

# ANNUAL EEO PUBLIC FILE REPORT

For the period of December 2018 to November 2019

## 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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Preparer: Randy Rothstein

Signature: 

Title: Business Manager

Date: 12/01/2019

Telephone: (320) – 845-2184

Crystal Media Group LLC, Licensee of KASM-AM and KDDG-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 Randy Rothstein 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. If a hiring opportunity for a full-time employee should 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 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 Lucas 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.

12-01-2019

## PART-1

This report covers the following employment units for Crystal Media Group LLC:

CALL SIGN	AM / FM	FACILITY ID#	COMMUNITY OF LICENSE	STATE
KASM	AM	33464	Albany	MN
KDDG	FM	33463	Albany	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 0 full-time vacancies were filled by the employment unit.

A total number of 0 people were interviewed for all full-time vacancies.

PART-2

EEO Public File Report

Employment Unit Covered

KASM-AM

KDDG-FM

Reporting Period

December 2018 – November 2019

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

Job title of FT Vacancy	Date filled	Hire Source	Recruitment Source
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Total number of Interviews for Full-Time Vacancies filled during reporting period per recruitment sources.

Recruitment Source:	Number of Interviews:
Referrals from Employee's	0
Internal (Promoted from within)	0
On-Air recruitment	0
Minnesota Broadcasters Association	0
Aerotek	0
Express Employment	0
Minnesota Workforce Center	0
The Work Connection	0
Experience Works	0
Gloria's Placement Service Inc.	0
Command Center	0
Westaff	0
Manpower	0
St. Cloud Downtown Council	0
Masterson Personnel – Waite Park	0
Doherty Employment Group	0
Rise Central Minnesota Works	0
Hiring Imaging	0

12-01-2019

## Part-3

### SUPPLEMENTAL RECRUITMENT INITIATIVES

December 2018 –November 2019

#### March 2019

Attended Albany / Avon Job fair & Expo on Saturday March 23<sup>rd</sup> at the Blattner Energy Community Center. Set up booth with hiring information and job applications available for anyone that was interested in a position at KASM-AM & KDDG-FM.

#### April 2019

Attended Cold Spring Area Chamber Expo on Saturday April 6th. Had a booth set up with Radio Station Information. Job Applications were available and we answered many questions about potential employment.

#### September 2019

Attended Albany High School History of Mass Media Class on September 12<sup>th</sup>. Spoke to students about Radio History. Also provided Job Applications to students and answered questions. Used this as a Job Fair opportunity.

PART-3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY

Activity: Internships

Date: December 2018 – November 2019

Host / Sponsor of Activity: Crystal Media Group LLC.

Participating Station Personnel: Randy Rothstein, Station Manager (Interns help him with all aspects of our business)

Description of Activity and scope of station participation: We provide internships for High School or College Students studying programs in Communications and who are interested in gaining work experience at our studios. The hours and dates of their internship will vary. The following is a list of interns from December 2018 – November 2019.

Intern # 1 NONE

## Outreach List and Recruitment Sources

Minnesota Broadcasters Association 3033 Excelsior Blvd. Suite 440 Minneapolis MN 55416 612-926-9761

Aerotek 1743 7<sup>th</sup> Street SE St. Cloud MN 56304 877-237-4790

Express Employment 1410 W Saint Germain Street St. Cloud MN 56301 320-251-1038

Minnesota Workforce Center 111 Lincoln Ave SE St. Cloud MN 56304 320-654-5320

The Work Connection 2719 West Division Street Suite 4 St Cloud MN 56301 320-259-9675

Experience Works 2700 1<sup>st</sup> Street North #207 St. Cloud MN 56303 320-257-7101

Gloria's Placement Service Inc. 555 Highway 10 South St. Cloud MN 56304 320-252-6356

Command Center 411 East Saint Germain Street St. Cloud MN 56304 320-202-0272

Minnesota Workforce Center 1542 Northway Drive St. Cloud MN 56303 320-303-5320

Westaff 544 25<sup>th</sup> Ave North St. Cloud MN 56303 320-203-9655

Manpower 425 East Saint Germain Street Suite 103 St. Cloud MN 56304

St. Cloud Downtown Council 820 West Saint Germain St. Cloud MN 56301 320-257-8600

Masterson Personnel – Waite Park 50 10<sup>th</sup> Ave South Waite Park, MN 56387 320-253-3850

Doherty Employment Group 2806 West Division Street St Cloud MN 56301 320-253-4473

Rise Central Minnesota Works 3400 1<sup>st</sup> Street North Suite 300 St. Cloud MN 56303 320-656-5608

Hire Imaging 1812 Red Fox Road St. Cloud MN 56301 320-253-0975