

**LIST OF ALL FULL-TIME JOBS FILLED
FOR THE 12 MONTH PERIOD OF AUGUST 1, 2024 through July 31, 2025**

Complete this worksheet continuously every time a vacancy is filled.

Job Title: <u>Administrative Assistant</u>	Date Filled: <u>2/7/2025</u>
Job Title: <u>Account Executive</u>	Date Filled: <u>2/17/2025</u>
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: _____
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: Administrative Assistant Date Vacancy Filled: 2/7/2025

Recruitment Source for Actual Hire: Indeed.com

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2024-2025 EEO Outreach List	
Effingham Chamber of Commerce	
Indeed.com Posted 1/29/25	
Careerpage.org Posted 1/29/25	
Station Website	
On Air Ads	

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: Account Executive Date Vacancy Filled: 2/17/2025

Recruitment Source for Actual Hire: On Air Recruitment

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
2024-2025 EEO Outreach List	
Effingham Chamber of Commerce	
Indeed.com Posted 8/16/2024	
Careerpage.org Posted 8/16/24	
Station Website	
On Air Ads	

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: 2024 Ending: 2025

Total Number of Persons Interviewed for Full-Time Vacancies: 9

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
Indeed.com	5
On Air Ads	4

*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 August 1, 2024 **AND ENDING** July 31, 2025

Specify First
Initiative:

Coles County High Schools Guest Speaker Engagement 9/4/24

Describe activities undertaken to fulfill that initiative: Luci Englum spoke to 18 high school
students from Coles County IL regarding giving back to the community to help build brand
awareness while starting and running their own businesses.

Specify Second Initiative: Coles County Expo Information Booth 9/19/2024

Describe activities undertaken to fulfill that
initiative:

Renee Fonner hosted an Informational

booth at the Coles County Expo, speaking to guests about open positions at Cromwell Media

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

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Specify Third Initiative: IL Broadcasters Association Annual Meeting 10/8/24

Engagement 4-2-24

Describe activities undertaken to fulfill that initiative: Luci Englum attended the annual meeting, participated in sessions on topics necessary for success in sales, importance of building

client relationships and being a local media resource.

Specify Fourth Initiative: Eastern IL University Guest Speaker 10/30/24

Describe activities undertaken to fulfill that initiative: Renee Fonner spoke to students

In Dr. Dales education class about the broadcast industry and giving back to the community.

She also spoke on how Cromwell and its employees are involved in various events in the community volunteering to make a positive difference.

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Specify Fifth Initiative: IL State University Guest Speaker 11/4/24

Describe activities undertaken to fulfill that initiative: Luci Englum mentored and led a group
discussion with students regarding growing in the industry, staying current, ways to be
successful in the market, and avenues of best practices. She encourages students to be involved
in and give back to the community to help build individual and station brand awareness.

Specify Sixth Initiative: Eastern IL University & Lakeland College 4-1/25

Describe activities undertaken to fulfill that initiative: Lane Blickem spoke to students who
are pursuing a degree in media regarding the broadcast industry. Spoke about how Cromwell
is involved in various events in the community and non-profits. Additionally, regarding
Positions available within the company.

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Specify Seventh Initiative: Lakeland Colleges 8th Grade Career Conference 4/4/25

Describe activities undertaken to fulfill that initiative: Luci Englum spoke to 2000 eighth graders from surrounding communities about the broadcast industry, digital marketing and Community involvement. Students inquired about training and education and what a typical day in the life of broadcast radio is like.

Specify Eighth Initiative: Cromwell Media Managers Meeting 7/20/25-7/22/25

Describe activities undertaken to fulfill that initiative: General Managers, Operations Managers and Program Directors meet for a 3 day conference discussing the latest industry advances, attend training on tools useful in the industry and a segment on Anti-Discrimination training provided by Doug Pierce HR attorney.

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2/4 YEAR PERIOD BEGINNING August 1, 2024 **AND ENDING** July 31, 2025

Specify Ninth Initiative: Internship Program 2024-2025

Describe activities undertaken to fulfill that initiative: Station hosted interns through

Lakeland College to provide insights into radio and digital daily operations with a strong

Focus in local content, commercial production, community events and live broadcasts.

Specify Tenth Initiative: _____

Describe activities undertaken to fulfill that initiative: _____

Job Posting List

[illegible]