

Full Time Jobs Filled

List of All Full Time Jobs Filled for the 12 Month Period of December 1, 2019
through November 30, 2020

Job Title	Date Filled
Account Executive	December 30, 2019
Account Executive	April 10, 2020
Account Executive	October, 2020

Form Prepared By Lisa Johnston Date 11/11/2020

To be completed continuously as each vacancy is filled.

Place completed sheet in station's local public file and post on station's website.

List of Recruitment Sources Used to Fill Each Vacancy

Job Title Account Executive Date Position Filled 04/10/2020

Source for Actual Hire Radio Ad

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Indeed Radio Sales Cafe	See attached recruitment sources sheet
South Dakota Broadcasters Association SD Works	
Dakota Broadcasting (Radio Ads)	

Form Prepared By Lisa Johnston Date 05/20/2020

To be completed after each full time vacancy is filled.

Place completed sheet in station's local public file and post on station's website.

Attach copies of advertisements, bulletins, letters, emails faxes or other communication announcing vacancy. (These do not need to be posted in file)

List of Recruitment Sources Used to Fill Each Vacancy

Job Title Account Executive Date Position Filled October 2020

Source for Actual Hire Indeed

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Indeed Radio Sales Cafe	See Attached Recruitment Agency List
SD Dept of Labor SD Broadcasters Association	
University of South Dakota Radio KABD & KMOM	

Form Prepared By Lisa Johnston Date 10/7/2020

To be completed after each full time vacancy is filled.

Place completed sheet in station's local public file and post on station's website.

Attach copies of advertisements, bulletins, letters, emails faxes or other communication announcing vacancy. (These do not need to be posted in file)



List of Recruitment Sources Used to Fill Each Vacancy

Job Title Account Executive Date Position Filled December 30, 2019

Source for Actual Hire Radio & Indeed

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Dakota Broadcasting Radio Sales Cafe	See Attached Recruitment List
South Dakota Broadcasters Association Indeed	

Form Prepared By Lisa Johnston Date 05/08/2020

To be completed after each full time vacancy is filled.

Place completed sheet in station's local public file and post on station's website.

Attach copies of advertisements, bulletins, letters, emails faxes or other communication announcing vacancy. (These do not need to be posted in file)

Agency Name	Address	Contact Name	Contact Email	Contact Phone	Contact Fax	Website
Indeed	www.indeed.com	N/A	N/A	1800-462-5842		www.indeed.com
Radio Sales Café	225 SW Skyline Dr. Pullman, WA 99163	Rebecca Schwartz	rebecca@gracebroadcast	888-472-2388	N/A	www.radiosalescafe.com
SD Dept Labor	420 S Roosevelt Aberdeen, SD 57401	Dan Thielsen		605-626-2340	605-626-2228	http://dlr.sd.gov/
SD Broadcasters Association	106 W Capital Box 1037 Pierre, SD 57501	Marla Willard	marla@willardandassociates.com	605-224-1034		http://www.sdba.org/
University of South Dakota	414 East Clark ANMC205 Vermillion, SD 57069	Kassandra Girard	Kassandra.Girard@usd.edu	605-677-8854		
Dakota Broadcasting	426 N. Hwy 281 Ste 4 Aberdeen, SD 57401	Careers	Careers@dakotabroadcasting.com	605-725-5551	605-725-5553	

Total Number of Interviewees Referred by Each Recruitment Source

Twelve Month Period of December 1, 2019 through November 30, 2020

Total Number of People Interviewed 18

Number of Interviewees Referred by Each Recruitment Source

Recruitment Source Name	Total # of Interviewees
Dakota Broadcasting (Radio Ad)	5
Indeed	13

Form Prepared By Lisa Johnston Date 11/11/2020

To be completed on the anniversary date of the renewal filing due date.

Use Tally of Interviewee Sources (Form 4) to complete.

Place completed sheet in station's local public file and post on station's website.



Summary of Supplemental Outreach Initiatives

Filing Period From December 1, 2019 to November 30, 2020

First Initiative: Training programs designed to enable station personnel to acquire skills that qualify them for higher level positions.

Activities to fulfill initiative 012020 AE completed RAB - RMP courses that helped build knowledge and skills.

012020 AE completed RAB CRMC courses that helped build knowledge and skills.

012020 AE completed RAB - CDMC courses taht helped build knowledge and skills.

Second Initiative: Training programs designed to enable station personnel to acquire skills that may qualify them for higher level positions.

Activities to fulfill initiative 022020 AE completed ENS Media QRMC training courses that helped build knowledge and skills.

Form Prepared By: Lisa Johnston Date: 11/11/2020

To be completed for every Prong 3 Outreach Initiative.

Use additional sheet to include remaining initiatives.

Use the Description of Supplemental Outreach Initiatives (Form 7) to complete.

Place completed sheet in station's local public file and post on station's website.

Summary of Supplemental Outreach Initiatives

Filing Period From December 1, 2019 to November 30, 2020

First Initiative: Training programs designed to enable station personnel to acquire skills that may qualify them for
higher level positions.

Activities to fulfill initiative 042020 AE completed RAB-RMP training courses that helped build knowledge and
skills

042020 AE completed RAB-CRMC training courses that helped build knowledge and skills.

Second Initiative: Training, provision of training to personnel of unaffiliated non-profit organizations

Activities to fulfill initiative 052020 participated in Project Skills where student spent 2 months job shadowing.

Form Prepared By: Lisa Johnston Date: 11/11/2020

To be completed for every Prong 3 Outreach Initiative.

Use additional sheet to include remaining initiatives.

Use the Description of Supplemental Outreach Initiatives (Form 7) to complete.

Place completed sheet in station's local public file and post on station's website.



Summary of Supplemental Outreach Initiatives

Filing Period From December 1, 2019 to November 30, 2020

First Initiative: Training, Provision of training to management

Activities to fulfill initiative 082020 GM attended EEO Meeting where there was training and they discussed the EEO program, recruiting, hiring and outreach initiatives and public file.

Second Initiative: Community Events, participation in events sponsored by community groups.

Activities to fulfill initiative 102020 A local boy scout was allowed a tour of the station and ask questions and discuss how radio works.

Form Prepared By: Lisa Johnston Date: 11/11/2020

To be completed for every Prong 3 Outreach Initiative.

Use additional sheet to include remaining initiatives.

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Place completed sheet in station's local public file and post on station's website.



Summary of Supplemental Outreach Initiatives

Filing Period From December 1, 2019 to November 30, 2020

First Initiative: Community Events, establishment of an intern program designed to assist members of the community

Activities to fulfill initiative 112020 for 2 months a student from NSU job shadowed all departments in the station.

Second Initiative: _____

Activities to fulfill initiative _____

Form Prepared By: Lisa Johnston Date: 11/11/2020

To be completed for every Prong 3 Outreach Initiative.

Use additional sheet to include remaining initiatives.

Use the Description of Supplemental Outreach Initiatives (Form 7) to complete.

Place completed sheet in station's local public file and post on station's website.