

Employment Unit Location/Name: O-Town Communications, Inc. (dba Ottumwa Radio)

Unit Members (List all station call signs and communities of license):

KKSI fm – Eddyville, IA
KRKN fm – Eldon, IA

KBIZ am – Ottumwa, IA
KTWA fm – Ottumwa, IA

KLEE am – Ottumwa, IA
KOTM fm – Ottumwa, IA

EEO Contact Information for Employment Unit:

O-Town Communications, Inc.
416 E. Main St.
Ottumwa, IA 52501

Telephone Number: 641-684-5563 ext. 23
Contact Person: Greg H. List, General Manager

**EEO Public File Report
October 1st, 2015 – September 30, 2016**

A. Full-Time Vacancies Filled During the Past Year

Job Title	Date Filled	Referral Source
1. Sales & Marketing Consultant	11/16/15	Word of Mouth
2. Sales & Marketing Consultant	11/16/15	Radio Ads
3. Traffic Assistant	11/30/15	Radio Ads
4. Sales & Marketing Consultant	2/15/16	Radio Ads
5. Sales & Marketing Consultant	2/29/16	Word of Mouth
6. Continuity Director	6/20/16	Radio Ads

B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

1. Job Title: Sales & Marketing Consultant Date Filled: 11/16/15

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
All sources appearing in Section D were used to fill this position.	6*	2*

2. Job Title: Traffic Assistant Date Filled: 11/30/15
(originally a part-time position, but moved to full time by September of 2016)

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
All sources appearing in Section D were used to fill this position.	12	1

3. Job Title: Sales & Marketing Consultant Wanda Date Filled: 2/15/16

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
All sources appearing in Section D were used to fill this position.	6	1

4. Job Title: Sales & Marketing Consultant Angela Date Filled: 2/29/16

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
All sources appearing in Section D were used to fill this position.	9	1

5. Job Title: Continuity Director Russ Date Filled: 6/20/16

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
All sources appearing in Section D were used to fill this position.	4	1

C. Total Number of Persons Interviewed for All **Full-Time** Vacancies Filled During the Past Year: (raw number) 37

D. Total Number of Interviewees for All **Full-Time** Vacancies Filled During the Past Year Per Recruitment/Referral Source:

Source / Contact Person	Address	Phone	Number of People Interviewed	Number of People Hired
Brown School of Radio Broadcasting Kate Polacikova kpolacikova@bc.sanfordbrown.edu	Sanford-Brown College 1345 Mendota Heights Rd Mendota Heights, MN 55120	(763) 279-2459	0	0
Iowa Central College Jessica Cavanaugh, Career Services	330 Ave M, Ft. Dodge, IA 50501	(800) 362-2793	0	0
William Penn University Debbie Stevens, Coordinator of Career Services stevensde@wmpenn.edu	201 W Trueblood Ave, Oskaloosa, IA 52577	(641) 673-2173	0	0
Iowa Broadcasters Association www.iowabroadcasters.com Sue Toma sue@iowabroadcasters.com	P.O. Box 71186, Des Moines, IA 50325	(515) 224-7237	3	0
Missouri Broadcasters Association Terri Harper tharper@mbaweb.org	P.O. Box 104445, Jefferson City, MO 65110	(573) 636-6692	0	0
Iowa Workforce Development Amy Brink amy.brink@iwd.iowa.gov	105 West Main St, Ottumwa, IA 52501	(641) 684-5401	17	0
KKSI-KRKN-KBIZ-KTWA (Radio Ads) Greg H. List, GM	416 E. Main St. Ottumwa, IA 52501	(641) 684-5563 x23	14	4
KKSI-KRKN-KBIZ-KTWA Websites	www.ottumwaradio.com		0	0
Word of Mouth (personal referrals)			3	2
Walk In			0	0

E. Outreach Activities

Outreach Activity Description

10/1/15 – 09/30/16

- Continued our internship program for the period 10/1/15 – 09/30/16. The program is designed to teach skills needed for broadcast industry employment. The intern works with the station staff on broadcast and production. The internship provides skill development opportunity and exposure to radio station operations.
- Administrative managers attended EEO Training Webinar by David Oxenford of Wilkenson/Barker/Knauer, LLP, and sponsored by the Iowa Broadcasters Association on October 15, 2015.
- Participated in IowaWORKS Job Fair at Penn Central Mall, November 10, 2015.
- Participated in a Job Shadow in our News Department with a student from Cardinal High School on 12/9/15.
- February '16 Participation in business showcase at Penn Central Mall in Oskaloosa
- Participated in IowaWORKS Job Fair at Pekin High School, February 16, 2016.
- March '16 Ottumwa Business showcase – set up both display as well as information on radio stations applications being accepted for present and future full-time, part-time and intern openings.
- March '16 Fairfield Business showcase – set up both display as well as information on radio stations applications being accepted for present and future full-time, part-time and intern openings.
- Participated in IowaWORKS Job Fair at Indian Hills Community College, March 15 & 16, 2016.
- Several times each year our stations will conduct studio tours for school-aged children, particularly scouting groups and High School Communications classes. Tour guides describe station operations and the jobs performed by various staff members. This exposure provides background and context to broadcast careers.
 - May 16th - gave a tour to 2 employees and 5 clients of Monroe County Professional Management
- The Following is a list of Training Programs that our station staff has participated in throughout the year.
 - Winter (January, 2016) Iowa Broadcasters Seminar
 - Summer (June, 2016) Iowa Broadcasters Seminar
 - September 21-23, 2016, sales team members attended 2016 RAB/NAB Radio Show in Nashville for training.
 - Weekly Sales Meetings (one-on-one and in group setting)
 - Monthly Staff Meetings
- KTWA fm has a live weekly Latino program, hosted by 3 – 4 Hispanic volunteers who are well known to the areas Latino population. The show is designed to bring entertainment, news and activities to our Hispanic listeners every Sunday.