



List of Recruitment Sources Used to Fill Each Vacancy

Job Title Sales Representative Date Position Filled 02/19/2024

Source for Actual Hire KSOU On Air Ad

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Handshake Job Funnel - Indeed, Monster, Zip Recruiter,	See Attached Recruitment List
Radio Ads KSOU Radio Ads KIWA	

Form Prepared By Lisa Johnston Date _____



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 Sales Representative Date Position Filled 07/09/2024

Source for Actual Hire KIWA Radio Ad

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Handshake (Dordt & NWC College) Job Funnel (Indeed, Monster, Zip Recruiter)	See Attached Recruitment List
Northwest Iowa Community College Radio KIWA	

Form Prepared By Lisa Johnston Date _____



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 Office Worker Date Position Filled 4/17/2024

Source for Actual Hire Northwest Iowa Community College Website

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Radio - KIWA Job Funnel	
Word of Mouth Northwest Iowa Community College Website	Sheilia Van Engen 712-324-0010

Form Prepared By Wendy Hathaway Date 5/8/24



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)

9/17/2024

Sioux Center
Agency Recruitment List

Agency Name	Address	Contact Name	Contact Email	Contact Phone	Contact Fax	
Radio Sales Café	225 SW Skyline Dr. Pullman, WA 99163	Rebecca Schwar	rebecca@gracebroa	888-472-2388	N/A	www.radiosalescafe.com
NWICC	No	603 Park St. W Sheldon, IA	Career Services	jobs@nwicc.edu	712-324-0010	712-324-4136
Iowa Broadcasters	No	Box 71186 Des Moines, IA	Career Services		515-224-7237	515-224-6560
Dordt College	498 4th Ave NE Sioux Center, IA 51250	Career Services		712-722-6000	712-722-6035	https://app.joinhandshake.com/login
Indeed	www.indeed.com	N/A	N/A	1800-462-5842	www.indeed.com	



Total Number of Interviewees Referred by Each Recruitment Source

Twelve Month Period of October 1, 2023 through September 30, 2024

Total Number of People Interviewed 16

Number of Interviewees Referred by Each Recruitment Source

Recruitment Source Name	Total # of Interviewees
Job Funnel	1
Radio (KIWA)	10
Work of Mouth	1
Northern Community College	1
Job Hunter	1
Indeed	2

Form Prepared By Wendy Hathaway Date 9-17-24



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 October 1, 2023 to September 30, 2024

First Initiative: Training - Establishment of training programs for station personnel.

Activities to fulfill initiative Katie Loger completed RAB training courses CRMC and RMP.

Second Initiative: _____

Activities to fulfill initiative _____

Form Prepared By: Wendy Hathaway Date: 9-17-24



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 October 1, 2023 to September 30, 2024

First Initiative: Training - Provision of training management

Activities to fulfill initiative Office Manager, Owners and EEO Compliance Officer all gathered at the home office in Sioux Falls, SD, for annual meeting.

Second Initiative: Community Events - Participation in events sponsored by community groups

Activities to fulfill initiative Piet Westerbeek, General Manager, participated in program designed to enhance the community and the diversity within.

Form Prepared By: Wendy Hathaway Date: 9-17-24



- 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 October 1, 2023 to September 30, 2024

First Initiative: Training - Establishment of training programs for station personnel

Activities to fulfill initiative Met with New Office Manager in Sheldon to educate on the EEO program.

Second Initiative: Training - Provision of training to management

Activities to fulfill initiative Owners and EEO Compliance Officer attended a webinar going over requirements under the FLSA final rules revisions.

Form Prepared By: Wendy Hathaway Date: 9-17-24



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 October 1, 2023 to September 30, 2023

First Initiative: Job Fair - Participation in Job Fair

Activities to fulfill initiative Tom Traughber, General Manager, participated in "The Taste of Sheldon", a job fair held at Northwestern Iowa Community College

Second Initiative: _____

Activities to fulfill initiative _____

Form Prepared By: Wendy Hathaway Date: 9-20-24



- 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.