



Equal Employment Opportunity Policy For Big River Broadcasting

Narrative:

Big River Broadcasting firmly believes in Equal Employment opportunities and is insistent that policies and procedures relative to the search and procurement of qualified applicants be followed with each opening that becomes available at Big River Broadcasting Corp.

Job Vacancy Procedure :

When a position becomes available at Big River Broadcasting the following will illustrate the standard operating procedure to fill the respective opening.

Respective Department Head will issue a job vacancy notice to be posted within the station to alert staff members of the vacant position along with instructions for application as well as job description.

Respective Department Head will utilize the following recruitment list and determine those necessary to fill the position. The following sources are currently utilized.

EEO Mailing List :

Times Daily/Area Newspapers as needed
Billboard Magazine
Radio Ink
NAB Career Center
ABA Job Bank
Alabama State Employment Service
Snelling Personnel
Big River Radio Advertising
Station Websites
Walk-in

Employee Referral
Internal Posting

Respective Department Head will mail the same notice to a local list of professionals, organizations or clubs that would be able to refer qualified applicants to the position. This list will also include area educational institutions. Our current EEO mailing list is as follows :

Career Services
University of North Alabama
Box 5066
Florence AL, 35632-0001

Career Services
Shoals Community College
P.O. Box 2545
Muscle Shoals AL, 35662

Career Development Services
Alabama A&M University
P.O. Box 997
Normal AL, 35762

Director of Career Services/Placement Office
Oakwood College Oakwood Rd. N.W.
Huntsville AL, 35896

Dr. Gary Steinke
Department of Communications
University of Tennessee at Martin
Gooch Hall
Martin TN, 38238

Colbert County Department of Human Resources
P.O. Box 270
Tuscumbia AL, 35674

Recruitment Sources
Big River Broadcasting

Times Daily Classified
P.O. Box 797
Florence, AL 35631

Lawrenceburg Papers:
Lawrence County Advocate
121 N. Military Ave.
Lawrenceburg, TN 38464

Democrat Union
238 Hughes St.
P.O. Box 685
Lawrenceburg, TN 38464

Savannah Paper:
Savannah Courier
801 Main St.
Savannah, TN 38372

Snelling Personnel Services
1102 Bradshaw Dr
Florence, AL 35630

Alabama State Employment Service
594 S. Montgomery Ave
Muscle Shoals, AL 35660

Radio Ink Streamline Publishing
224 Datura St., Ste 1015
West Palm Beach, FL 33401

Alabama Broadcasters Association
2180 Parkway Lake Drive
Hoover, AL 35244

NAB
1771 N St; NW
Washington, DC 20036

Additional Sources:

Stations Advertising

Websites

www.wqlt.com

www.kix96country.com

www.1340theref.com

Walk-In

Referrals

This list is evaluated to insure maximum exposure to potential qualified applicants. Upon completion of the notification process, interviews will be scheduled with potential candidates. Department Heads will be responsible for keeping a file/list of all applicants as well as a check list for interviews for each position. Upon completion of interviews, Department heads will evaluate the number of interviews vs. applicants to insure that an adequate cross section of applicants has been interviewed to choose a successful candidate for employment. If it is determined that a reasonable cross section has been achieved the position will be filled at once, if not the above outlined process will repeat itself.

EEO PUBLIC FILE REPORT MARCH 1, 2003 – NOVEMBER 30 2003
 BIG RIVER BROADCASTING

FULL TIME POSITIONS	PART TIME POSITIONS	DATE OPEN	DATE FILED	RECRUITMENT SOURCE	NUMBER INTERVIEWED	RACE/ETHNIC STATUS	GENDER
1. ACCOUNT EXECUTIVE		MARCH 15 2003	APRIL 15 2003	ABA EMPLOYMENT LISTING, BIGRIVER RADIO ADVERTISING, WALK-IN, REFERREL, TIMES DAILY / AREA NEWSPAPERS AS NEEDED	18	6W, 2AA 8W, 2AA	8F 10M
2. RECEPTIONIST		JULY 15 2003	AUGUST 1 2003	DID NOT HIRE FROM OUTSIDE COMPANY. PROMOTED FROM WITHIN	2	2W	2F
3. ACCOUNT EXECUTIVE		APRIL 1 2003	OCTOBER 27 2003	TIMES DAILY/LOCAL NEWSPAPERS AS NEEDED, ABA EMPLOYMENT LISTINGS, BIG RIVER RADIO ADVERTISING, WALK-IN, EMPLOYEE REFERREL	18	6W, 2AA 8W, 2AA	8F 10M
4. ACCOUNT EXECUTIVE		APRIL 1 2003	NOVEMBER 3 2003	TIMES DAILY/LOCAL NEWSPAPERS AS NEEDED, ABA EMPLOYMENT LISTINGS, BIG RIVER RADIO ADVERTISING, WALK-IN, EMPLOYEE REFERREL	18	6W, 2AA 8W, 2AA	8F 10M
5.	AIR PERSONALITY	ONGOING	JULY 15 2003	WALK-IN, EMPLOYEE REFERRAL	1	W	M
6.	SALES ASSISTANT	MAY 15 2003	MAY 30 2003	CONVERTED INTERN FROM STUDENT TO PART-TIME EMPLOYEE AT COMPLETION OF INTERNSHIP	1	W	F
7. AIR PERSONALITY		2003	NOVEMBER 1 2003	HIRED FOR MORNING SHOW COHOST REPLACEMENT UNDER EXIGENT CIRCUMSTANCES	1	W	F
8. ACCOUNT EXECUTIVE		2003	NOVEMBER 4 2003	OFFER FOR EMPLOYMENT WAS GIVEN PRIOR TO EEO /FCC REPORTING PROCEDURE REINSTATEMENT .HIRE SAT OUT NON-	1	W	F

				COMPETE AGREEMENT DURING ENSUING PERIOD			
9.	AIR PERSONALITY	ONGOING	NOVEMBER 17 2003	WALK-IN, EMPLOYEE REFERRAL	1	W	M

EEO PUBLIC FILE REPORT DECEMBER 1, 2003 – NOVEMBER 30 2004
BIG RIVER BROADCASTING

FULL TIME POSITIONS	PART TIME POSITIONS	DATE OPEN	DATE FILED	RECRUITMENT SOURCE	NUMBER INTERVIEWED	RACE/ETHNIC STATUS	GENDER
1.	RECEPTIONIST	2004	FEBRUARY 1 2004	WALK-IN, EMPLOYEE REFERRAL	1	W	F
2.	ACCOUNT EXECUTIVE	2004	FEBRUARY 1 2004	OFFER FOR EMPLOYMENT WAS GIVEN PRIOR TO EEO /FCC REPORTING PROCEDURE REINSTATEMENT .HIRE SAT OUT NON-COMPETE AGREEMENT DURING ENSUING PERIOD	1	W	F
3.	AIR PERSONALITY	ONGOING	APRIL 4 2004	WALK-IN, EMPLOYEE REFERRAL	1	W	M
4.	AIR PERSONALITY	ONGOING	APRIL 19 2004	WALK-IN, EMPLOYEE REFERRAL	1	W	M

5.	AIR PERSONALITY	ONGOING	AUGUST 20 2004	WALK-IN, EMPLOYEE REFERRAL	1	W	M
6.	ACCOUNT EXECUTIVE	JULY 2004	AUGUST 30 2004	BIG RIVER ON AIR SOLICITATION (4 WEEKS)	5	2W 3W	2F 3M
7.	ACCOUNT EXECUTIVE	JULY 2004	AUGUST 30 2004	BIG RIVER ON AIR SOLICITATION (4 WEEKS)	5	2W 3W	2F 3M
8.	AIR PERSONALITY	2004	OCTOBER 1 2004	OFFER FOR EMPLOYMENT WAS GIVEN PRIOR TO EEO /FCC REPORTING PROCEDURE REINSTATEMENT .HIRE SAT OUT NON-COMPETE AGREEMENT DURING ENSUING PERIOD	1	W	M
9.	ACCOUNT EXECUTIVE	N/A	OCTOBER 18 2004	WALK IN ADDED TO SALES DEPT PENDING NON COMPETE. NON COMPETE UPHELD, RESULTING IN NON-EMPLOYMENT	1	W	F

EEO PUBLIC FILE REPORT DECEMBER 1, 2004 – NOVEMBER 30 2005
 BIG RIVER BROADCASTING

FULL TIME POSITIONS	PART TIME POSITIONS	DATE OPEN	DATE FILED	RECRUITMENT SOURCE	NUMBER INTERVIEWED	RACE/ETHNIC STATUS	GENDER
1.	ENGINEERING /TECHNICAL ASSISTANT	2004	DECEMBER 10 2004	WALK-IN, EMPLOYEE REFERRAL	1	W	F
2.	AIR PERSONALITY	2004	DECEMBER 10 2004	WALK-IN, EMPLOYEE REFERRAL	1	W	F
3. AIR PERSONALITY		2004	DECEMBER 16 2004	OPEN AUDITION ON AIR CONTEST FOR MORNING CO-HOST POSITION (SEE ADDENDUM FOLDER AVAILABLE IN PUBLIC FILE AT STATION)	11	11W	11F
4.	AIR PERSONALITY	2005	JANUARY 10 2005	FINALIST IN AUDITION CONTEST HIRED FOR PART-TIME	11	11W	11F
5. ACCOUNT EXECUTIVE		2005	JANUARY 26 2005	AUDITION FINALIST HIRED FOR	11	11W	11F

				SALES DEPT.			
6.	AIR PERSONALITY	2005	JANUARY 27 2005	AUDITION FINALIST HIRED FOR PART-TIME	11	11W	11F
7.	AIR PERSONALITY	ONGOING	APRIL 8 2005	WALK-IN, EMPLOYEE REFERRAL	1	W	F
8.	ENGINEERING / TECHNICAL ASSISTANT	2005	APRIL 18 2005	WALK-IN, EMPLOYEE REFERRAL	1	W	M
9.	AIR PERSONALITY	ONGOING	AUGUST 16 2005	WALK-IN, EMPLOYEE REFERRAL	1	W	M
10.	AIR PERSONALITY	ONGOING	NOVEMBER 15 2005	WALK-IN, EMPLOYEE REFERRAL	1	W	M

EEO PUBLIC FILE REPORT DECEMBER 1, 2005 – NOVEMBER 30 2006
BIG RIVER BROADCASTING

FULL TIME POSITIONS	PART TIME POSITIONS	DATE OPEN	DATE FILED	RECRUITMENT SOURCE	NUMBER INTERVIEWED	RACE/ETHNIC STATUS	GENDER
1.	AIR PERSONALITY	ONGOING	MARCH 15 2006	WALK-IN, EMPLOYEE REFERRAL	1	W	F
2.	SPORTS COMMENTATOR	2006	MARCH 31 2006	PREVIOUS EMPLOYEE REHIRED FOR PART TIME SPORTS COVERAGE	1	W	M
3.	RECEPTIONIST	2006	APRIL 15 2006	BIG RIVER ON AIR ADS , WALK-IN, EMPLOYEE REFERRAL	4	4W	4F
4.	RECEPTIONIST	2006	APRIL 15 2006	BIG RIVER ON AIR ADS, WALK-IN, EMPLOYEE REFERRAL	4	4W	4F
5.	AIR PERSONALITY	ONGOING	APRIL 15 2006	WALK-IN, EMPLOYEE REFERRAL	1	W	F

6.	RECEPTIONIST	APRIL 28 2006	APRIL 30 2006	BIG RIVER ON AIR ADS, WALK-IN, EMPLOYEE REFERRAL		W	F
7.	AIR PERSONALITY	ONGOING	MAY 15 2006	WALK-IN, EMPLOYEE REFERRAL	1	W	M
8.	AIR PERSONALITY	ONGOING	MAY 31 2006	PHOTOGRAPY INTERN CONVERTED TO PART-TIME AIR PERSONALITY	1	W	M
9.	AIR PERSONALITY	2006	AUGUST 15 2006	PART-TIME HIRE FROM POTENTIAL FULL-TIME ADVERTISE- MENT	1	W	F
10.	AIR PERSONALITY	ONGOING	AUGUST 15 2006	WALK-IN, EMPLOYEE REFERRAL	1	W	F
11.	RECEPTIONIST	2006	OCTOBER 31 2006	WALK-IN, EMPLOYEE REFERRAL	1	W	F

EEO PUBLIC FILE REPORT DECEMBER 1, 2006 – NOVEMBER 30, 2007
BIG RIVER BROADCASTING

Full Time Positions	Part Time Positions	Date Open	Date Filled	Recruit-ment Source	Number Interviewed	Race / Ethnic Status	Gender
1.	Air Personality	Ongoing	Nov 30, 2006	Walk-in Employee Referral	1	W	F
2.	Sports Commentator	2006	Dec 15 2006	Previous Sports Staff Employee rehired for Sports Coverage	1	B	M
3.	Air Personality	Ongoing	Jan 31 2007	Walk-in Employee Referral	1	W	M
4.	Air	Ongoing	March 30	Walk-in	1	W	M

	Personality		2007	Employee Referral			
5.	Air Personality	Ongoing	March 30 2007	Walk-in Employee Referral	1	W	M
6.	Data Entry	May 25 2007	April 15 2007	Walk-in Employee Referral	1	W	F
7.	Receptionist	May 25 2007	May 30, 2007	Walk-in Employee Referral	1	W	F
8.Air Personality		2006	June 1 2007	Part Time Employee Promoted to Full Time	1	W	F
9.Air Personality		2007	June 4 2007	Part Time Employee Promoted to Full Time	1	W	M
10.	Air Personality	Ongoing	June 30 2007	Walk-in Employee Referral	1	W	M
11.	Data Entry / Receptionist	2007	July 15 2007	Walk-in Employee Referral	1	W	F
12.	Sports Commentator	2007	July 15 2007	Walk -in Employee Referral	1	W	M
13.Air Personality		2007	July 31 2007	Trade Publication Advertisement	2	2W	1F 1M
14.	Air Personality	Ongoing	July 31 2007	Walk-in Employee Referral	1	W	F
15.Air Personality		2007	Sept 1 2007	Part Time Employee Promoted to Full Time	1	W	M
16.	Air Personality	Ongoing	Sept 30 2007	Student Intern	1	W	M

				Convert to PT Employee			
17.	Air Personality	Ongoing	October 15 2007	Walk-in Employee referral	1	W	M
18.	Air Personality	Ongoing	October 15 2007	Walk-in Employee Referral	1	W	M

EEO PUBLIC FILE REPORT DECEMBER 1, 2007 – NOVEMBER 30, 2008
BIG RIVER BROADCASTING

Full Time Positions	Part Time Positions	Date Open	Date Filled	Recruitment Source	Number Interviewed	Race / Ethnic Status	Gender
1.	Receptionist	2008	Jan 15, 2008	Walk-in Employee Referral	1	W	F
2.	Air Personality	Ongoing	Jan 15 2008	Walk-in	1	W	F
3.	Receptionist	2008	Feb 15 2008	Walk-in Employee Referral	1	W	F
4.	Air Personality	Ongoing	Feb 15 2008	Re-hire of former employee	1	W	M
5.	Air Personality	Ongoing	April 15 2008	Re-hire of former employee	1	W	F
6.	Air Personality		April 22 2008	Trade Publication Advertisement	3	3W	3M
7.	Air Personality	Ongoing	May 6, 2008	Walk-in Employee Referral	1	W	M
8.	Air Personality	Ongoing	June 15 2008	Walk-in Employee	1	W	F

				Referral			
9.	Air Personality	Ongoing	Aug 15 2008	Student Intern Hired for PT	1	W	F
10.	Air Personality	Ongoing	Oct 15 2008	Walk-in Employee Referral	1	W	M

EEO PUBLIC FILE REPORT DECEMBER 1, 2008 – NOVEMBER 30, 2009
BIG RIVER BROADCASTING

Full Time Positions	Part Time Positions	Date Open	Date Filled	Recruitment Source	Number Interviewed	Race / Ethnic Status	Gender
1. Account Representative		Nov 15 2008	Feb 15, 2009	Employee Referral	1	W	F
2.	Air Personality	Ongoing	April 30 2009	Local Job Fair	2	2W	2F
3.	Air Personality	Ongoing	June 15 2009	Walk-in Employee Referral	1	W	M
4. Account Representative		June 30 2009	July 6 2009	Rehire of a former employee	4	4W	3F 1M
5.	Air Personality	Ongoing	Nov 15 2009	Walk-in Employee Referral	1	W	M

EEO PUBLIC FILE REPORT DECEMBER 1, 2009 – NOVEMBER 30, 2010
 BIG RIVER BROADCASTING

Full Time Positions	Part-time Positions	Date Open	Date Filled	Recruitment Source	Number Interviewed	Race/Ethnic Status	Gender
1.Account Representative		12/10/09	1/18/2010	ABA, Online, On air	1	W	F
2. Account Representative		7/10/10	7/15/10	ABA, Online, On air	3	3W	2F/1M
3. Account Representative		7/10/10	7/26/10	ABA, Online, On air	3	3W	2F/1M
4. Account Representative		7/10/10	8/9/10	ABA, Online, On air	3	3W	2F/1M
5.	Air Personality	Ongoing	10/15/10	Student Intern Hired for PT	1	W	M
6.	Air Personality	Ongoing	10/31/10	Walk-in Employee Referral	1	W	M

EEO PUBLIC FILE REPORT DECEMBER 1, 2010 – NOVEMBER 30, 2011
 BIG RIVER BROADCASTING

Full Time Positions	Part-time Positions	Date Open	Date Filled	Recruitment Source	Number Interviewed	Race/Ethnic Status	Gender
1.	Air Personality	Ongoing	12/31/10	Re-Hire of former Employee for PT	1	W	M
2. Air Personality		Ongoing	4/30/11	Walk-in Employee Referral	1	W	M
3.	Air Personality	Ongoing	5/31/11	Student Intern Hired for PT	1	W	F
4. Data Entry/		5/1/11	5/31/11	Walk-in/	1	W	F

Receptionist				Employee Referral; Converted from PT to FT			
5.	Air Personality	Ongoing	7/15/11	Walk-in/ Employee Referral	1	W	F
6.	Account Representative	Additional Sales Position Created	7/25/11	Walk-in/ Employee Referral	1	W	F
7.	Air Personality	Ongoing	8/15/11	Walk-in/ Employee Referral	1	W	M
8.	Web Consultant	Position Created 8/1/11	8/15/11	Initially Hired as PT, converted to FT	1	W	M
9.	Sports Commentator		9/15/11	Re-Hire of former Employee for PT	1	W	M