

**LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF APRIL 1, 2018 through MARCH 31, 2019**

Complete this worksheet continuously every time a vacancy is filled.

Job Title: Promotions Coordinator Date Filled: 5/14/2018

Job Title: Sales Date Filled: 8/6/2018

Job Title: Sales Date Filled: 8/20/2018

Job Title: Sales Date Filled: 9/18/2018

Job Title: Traffic Assistant Date Filled: 1/1/2019

Job Title: Sales Date Filled: 1/16/2019

Job Title: Sales Date Filled: 1/23/2019

Job Title: Full Time Producer Date Filled: 2/19/2019

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

Job Title: _____ Date Filled: _____

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.

Title for Vacancy: Promotions Coordinator Date Vacancy Filled: 5/14/2018

Recruitment Source for Actual Hire: _____ Employee Referral: Chaz Kelly

RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Careerpage.org Post dated 3/13/2018	

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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: _____ 8/6/2018 _____

Recruitment Source for Actual Hire: _____ Internal Posting _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Station Websites	
Careerpage.org Post dated 7/19/2018	
All Access.com Post dated 7/23/18	

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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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: _____ 8/20/2018 _____

Recruitment Source for Actual Hire: _____ Employee Referral: Bud Walters _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Station Websites	
Careerpage.org Post dated 7/19/2018	
All Access.com Post dated 7/23/18	

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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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: _____ 9/18/2018 _____

Recruitment Source for Actual Hire: _____ Employee Referral: Shannon Sanders _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Station Websites	
Careerpage.org Post dated 7/19/2018	
All Access.com Post dated 7/23/18	

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.

Title for Vacancy: Traffic Assistant Date Vacancy Filled: 1/1/2019

Recruitment Source for Actual Hire: Internal Posting

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	

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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: _____ 1/16/2019 _____

Recruitment Source for Actual Hire: _____ Industry Referral _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Station Websites	
Careerpage.org Post dated 12/19/2018	
Indeed.com Post dated 12/19/2018	

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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.

Title for Vacancy: _____ Sales _____ Date Vacancy Filled: _____ 1/23/2019 _____

Recruitment Source for Actual Hire: _____ Employee Referral: Andrew Chester _____

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Station Websites	
Careerpage.org Post dated 12/19/2018	
Indeed.com Post dated 12/19/2018	

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.

Title for Vacancy: Full Time Producer Date Vacancy Filled: 2/19/2019

Recruitment Source for Actual Hire: SportsRadioPD.com

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2018-2019 EEO Contact List	
Careerpage.org Post dated 12/11/2018	
Indeed.com Post dated 12/11/2018	
Indeed.com Post dated 12/11/2018	

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 16)

Yearly Period Beginning: 2018 Ending: 2019

Total Number of Persons Interviewed for Full-Time Vacancies: 46

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
APSU Mock Interview	13
Station Websites	8
Internal Post	4
Tennessee Association of Broadcasters	2
Belmont University	2
Former Employee/Contractor	2
Career Fair	2
Employee Referral: Bud Walters	2
Employee Referral: Chaz Kelly	1
Employee Referral: Kevin Klimek	1

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Yearly Period Beginning: 2018 Ending: 2019

Total Number of Persons Interviewed for Full-Time Vacancies: 46

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Employee Referral: Chase McCabe	1
Walk Ins	1
Industry Referral	1
Trevecca Nazarene University	1
Sportsradiopd.com Posting	1
Careerpage.org	1
LinkedIn.com	1
Employee Referral: Shannon Sanders	1
Employee Referral: Andrew Chester	1

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Total Number of Persons Interviewed for Full-Time Vacancies: 46

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees

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.

**SUMMARY DESCRIPTION OF
SUPPLEMENTAL OUTREACH INITIATIVES**

Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 16). Stations required to engage In four initiatives should use an additional sheet to include remaining initiatives.

2/4 YEAR PERIOD BEGINNING April 1, 2018 **AND ENDING** March 31, 2019

Specify First Initiative: Annual Management Meeting July 15th-July 17th, 2017

Describe activities undertaken to fulfill that initiative: Bud Walters (President of The Cromwell Group Inc and Affiliates), Market Managers, Business Managers, Programmers and Digital Staff attended a three day meeting discussing topics related to company policies on Non-Discrimination policies, and EEO. Doug Pierce, HR Attorney, attended to provide Training on these policies.

Specify Second Initiative: National Career Fairs May 8, 2018, July 24, 2018 September 13, 2018, and November 14, 2018

Describe activities undertaken to fulfill that initiative: Station was a sponsor of the National Career Fair job fairs held in Nashville on May 8, 2018, July 24, 2018 September 13, 2018, and November 14, 2018. Station personnel were in attendance to receive applications and to discuss available jobs with the station. Stations aired commercials on WQZQ AM/FM, WBUZ-HD3 & WPRT-HD2.

Place in the Public file and post on the station's website annually on the anniversary of the renewal filing date.

SUMMARY DESCRIPTION OF

SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 16). Stations required to engage in four initiatives should use an additional sheet to include remaining initiatives.

2/4 YEAR PERIOD BEGINNING _____ AND ENDING _____

Specify Third Initiative: Annual TAB Conference August 7th-8th 2018

Describe activities undertaken to fulfill that initiative: Attended by Bud Waltesr, President
Jana Hampton, General Manager, Cliff McArdle Promotions Director and various sales
personnel. Topics that were covered include best hiring practices and recruiting, legal issues
related to broadcasting and training for sales staff and engineers .

Specify Fourth Initiative: Internship Program

Describe activities undertaken to fulfill that initiative: Each semester, stations host interns
From area colleges seeking a degree in radio broadcasting. Interns observe the day to day
operations of our Promotions and Programming departments. Stations have subsequently hired
former interns to fill vacant positions in the our Promotions and Programming departments.

Place in the Public file and post on the station's website annually on the anniversary of the renewal filing date.

2018-2019 Job Posting List

Company	Contact	Phone Number	E-Mail	Address	City State Zip
Murray State	Ray Karraker	270-809-3117	msu.careerservices@murraystate.edu	100 Oakley Applied Science Bldg	Murray, KY 42071
Austin Peay	Amanda L Walker	931-221-6544	careerservices@apsu.edu	Morgan University Center, Room 201 PO Box 4637	Clarksville, TN 37044
Trevecca	Nicole Hubbs	615-248-7725	nhubbs@trevecca.edu	333 Murfreesboro Rd.	Nashville, TN 37210
Lipscomb	Monica Wentworth	615-966-1792	careerdevelopment@lipscomb.edu	One University Park Dr. Bennett Campus Center Suite 120	Nashville, TN 37204
Volunteer State Community College	Dr. Rick Parrent	615-230-3321	rick.parrent@volstate.edu	1480 Nashville Pike	Gallatin, TN 37066
TAB	Brenda Heidt	615-545-5762	brenda@tabtn.org	2 International Plaza Dr. Suite 902	Nashville, TN 37217

Companies Requesting Job Postings

Company	Contact	Phone Number	E-Mail	Address	City State Zip
The Art Institute of Tennessee-Nashville	Hannah Trea Career Services Advisor	615-514-3813	htrea@aia.edu	100 Centerview Dr. Suite 250	Nashville, TN 37214
Belmont	Patricia Jacobs	615-460-6490	careerdevelopment@belmont.edu	1900 Belmont Blvd Gabhart Student Center 2nd Floor	Nashville, TN 37212
MTSU	La'Endia Buchanan	615-898-2862	career@mtsu.edu	KUC Room 328 MTSU BOX 02	Murfreesboro, TN 37132