

# EEO PUBLIC FILE REPORT

This report covers full-time vacancy recruitment data for the period:

6/1/2009 to 5/31/2010

**1) Employment Unit:** Wilks Broadcast Group LLC

**2) Unit Members (Stations and Communities of License):**

KTHX - FM	Dayton, NV
KRZQ - FM	Sparks, NV
KJZS - FM	Sparks, NV
KURK - FM	Reno, NV

**3) EEO Contact Information for Unit Members:**

Mailing Address: 300 E. 2nd St. Ste. 1400 Reno, NV 89501	Telephone #: 775-333-7609 Contact Person: Teena Prary E-mail Address: tprary@wilksreno.com
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**4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
1 <u>Sales Assistant</u>	Craig's List
2 <u>Sales Assistant</u>	Monster.com
3 <u>Account Executive</u>	Industry Referral
4 <u>Account Executive</u>	All station radio ad
5 <u>Account Executive</u>	Industry Referral
6 <u>Account Executive</u>	All station radio ad
7 <u>Sales Manager</u>	Industry Referral
8 <u>Operations Manager</u>	Industry Referral
9 <u>Market Manager</u>	Industry Referral
10 <u>Account Executive</u>	All station radio ad
11 <u>Account Executive</u>	All station radio ad

5) All full time openings listed in Section 4 were filled from notifications sent to the following sources:

2009/2010 Master list of Recruitment

Notices sent to all of below unless otherwise noted.

A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
All Access.com	Postings on line only at allaccess.com						NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Employee or Industry Referral							
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Job Opportunities In Nevada	JOIN	560 Mill Street	Reno, NV	89502	785-6106		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wrondel Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
Reno Gazette Journal	Laurie MacAula	955 Kuenzli Street	Reno, NV	89520	788-6390		NO
renohelpwanted.com	Posted on line only at renohelpwanted.com						
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Truckee Meadows Community College	Bonnie Green	Posted on line at: <a href="http://www.tmcc.edu/finaid/employment/offcampus/submitjob.aspx">http://www.tmcc.edu/finaid/employment/offcampus/submitjob.aspx</a> pswd: tmccjob7816		674-7661			
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
Current Employee							
Walk-in							
Ads on our radio stations	Market Manager	300 E. 2nd St. Ste. 1400	Reno, NV	89501	333-0123		

**6) Total # of Interviewees Referred:** For the period from 6/1/2009 to 5/31/2010  
 This Employment Unit interviewed 57 interviewees for Full-Time job vacancies.

<u>Recruitment Source</u>	<u>Total Number of Interviewees Referred</u>
(1) Monster.com	6
(2) Craig's List	4
(3) Renohelpwanted.com	13
(4) Industry Referral	14
(5) All station radio ad	14
(6) Walk in/Self referral	5
(7) University of NV	1
<b>Total Interviewees ~ all sources</b>	<b>57</b>

**7) Supplemental Recruitment Initiatives:** List and briefly describe the Supplemental Recruitment Initiatives undertaken during the preceding twelve (12) months.

**JOB FAIRS**

**(a) Initiative: Univeristy of Nevada, Reno Fall Job Fair**

Held November 4, 2009 at UNR campus, Jot Travis Student Union from 10AM to 3PM.  
 Station personnel attending: Scott Delostia, Promotions Director  
 All station personnel available to give information to attendees about the station, work and intern program. We provided printed materials also.

**(b) Initiative: Univeristy of Nevada, Reno Sprin Job Fair**

Held March 31, 2010 at UNR campus, Jot Travis Student Union from 10AM to 3PM.  
 Station personnel attending: Teena Prary, Business Manager and Candice Collins, On Air Personality  
 All station personnel available to give information to attendees about the station, work and intern program. There was at least one person available who was authorized to interview and hire staff. We provided printed materials also.

**PARTICIPATION IN EVENTS**

**(a) Initiative: Internship Program - ongoing**

Attached to this report is a detailed description of our Internship Program that is used on all four of our stations: KTHX, KRZQ, KJZS, and KURK

**PARTICIPATION IN INTERNET PROGRAMS**

**(a) Initiative: Internet Advertising**

We are partners with renohelpwanted.com, an internet job bank.  
 All job openings, full and part-time are advertised on-line at [www.renohelpwanted.com](http://www.renohelpwanted.com)  
 We advertise renohelpwanted.com on all four of our stations regularly.  
 We also have direct links to [renohelpwanted.com](http://renohelpwanted.com) on all of our websites.

**TRAINING PERSONNEL**

**(a) Intitiative: Training to Management Personnel**

EEO guidelines and requirements are discussed at monthly Manager's meetings to ensure compliance with the EEO rules and to prevent discrimination.

**(b) Initiative: Annual Business Manager's Meeting**

All Wilks Broadcasting Business Manager's met on February 22, 2010 with FCC Attorney and Wilks Broadcast employment attorney to review methods of ensuring equal opportunity among interviewees and existing personnel

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Sales Assistant

4. Hiree Name: Tomikka Larkin

2. Vacancy Date: 4/10

5. Referral Source(s) of Hiree: Craig's List

3. Hire Date: 4/28/10

6. Total Number of Interviewees: 11

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
All Access.com	Postings on line only at allaccess.com						NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wrondele Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com					5	
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
Current Employee							
Walk In/Self Referral						1	
Employee or Industry Referral						1	
Ads on our Radio Stations	General Manager	300 E. 2nd St.	Reno, NV	89501	333-0123		NO
Craig's List	Internet	Interent				4	NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Sales Assistant

4. Hiree Name: Jillian Helget

2. Vacancy Date: 5/10

5. Referral Source(s) of Hiree: Monster.com

3. Hire Date: 5/27/10

6. Total Number of Interviewees: 9

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wrondel Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX,KRZQ, KJZS, KURK	ran on stations						NO
Walk-in						2	NO
Employee or Industry Referral						1	NO
Monster.com	Internet					6	NO



**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Account Executive

4. Hiree Name: William St. Germaine

2. Vacancy Date: 1/10

5. Referral Source(s) of Hiree: On Air Advertisement

3. Hire Date: 2/5/10

6. Total Number of Interviewees: 5

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wrondel Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX,KRZQ, KJZS, KURK	ran on stations					2	NO
Walk-in						1	NO
Employee or Industry Referral						2	NO
AllAccess.com							

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Account Executive

4. Hiree Name: Lynette LaCert

2. Vacancy Date: 3/10

5. Referral Source(s) of Hiree: Industry Referral

3. Hire Date: 3/29/10

6. Total Number of Interviewe 4

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations					2	NO
Walk-in							NO
Employee or Industry Referral						2	NO



**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Sales Maanger

4. Hiree Name: Kara Brown

2. Vacancy Date: 02/10

5. Referral Source(s) of Hiree Industry Referral

3. Hire Date: 3/16/10

6. Total Number of Interviewees: 7

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wrondel Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com					4	NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX,KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral						3	NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Operations Manager

4. Hiree Name: Robert Brooks

2. Vacancy Date: 3/10

Promoted Current Employee Industry Referral

3. Hire Date: 4/2/10

6. Total Number of Interviewees: 1

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wrondel Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX,KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral						1	NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Market Manager \_\_\_\_\_

4. Hiree Name: April Clark \_\_\_\_\_

2. Vacancy Date: 8/09 \_\_\_\_\_

5. Referral Source(s) of Hiree: Industry Referral \_\_\_\_\_

3. Hire Date: 9/2/09 \_\_\_\_\_

6. Total Number of Interviewees: 1 \_\_\_\_\_

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral						1	NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Account Executive

4. Hiree Name: Louis Schiavone

2. Vacancy Date: 09/09

5. Referral Source(s) of Hiree: Industry Referral

3. Hire Date: 9/21/09

6. Total Number of Interviewees: 4

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com					2	NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral						2	NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: Account Executive \_\_\_\_\_

4. Hiree Name: Justine Morgan \_\_\_\_\_

2. Vacancy Date: 09/09 \_\_\_\_\_

5. Referral Source(s) of Hiree: On Air Advertisement \_\_\_\_\_

3. Hire Date: 9/14/09 \_\_\_\_\_

6. Total Number of Interviewees: 5 \_\_\_\_\_

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com					1	NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531	1	NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations					3	NO
Walk-in							NO
Employee or Industry Referral							NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: \_\_\_\_\_

4. Hiree Name: \_\_\_\_\_

2. Vacancy Date: \_\_\_\_\_

5. Referral Source(s) of Hiree: \_\_\_\_\_

3. Hire Date: \_\_\_\_\_

6. Total Number of Interviewees: \_\_\_\_\_

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral							NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: \_\_\_\_\_

4. Hiree Name: \_\_\_\_\_

2. Vacancy Date: \_\_\_\_\_

5. Referral Source(s) of Hiree: \_\_\_\_\_

3. Hire Date: \_\_\_\_\_

6. Total Number of Interviewees: \_\_\_\_\_

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral							NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

**JOB VACANCY MASTER RECORD-KEEPING FORM**

1. Job Title: \_\_\_\_\_

4. Hiree Name: \_\_\_\_\_

2. Vacancy Date: \_\_\_\_\_

5. Referral Source(s) of Hiree: \_\_\_\_\_

3. Hire Date: \_\_\_\_\_

6. Total Number of Interviewees: \_\_\_\_\_

7. Recruitment Sources Notified of Job Vacancies	Source Contact Person	Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
A2N2	Job Postings	P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
Career College of Northern Nevada	Mitzie Going	1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
Community Services of Northern Nevada	Karen Cosnan	P.O. Box 10167	Reno, NV	89510	786-6023		NO
Hispanic Broadcasting	Job Postings	137 Vassar St. Ste. 1	Reno, NV	89502			NO
Inter-Tribal Council of Nevada	Personnel Coordinator	P.O. Box 7440	Reno, NV	89510	355-0600		NO
Morrison College	Placement Dept.	140 Washington Street	Reno, NV	89503	323-4145		NO
NAACP - Reno/Sparks	Job Postings	P.O. Box 7757	Reno, NV	89510	322-2992		NO
Nevada Equal Rights Commission	Job Postings	2450 Wronde Way Suite C	Reno, NV	89502	688-1288		NO
Nevada Hispanic Service Corporation	Job Postings	3905 Neil Road	Reno, NV	89502	829-1818		YES
Northern Nevada Literacy Council	Geri Sabori	680 Greenbrae	Sparks, NV	89431	356-1007		YES
ProNet	Job Postings	560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
City of Reno	Human Resources	490 S. Center Room 102	Reno, NV	59501	334-2285		NO
renohelpwanted.com	renohelpwanted.com						NO
Sierra Nevada College	LeaAnn Malone/Career Counselor	P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
Sierra Nevada Job Corp	Career Transitions	5005 Echo Ave.	Reno, NV	89506	972-5627		NO
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver	2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
University of Nevada, Reno	Reynolds School of Journalism	Mail Stop 310	Reno, NV	89557	784-6531		NO
On-Air Advertisements-KTHX, KRZQ, KJZS, KURK	ran on stations						NO
Walk-in							NO
Employee or Industry Referral							NO
All Access		allaccess.com					NO
Adam Good Entertainment		<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

## JOB VACANCY MASTER REC

1. Job Title: \_\_\_\_\_

2. Vacancy Date: \_\_\_\_\_

3. Hire Date: \_\_\_\_\_

<b>7. Recruitment Sources Notified of Job Vacancies</b>	<b>Source Contact Person</b>
A2N2	Job Postings
Career College of Northern Nevada	Mitzie Going
Community Services of Northern Nevada	Karen Cosnan
Hispanic Broadcasting	Job Postings
Inter-Tribal Council of Nevada	Personnel Coordinator
Morrison College	Placement Dept.
NAACP - Reno/Sparks	Job Postings
Nevada Equal Rights Commission	Job Postings
Nevada Hispanic Service Corporation	Job Postings
Northern Nevada Literacy Council	Geri Sabori
ProNet	Job Postings
City of Reno	Human Resources
renohelpwanted.com	renohelpwanted.com
Sierra Nevada College	LeaAnn Malone/Career Counselor
Sierra Nevada Job Corp	Career Transitions
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver
University of Nevada, Reno	Reynolds School of Journalism
On-Air Advertisements-KTHX,KRZQ, KJZS, KURK	ran on stations
Walk-in	
Employee or Industry Referral	
All Access	
Adam Good Entertainment	

**ORD-KEEPING FORM**

4. Hiree Name: \_\_\_\_\_

5. Referral Source(s) of Hiree: \_\_\_\_\_

6. Total Number of Interviewees: \_\_\_\_\_

Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
P.O. Box 10167	Reno, NV	89510	786-6023		NO
137 Vassar St. Ste. 1	Reno, NV	89502			NO
P.O. Box 7440	Reno, NV	89510	355-0600		NO
140 Washington Street	Reno, NV	89503	323-4145		NO
P.O. Box 7757	Reno, NV	89510	322-2992		NO
2450 Wrondel Way Suite C	Reno, NV	89502	688-1288		NO
3905 Neil Road	Reno, NV	89502	829-1818		YES
680 Greenbrae	Sparks, NV	89431	356-1007		YES
560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
490 S. Center Room 102	Reno, NV	59501	334-2285		NO
					NO
P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
5005 Echo Ave.	Reno, NV	89506	972-5627		NO
2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
Mail Stop 310	Reno, NV	89557	784-6531		NO
					NO
					NO
					NO
allaccess.com					NO
<a href="mailto:adam@goodsentertainment.com">adam@goodsentertainment.com</a>					NO

## JOB VACANCY MASTER REC

1. Job Title: \_\_\_\_\_

2. Vacancy Date: \_\_\_\_\_

3. Hire Date: \_\_\_\_\_

<b>7. Recruitment Sources Notified of Job Vacancies</b>	<b>Source Contact Person</b>
A2N2	Job Postings
All Access.com	Postings on line only at allaccess.cc
Career College of Northern Nevada	Mitzie Going
Community Services of Northern Nevada	Karen Cosnan
Hispanic Broadcasting	Job Postings
Inter-Tribal Council of Nevada	Personnel Coordinator
Morrison College	Placement Dept.
NAACP - Reno/Sparks	Job Postings
Nevada Equal Rights Commission	Job Postings
Nevada Hispanic Service Corporation	Job Postings
Northern Nevada Literacy Council	Geri Sabori
ProNet	Job Postings
City of Reno	Human Resources
renohelpwanted.com	renohelpwanted.com
Sierra Nevada College	LeaAnn Malone/Career Counselor
Sierra Nevada Job Corp	Career Transitions
Nevada Job Connect (Dept. of Unemp)	Carolyn Beaver
University of Nevada, Reno	Reynolds School of Journalism
Current Employee	
Employee or Industry Referral	
All Access.com	
Ads on our Radio Stations	General Manager

**ORD-KEEPING FORM**

4. Hiree Name: \_\_\_\_\_

5. Referral Source(s) of Hiree: \_\_\_\_\_

6. Total Number of Interviewees: \_\_\_\_\_

Source Address	City/State	Zip	Source Phone Number	Number of Interviewees Referred by Source	Did Source request notification of job vacancies?
P.O. Box 12333, Reno	Reno, NV	89510	326-8867		NO
om					NO
1195 Corporate Blvd.	Reno, NV	89502	856-2266		NO
P.O. Box 10167	Reno, NV	89510	786-6023		NO
137 Vassar St. Ste. 1	Reno, NV	89502			NO
P.O. Box 7440	Reno, NV	89510	355-0600		NO
140 Washington Street	Reno, NV	89503	323-4145		NO
P.O. Box 7757	Reno, NV	89510	322-2992		NO
2450 WrondeI Way Suite C	Reno, NV	89502	688-1288		NO
3905 Neil Road	Reno, NV	89502	829-1818		YES
680 Greenbrae	Sparks, NV	89431	356-1007		YES
560 Mill Street Suite 200	Reno, NV	89502	688-1680		NO
490 S. Center Room 102	Reno, NV	59501	334-2285		NO
P.O. Box 4269	Incline Village, NV	89450	831-1314		NO
5005 Echo Ave.	Reno, NV	89506	972-5627		NO
2010 Oddie Blvd.	Sparks, NV	89431	688-1169 x227		NO
Mail Stop 310	Reno, NV	89557	784-6531		NO
300 E. 2nd St.	Reno, NV	89501	333-0123		no