

ANNUAL EEO PUBLIC FILE REPORT

For the period of December 2012 to November 2013

This report consists of:

Part 1: Station Information

**Part 2: Recruitment Sources/
Interviews for each full time**

Part 3: Recruitment Initiatives

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Title: Traffic Director

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Milestone Radio LLC Licensee of WQPM AM and KLCI FM
EEO Outreach Program

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age or disability in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. It is our policy to promote equal employment opportunity through a positive, continuing program of specific practices designed to insure the full realization of equal opportunity without regard to race, color, religion, national origin, sex, age or disability.

The Station General Manager Neil Freeman is the person responsible for the administration and implementation of our Equal Opportunity Program and is charged with the requirement to assure broad outreach for each full time position the station recruits for when there is a full-time hiring opportunity. Were a hiring opportunity for a full-time employee to occur, job descriptions shall be mailed to a diverse group of organizations to insure all areas of our community and state will be notified through a broad program of dissemination. It is our specified goal to reach all potential candidates and make them aware of full-time openings when they occur and provide equal opportunity to apply. Media shall be utilized for recruitment in a manner that will contain no indication, either explicit or implicit, of a preference for one race, national origin, color, religion, age, or sex over another. In all cases, we will use newspaper, plus various other publications and web-based resources, including ads on all of our radio stations, creating an awareness for all full-time openings.

It is also the responsibility of all persons who make employment decisions with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees to insure that no person is discriminated against in employment because of race, color, religion, national origin, sex, age or disability and to periodically review the effectiveness of the program and make changes when appropriate. Management performance in making this policy effective is reviewed annually by Dennis Carpenter, the Corporation officer in charge of equal employment opportunity matters.

Station employees have been informed of the FCC and station's EEO and non-discrimination policies at staff meetings and with a bulletin placed on the station bulletin board. An employee handbook is provided to each new employee that states the Stations Employment Unit's commitment to equal employment opportunity. Each employee is required to read this provision and sign a statement that they will abide by its terms.

We welcome and encourage requests from organizations that assist in job-seeker assistance that wish to be notified of any openings. Each such request will result in the organization being made aware of the job openings.

We will continue to review our recruitment methods to ensure the fullest possible outreach.

PART 1

This report covers the following employment units for Milestone Radio LLC:

<u>CALL SIGN</u>	<u>AM/FM</u>	<u>FACILITY ID#</u>	<u>COMMUNITY OF LICENSE</u>	<u>STATE</u>
KLCI	FM	59617	Elk River	MN
WQPM	AM	59618	Princeton	MN

Attached is the information concerning the recruitment efforts undertaken by the employment to fill the full-time vacancies during the period covered by this report.

A total of **10** full-time vacancies were filled by the employment unit.

A total number of **17** person were interviewed for all the full-time vacancies.

PART 2

EEO Public File Report

Employment Unit Covered:
KLCI (FM)
WQPM (AM)

Reporting Period
December 2012 – November 2013

Full time vacancies filled during reporting period and recruitment/referral sources used to see candidates for each vacancy:

<u>Job Title of FT Vacancy</u>	<u>Date Filled</u>	<u>Hire Source</u>	<u>Recruitment Source</u>
Account Executive	11/13	On-air	See Recruitment list for entries
Account Executive	6/13	Brown College	See Recruitment list for entries
Account Executive	7/13	Craig's List	See Recruitment list for entries
Account Executive	11/12	Employee Referral	See Recruitment list for entries
Account Executive	11/12	Craigs List	See Recruitment list for entries
Sports Director	09/13	Internal	See Recruitment list for entries
Account Executive	02/12	Brown College	See Recruitment list for entries
Account Executive	02/13	Brown College	See Recruitment list for entries
Account Executive	12/12	On-air	See Recruitment list for entries
Traffic Director	03/13	Internal	See Recruitment list for entries

Total Number of Interviewees For Full-Time Vacancies Filled During Reporting Period Per Recruitment Sources

<u>Recruitment Source</u>	<u>Number of Interviewees</u>
Referrals from employee's	2
Internal (Promoted from within)	3
On-air recruitment	7
MBA News Letter	0
Brown College	3
MN School of Business	0
Anoka Technical College	0
Rasmussen College (Blaine Campus)	0
Chinese Student Association (SCSU)	0
Crag's List	2

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

December 2012 – November 2013

March 2013

Princeton Business Expo *Sponsorship of events in the community designed to increase public awareness. Annual event.

Co-Sponsored the Princeton Business Expo. Had a booth at the event to answer questions about the stations and a career in broadcasting.

March 2013

Brown College Job Fair *Participation in events or programs sponsored by educational institutions.

Had a booth at the job fair sponsored by Brown College.

April 2013

Elk River Business Expo *Sponsorship of events in the community designed to increase public awareness. Annual event.

Co-sponsored the Elk River Business Expo. Had a booth at the event to answer questions about the stations and a career in broadcasting.

July 2013

MBA Job Fair * Participation in events or programs sponsored by educational institutions.

Had a booth at the job fair sponsored by the Minnesota Broadcasters Association.

July 2013

Brown College Job Fair *Participation in events or programs sponsored by educational institutions.

Had a booth at the job fair sponsored by Brown College.

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY

Activity: Internships

Date : December 2012 – November 2013

Host/Sponsor of Activity: Milestone Radio LLC

Participating Station Personnel: Neil Freeman, Station Manager (Interns help with all aspects of our business)

Description of activity and scope of station participation: We provide internships for college students studying programs in Communications who are interested in gaining work experience at our studios. The hours and dates of their work vary. The following is a list of interns from December 2012 – November 2013.

Intern #1 (Caucasian Male) Board Operator/Clerical Assistant/Promotions. February 2013 - April 2013

Intern #2 (Caucasian Male) Board Operator/Clerical Assistant/Promotions. May 2013 – July 2013

Outreach List and Recruitment Sources

Anoka Technical College	anokatech.edu 1355 U.S. 10 Anoka, MN 55303	(763) 576-4700
BOB-FM	dothebob.com 14443 Armstrong Blvd NW Ramsey, MN 55303	(763) 450-7777
Brown College	browncollege.edu 1345 Mendota Heights Rd Mendota Heights, MN 55120	(651) 905-3400
Chinese Student Association c/o SCSU	stcloudstate.edu 720 4 th Avenue South St Cloud, MN 56301	(320) 308-0121
Crag's List	craigslist.org	N/A
MBA News Letter	minnestotaroadcasters.com 3033 Excelsior Blvd Suite 440 Minneapolis, MN 55416	(612) 926-8123
MN School of Business	msbcollege.edu 11500 193 rd Ave Elk River, MN 55330	(763) 367-7000
Rasmussen College	rasmussen.edu 3629 95 th Avenue NE Blaine, MN 55014	(763) 795-4720