruitment Source List attached as Schedule C to this Report. As of this date, no organizations have requested that Stations provide them notification of job vacancies.

Job Title	Recruitment Sources Utilized	Recruitment Sources of Interviewees (Number of Interviewees)	Recruitment Source of Hiree
ON AIR PERSONALITY	SEE NOTE #1 BELOW	#2 (1)	#2
SALES MANAGER	#1-#11 ON SCHEDULE C	#3 (6)	#3
		#4 (4)	
ON AIR PERSONALITY	#1-#11 ON SCHEDULE C	#1 (6)	#1
		#2 (4)	
SALES REPRESENTATIVE	#1-#11 ON SCHEDULE C	#1 (6)	#2
		#2 (4)	
SALES REPRESENTATIVE	#1-#11 ON SCHEDULE C	#1 (3)	#1
		#3 (1)	
PROMOTIONS DIRECTOR	#1-#11 ON SCHEDULE C	#1 (3)	#3
		#3 (1)	

**Note (1):** Contrary to the [station's name] corporate policy and the instructions of the corporate EEO manager, the Stations' former general manager filled this vacancy without notifying the organizations on the Recruitment Source List (Schedule C) of the vacant position. After discovering this problem, the station reemphasized the required EEO practices to the current

Station management and Station management understands that in the future it must notify the organizations listed in the Recruitment Source List (Schedule C) when hiring for full-time positions, unless there are exigent circumstances. The corporate office will also monitor the Stations' hiring procedures more frequently in the future to ensure that the Stations are complying with the FCC's EEO rules.

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## **SCHEDULE B**

The following table summarizes the total number of job interviews during the reporting period and the referral sources for those interviewees:

<b>Interview source</b>	<b>Number of interviewees referred</b>
#1	9
#2	5
#3	5
#4	5
Total job interviews*	15

\*The total number of interviewees listed in this table is fewer than the total number of interviewees on Schedule A because some positions were filled by using the same pool of applicants; thus, several interviewees were considered for multiple positions.

## SCHEDULE C

The following is a list of recruitment sources that the Stations use to announce vacancies:

- (1). The Post  
P.O. Box 12345  
Bloomington, IL zip code
- (2). Announcements on Radio Station [insert call sign]
- (3). Referrals (word of mouth)
- (4). Walk-in applicants

## **SCHEDULE D**

For the Following Stations: [list stations]  
Outreach Efforts

### I. EEO TRAINING

On [date], Station managers attended a seminar in Bloomington, IL regarding equal employment opportunity and employment discrimination. [name], an employment attorney with the firm of [insert name] conducted the seminar.

### II. INTERN PROGRAM

[Station name] entered into a partnership with the [university name] to establish an internship program. The program's first intern worked for a total of 160 hours.