

5a) Job Title: Sales Representative (2 positions)

Referral Source(s) of Hire: TEAM, Employee Referral

| Name of Organization Notified of Job Vacancy | Contact Person | Address | Telephone Number | # of Interviewees Referred | Did Recruitment Source Request Notification? (Yes or No) |
|----------------------------------------------|--------------------|---------------------------------------------------------|------------------|----------------------------|----------------------------------------------------------|
| Washington State Association Of Broadcasters | Keith Shipman | P.O. Box 11341 Tacoma WA 98411 | 360-705-0774 | 0 | No |
| TEAM (Total Employment & Management) | Cara Legg | 1791 NE Kresky Avenue Chehalis WA 98532 | 360-740-8832 | 7 | No |
| Live95.com/1420kiti.com | Matt Shannon | 1133 Kresky Avenue Centralia WA 98531 | 360-736-1355x7 | 0 | No |
| Walk-in | Matt Shannon | 1133 Kresky Avenue Centralia WA 98531 | 360-736-1355x7 | 1 | No |
| South Puget Sound Community College | Job Center | 2011 Mottman Road SW Olympia WA 9812 | 360-596-5239 | 0 | No |
| Oregon Association of Broadcasters | Keith Shipman | 13500 SW Pacific Highway, #58-225 Portland OR, 97223 | 503-443-2299 | 0 | No |
| Live 95's Facebook Page | Matt Shannon | 1133 Kresky Avenue Centralia WA 98531 | 360-736-1355x7 | 1 | No |
| The Chronicle Newspaper & Chronline.com | Amanda Curry | 321 North Pearl Street Centralia WA 98531 | 360-736-3311 | 0 | No |
| On-air advertising from Live 95 & KITI | Matt Shannon | 1133 Kresky Avenue Centralia WA 98531 | 360-736-1355x7 | 1 | No |
| Employee referrals | Matt Shannon | 1133 Kresky Avenue Centralia WA 98531 | 360-736-1355x7 | 1 | No |
| Worksource Lewis County | Christina Chestnut | 151 N.W Hampe Way Chehalis WA 98532 | 360-748-2360 | 0 | No |

Stations KITI(AM) and KITI-FM Equal Opportunity Employers.

6) **Total # of Interviewees Referred:** For the period from September 22, 2020 through September 21, 2021, this Employment Unit interviewed 11 interviewees for two full-time job vacancies.

7) **Supplemental Recruitment Initiatives.**

(a) **Initiative: Internship program**

- KITI-AM & FM have an ongoing an internship program open to college students, and interested individuals. Participants acquire knowledge of the skills and attributes required for employment in broadcasting. The program provides a broad overview of the different departments in the radio station and the associated responsibilities. The program allows interns to get firsthand knowledge of the functions of a radio station and exposure to the skills necessary for employment in the broadcast industry as they make their career selections. Specifically, the interns gain experience dealing with the ongoing operation of a radio station, gain experience in working with station staff in community outreach programs and gain on-air experience. One person participated in the program during the reporting period.

(b) **Initiative: Management EEO Training**

- Management Personnel (Station Manager) reviewed the FCC's EEO FAQ ("FAQs About Equal Employment Opportunity Rules") at <https://www.fcc.gov/general/eo-frequently-asked-questions>. The FAQ provides a wide-ranging guide to the FCC's EEO rules and policies.

(c) **Initiative: Job Fair.**

- KITI-AM & FM's Station Manager was unable to attend the Centralia College Job for 2021, as Covid-19 restrictions forced cancellation of the event. Annually, this is the only Job Fair that occurs in all of Lewis County. The Job Fair is expected to return in 2022.

(d) **Initiative: Programs Sponsored by Education Institutions Relating to Career Opportunities in Broadcasting.**

- KITI-AM & FM provide Job Shadowing opportunities to local high school students on an on-going basis, throughout the year. Through the job shadowing experience, the students are provided information regarding production duties, station logging, sales, and the day-to-day operations of a radio station. The students also learn about career opportunities in broadcasting. Due to the pandemic, students were unable to participate in the program during the reporting period. KITI/KITI-FM hope to resume the program next year.

(e) **Initiative: Participate in Events Sponsored by Organizations Representing Groups Present in the Community**

- KITI-AM & FM's Station Manager was unable to participate in this year's annual Rotary/Trio Mentorship Day, as Covid-19 restrictions canceled the event. Normally, local high school students tour the facilities of the stations. Through the experience, the students are provided information regarding on-air work, and production duties.