



Eagle Radio EEO Compliance Report

June 1, 2013

A PRIMER ON

EEO COMPLIANCE



ATTACHMENT A
(EEO PUBLIC FILE REPORT)

EEO PUBLIC FILE REPORT

For the 12-month Period Ending May 31, 2013

Prepared By: Keweenaw Bay Indian Community
(License/Permittee)

This report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location City, State</u>	<u>LMA</u>
WCUP	36092	FM Station	Baraga, MI	
WGLI	38128	FM Station	Hancock, MI	

A. The following is a list of all vacancies for full-time jobs during the previous 12 months:

<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
Radio Systems Clerk	5/15/2012	6/5/2012
On-Air Announcer	6/5/2012	no hire
Internal Sales Specialist	6/8/2012	7/9/2012
Account Executive/Sales	9/5/2012	10/1/2012
On-Air Announcer	9/12/2012	NO HIRE
On-Air Announcer	9/17/2012	10/19/2012
On-Air Announcer	11/29/2012	NO HIRE
Account Executive/Sales	12/17/2012	2/12/213
On-Air Announcer	12/18/2012	2/8/2013 & 2/18/2013
Internal Sales Specialist	12/21/2012	NO APPLICANTS
Account Executive/Sales	On Going	NO HIRE

B. During the previous 12 months, the following recruitment sources were contacted as vacancies for full-time jobs opened. Those with an asterisk (*) were organizations that requested to be contacted as job openings occurred:

	<u>Recruitment Source</u>	<u>Address</u>	<u>Person</u>	<u>Contact Telephone Number</u>
1.	Keweenaw Bay Indian Community	16429 Beartown Road Baraga, MI 49908	Pauline Spruce Personnel Director	906-353-6623
2.	Tribal Employment Rights Office	16429 Beartown Road Baraga, MI 49908	Brigette LaPointe TERO Director	906-353-6623
3.	Michigan Works	Houghton, MI 49931	Gerry Michaelson	906-482-6916
4.	Michigan Works	Marquette, MI 49855		906-228-3075
5.	Eagle Radio	805B US 41 S. Baraga, MI 49908	Ed Janisse/ General Manager	906-353-9287
6.	L'Anse Sentinel	202 N. Main L'Anse, MI 49946	Barry Drue Advertising Manager	906-524-6194
7.	Mining Gazette	206 Shelden Houghton, MI 49931	Ray Gronveldt Account Executive	906-482-1500
8.	Mining Journal	249 W. Washington Marquette, MI 49855	Joe Drozd Account Executive	906-228-2500
9.	KBIC Web Site	16429 Beartown Road Baraga, MI 49908	Thomas Chosa IT Manager	906-353-6623
10.	Michigan Association Of Broadcasters	819 N. Washington Ave Lansing, MI 48906	mab@michmab.com	517-484-7444
11.	Ohio Center for Broadcasting	9000 Sweet Valley Drive Cleveland, OH 44125	Dan Smith	216-447-9117

C. The following is a list of the sources for full-time jobs shown in Section A above and the recruitment source which provided the hiree for that position:

<u>Job Title</u>	<u>Recruitment Source</u>
Radio Systems Clerk	KBIC
Internal Sales Specialist	NOT INDICATED
Account Executive/Sales	EAGLE RADIO
On-Air Announcer	NI
On-Air Announcer	EAGLE RADIO
On-Air Announcer	N/A
Account Executive/Sales	KBIC
On-Air Announcer	NOT INDICATED
Internal Sales Specialist	N/A
Account Executive/Sales	N/A

. During the previous 12 months, there were a total of 13 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees referred by each recruitment source shown in Section B above:

<u>Recruitment Source</u>		<u>Total No. of Interviewees</u>	
1	KBIC	1	Radio Systems Clerk
2	NOT INDICATED	1	Internal Sales Specialist
3	EAGLE RADIO	1	Account Executive/Sales
4	EAGLE RADIO	1	On-Air Announcer
5	KBIC, MAB, MICH WORKS	2	On-Air Announcer
6	KBIC	1	Account Executive/Sales
7	NOT INDICATED	2	On-Air Announcer
8	N/A	1	Account Executive/Sales

E. During the last 12 months, the station employment unit engaged in the following (menu option) initiatives (provide full details, including an explanation if not such initiatives were conducted during the period involved):

Prong 3 Menu Option

Prong 1 Position announcements distributed to 11 referral sources listed in Section B of this report. Position announcements also distributed to representatives and/or career offices of 8 colleges, and 24 Tribal/Inter-Tribal organizations.

Prong 2 Michigan Works, Tribal Employment Rights Office, local college Career Development offices, see item #1.

Prong 3 Eagle Radio was contacted by the L'Anse High School to participate in a Career Fair for Juniors and Seniors on November 6, 2012 from 1pm to 3pm. Their goal was to give their students a look at different career after graduation. Mr. Frank Taddeucci and the Junior and Senior classes set up the fair for over 50 vendors in different career paths like: media, colleges, technical schools, law enforcement, medical, professional, trades, and the like. John was impressed by the great variety of vendors for the students. The students themselves made all the contacts and did a great job filling the Gym. The fair had doubled in size from the previous year.

John set up our Sports Mix and invited interested students to do a mock remote with me. Approximately 20 students took advantage of our information.

The information Eagle Radio gave the students followed the following format:

1. What's your interest in radio?
2. John listed the available jobs in radio as a career from:
 - On air personality
 - Sales
 - Program Director
 - Board operator
 - General Manager
 - General Sales Manager
 - Traffic Director
 - Production Manager
 - Broadcast engineer

If they had any interest in any of those positions, John would answer their questions as best he could based on his 20 years of radio experience.

3. John informed them of which schools have broadcasting programs and encouraged enrollment.
4. John invited them to don a headset and do a mock live remote with him using our sport broadcasting set and went through a two minute remote with each student that was interested.

Evaluation: This job fair was fun and informative for the students. All but 4 students out of the twenty did the mock remote with Sales Manager John Preston.

Our membership in the Michigan Association of Broadcasters supports their job bank and information disseminated about careers in broadcasting. *(menu item 6)*

Our upper-level job postings were listed on the MAB job bank. *(menu item 12)*

Outreach through Michigan Works, Tribal Employment Rights Office. *(menu item 6)*

Advertisement and assisted in recruitment of a number of job postings for Board Operator, On-Air Announcer, Account Executive/Sales, Internal Sales Specialist, Radio Systems Clerk. *(menu item 6)*

FCC Form 396
Exhibit 3 – Narrative Statement

It is the policy of The Keweenaw Bay Indian Community and WCUP / WGLI Eagle Radio to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age, sex, marital status, disability, military status, citizenship, or any other legally protected status in accordance with applicable local, state, and federal law.

WCUP / WGLI Eagle Radio widely disseminates information on each of our vacancies to outlets which will reach a diverse audience of qualified individuals. All applications are carefully reviewed by the of The Keweenaw Bay Indian Community Human Resources Department for information that could reveal age, race, religion, national origin, color, marital status, disability, military status, or citizenship before the applications are provided to search committee

members. For each vacancy at WCUP / WGLI Eagle Radio Stations, a search committee composed of a mix of Station personnel at different levels of authority is convened to review applications and choose applicants to interview. Interviews are performed both in a group setting and individually.

Once hired, The Keweenaw Bay Indian Community Human Resources Department and WCUP / WGLI Eagle Radio Stations provide professional development and advancement opportunities to its employees by allowing them the opportunity to attend classes at The Keweenaw Bay Ojibwa Community College, which is owned by the Keweenaw Bay Indian Community. The Keweenaw Bay Indian Community Human Resources Department focuses on excellence in job performance, responsiveness to The Keweenaw Bay Indian Communities Strategic Plan along with the communities' goals and vision. The Keweenaw Bay Indian Community Human Resources Department provides new and/or continuing refresher Management training sessions in all aspects of Safety, Administrative, Employee and Professional development. WCUP / WGLI Eagle Radio also provide career counseling and coaching to station staff.

WCUP / WGLI Eagle Radio is currently administering initiatives that address the EEO "prong 3" longer-term recruitment requirements.

Eagle Radio was contacted by the L'Anse High School to participate in a Career Fair for Juniors and Seniors on November 6, 2012 from 1pm to 3pm. Their goal was to give their students a look at different career after graduation. Mr. Frank Taddeucci and the Junior and Senior classes set up the fair for over 50 vendors in different career paths like: media, colleges, technical schools, law enforcement, medical, professional, trades, and the like. John was impressed by the great variety of vendors for the students. The students themselves made all the contacts and did a great job filling the Gym. The fair had doubled in size from the previous year.

John set up our Sports Mix and invited interested students to do a mock remote with me. Approximately 20 students took advantage of our information.

The information Eagle Radio gave the students followed the following format:

5. What's your interest in radio?
6. John listed the available jobs in radio as a career from:
 - On air personality
 - Sales
 - Program Director
 - Board operator
 - General Manager
 - General Sales Manager
 - Traffic Director
 - Production Manager
 - Broadcast engineer

If they had any interest in any of those positions, John would answer their questions as best he could based on his 20 years of radio experience.

7. John informed them of which schools have broadcasting programs and encouraged enrollment.

8. John invited them to don a headset and do a mock live remote with him using our sport broadcasting set and went through a two minute remote with each student that was interested.

Evaluation: This job fair was fun and informative for the students. All but 4 students out of the twenty did the mock remote with Sales Manager John Preston.

Name of Respondent: Pauline Knapp Spruce

Signed:



Typed Name: Pauline Knapp Spruce

Title: Personnel Director, Keweenaw Bay Indian Community

Date: 5-31-2013

Telephone No. 906-353-6623, ext.4140

ATTACHMENT B
(EEO REPORT FORM - INTERNAL USE)

EEO REPORT FORM

Information for Applicants for EAGLE RADIO

Dear Applicant:

We sincerely appreciate your interest in employment with Eagle Radio, owned and operated by the Keweenaw Bay Indian Community.

The Federal Communications Commission requires broadcast licensees to keep records and file reports regarding employment applications and inquires of resume's received.

To assist us in fulfilling that requirement, would you please take a moment to fill out the brief questionnaire below and return it to us. This information is voluntary and is strictly for our required posting purposes. It has no bearing whatsoever on your qualifications for employment and will not result in any adverse personnel action against you. THIS INFORMATION WILL NOT BE ATTACHED TO YOUR APPLICATION FOR EMPLOYMENT OR RESUME AND WILL NOT BE AVAILABLE TO THOSE EMPLOYEES WHO WILL BE CONSIDERING YOU FOR EMPLOYMENT.

We would appreciate your assistance. If this form has been mailed to you, a self-addressed return envelope is enclosed for your convenience.

Please fill out this portion and return to us. Thank you.

Please print or type.

Name: _____

Address: _____

Position sought: _____

Referred by: _____

This information is for required Federal Communications Commission reporting purposes and has no bearing on your qualifications for employment.

ATTACHMENT C
(HIRINGS FORM)

HIRINGS FORM

Date: 5-15-2012 to 5-30-2012

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title RADIO SYSTEMS CLERK FCC Job Category _____

Person Hired JW Date Hired 6-5-2012

Referral Source KBIC

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. CW Referral Source KBIC

2. ZH Referral Source KBIC

3. _____ Referral Source _____

4. _____ Referral Source _____

5. _____ Referral Source _____

6. _____ Referral Source _____

7. _____ Referral Source _____

8. _____ Referral Source _____

9. _____ Referral Source _____

10. _____ Referral Source _____

11. _____ Referral Source _____

12. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 6-5-2012 TO 6-19-2012

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title ON-AIR ANNOUNCER FCC Job Category _____

Person Hired NO HIRE Date Hired N/A

Referral Source N/A

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. MW Referral Source N/A

2. HL Referral Source MICH WORKS

3. JF Referral Source MICH WORKS

4. KJ Referral Source INTERNET AD

5. AW Referral Source MICH WORKS

6. _____ Referral Source _____

7. _____ Referral Source _____

8. _____ Referral Source _____

9. _____ Referral Source _____

10. _____ Referral Source _____

11. _____ Referral Source _____

12. _____ Referral Source _____

13. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 6-8-2012 TO 6-22-2012

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title INTERNAL SALES SPECIALIST FCC Job Category _____

Person Hired SL Date Hired 7-9-2012

Referral Source NOT INDICATED

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. JM Referral Source N/A

2. PS Referral Source MICH WORKS

3. MF Referral Source MICH WORKS

4. LR Referral Source INTERNET AD

5. SL Referral Source MICH WORKS

6. _____ Referral Source _____

7. _____ Referral Source _____

8. _____ Referral Source _____

9. _____ Referral Source _____

10. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 9-5-2012 TO 9-21-2012

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title Account Executive/Sales FCC Job Category _____

Person Hired SL Date Hired 10-1-2012

Referral Source EAGLE RADIO

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. GB Referral Source MONSTER

2. KS Referral Source MONSTER

3. MH Referral Source MONSTER

4. _____ Referral Source _____

5. _____ Referral Source _____

6. _____ Referral Source _____

7. _____ Referral Source _____

8. _____ Referral Source _____

9. _____ Referral Source _____

10. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 9-12-12 to 10-3-12

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title ON-AIR ANNOUNCER FCC Job Category _____

Person Hired SM Date Hired 10-19-2012

Referral Source EAGLE RADIO

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. VR Referral Source NOT INDICATED

2. EL Referral Source ON-LINE JOB LISTING

3. TB Referral Source MICH WORKS

4. EG Referral Source NOT INDICATED

5. PD Referral Source MICH WORKS

6. _____ Referral Source _____

7. _____ Referral Source _____

8. _____ Referral Source _____

9. _____ Referral Source _____

10. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 11-29-2012 TO 12-13-2012

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title ON-AIR ANNOUNCER FCC Job Category _____

Person Hired NO HIRE Date Hired N/A

Referral Source N/A

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. DB Referral Source KBIC

2. TB Referral Source NOT INDICATED

3. JV Referral Source NOT INDICATED

4. JH Referral Source MAB

5. LS Referral Source NOT INDICATED

6. RT Referral Source NOT INDICATED

7. SP Referral Source MAB

8. CS Referral Source MICH WORKS / WALK-IN

9. _____ Referral Source _____

10. _____ Referral Source _____

11. _____ Referral Source _____

12. _____ Referral Source _____

13. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 12-17-2012 TO 1-8-2013

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title ACCOUNT EXEC/SALES FCC Job Category _____

Person Hired SJ Date Hired 2-12-2013

Referral Source KBIC

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. FD Referral Source KBIC

2 _____ Referral Source _____

3 _____ Referral Source _____

4 _____ Referral Source _____

5 _____ Referral Source _____

6 _____ Referral Source _____

7 _____ Referral Source _____

8 _____ Referral Source _____

9 _____ Referral Source _____

10 _____ Referral Source _____

11 _____ Referral Source _____

12 _____ Referral Source _____

13 _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 12-18-2012 TO 1-9-2013

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title ON-AIR ANNOUNCER FCC Job Category _____

Person Hired JH & TF Date Hired 2-8-2013; 2-18-2013

Referral Source NOT INDICATED; NOT INDICATED

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. EM Referral Source NOT INDICATED

2. LP Referral Source INTERNET AD

3. EP Referral Source NOT INDICATED

4. KN Referral Source NOT INDICATED

5. MA Referral Source RADIO EMPLOYEE

6. _____ Referral Source _____

7. _____ Referral Source _____

8. _____ Referral Source _____

9. _____ Referral Source _____

10. _____ Referral Source _____

11. _____ Referral Source _____

12. _____ Referral Source _____

13. _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB
L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

HIRINGS FORM

Date: 12-21-2012 TO 1-11-2013

Circle Appropriate Response: Hiring Full-Time Part-Time

Job Title INTERNAL SALES SPECIALIST FCC Job Category _____

Person Hired NO HIRE/NO APPLICANTS Date Hired N/A

Referral Source N/A

Other Applicants Considered (List all applicants for this opening and use additional sheet if necessary).

1. _____ Referral Source _____

2 _____ Referral Source _____

3 _____ Referral Source _____

4 _____ Referral Source _____

5 _____ Referral Source _____

6 _____ Referral Source _____

7 _____ Referral Source _____

8 _____ Referral Source _____

9 _____ Referral Source _____

10 _____ Referral Source _____

11 _____ Referral Source _____

12 _____ Referral Source _____

13 _____ Referral Source _____

Other Referral Sources Contacted TERO ; KBIC Website ; RAB; MAB

L'Anse Sentinel ; Mining Gazette ; List of 40 recruitment sources.

ATTACHMENT D
(APPLICANT INTERVIEWS)

APPLICANT INTERVIEWS

<u>Position</u>	<u>Name of Applicant</u>	<u>Date Job Posted</u>	<u>Responded/ Interviewed</u>	<u>Referral Source</u>	<u>Disposition</u>
RADIO SYSTEMS CLERK	CW ZH JW	5-15-2012	NO INTV NO INTV INTV	KBIC KBIC KBIC	NO HIRE NO HIRE HIRED 6-5-2012
ON-AIR ANNOUNCER	MW HL JF KJ AW	6-5-2012	NO INTV NO INTV NO INTV NO INTV NO INTV	NOT INDICATED MICH WORKS MICH WORKS INTERNET AD MICH WORKS	NO HIRE NO HIRE NO HIRE NO HIRE NO HIRE
INTERNAL SALES SPECIALIST	SL JM PS MF LR SL	6-8-2012	INTV NO INTV NO INTV NO INTV NO INTV NO INTV	NOT INDICATED MONSTER MONSTER MONSTER INTERNET AD MONSTER	HIRED 7-9-2012 NO HIRE NO HIRE NO HIRE NO HIRE NO HIRE
ACCOUNT EXECUTIVE /SALES	SL GB KS MH	9-5-2012	INTV NO INTV NO INTV NO INTV	EAGLE RADIO MONSTER MONSTER MONSTER	HIRED 10-19-2012
ON-AIR ANNOUNCER	SM VR EL TB EG PD	9-12-2012	INTV NO INTV NO INTV NO INTV NO INTV NO INTV	EAGLE RADIO NOT INDICATED ON LINE JOB LIST MICH WORKS NOT INDICATED MICH WORKS	HIRED 10-19-2012 NO HIRE NO HIRE NO HIRE NO HIRE NO HIRE
ON-AIR ANNOUNCER	DB TB JV JH LS RT SP CS	11-29-2012	INTV NO INTV INTV NO INTV NO INTV NO INTV NO INTV NO INTV	KBIC NOT INDICATED NOT INDICATED MAB NOT INDICATED NOT INDICATED MAB MICHWORKS/WALK IN	DECLINED NO HIRE DECLINED NO HIRE NO HIRE NO HIRE NO HIRE NO HIRE
ACCOUNT EXECUTIVE/SALES	SJ FD	12-17-2012	INTV INTV	KBIC KBIC	HIRED 2-12-2013 NO HIRE

ON-AIR ANNOUNCER	JH TF EM LP EP KN MA	12-18-2012	INTV INTV NO INTV NO INTV NO INTV NO INTV NO INTV	NOT INDICATED NOT INDICATED NOT INDICATED INTERNET AD NOT INDICATED NOT INDICATED RADIO EMPLOYEE	HIRED 2-8-2012 HIRED 2-18-2012 NO HIRE NO HIRE NO HIRE NO HIRE NO HIRE
INTERNAL SALES SPECIALIST	NO APPLICANTS	12-21-2012	N/A	N/A	N/A

ATTACHMENT E
(NEW HIRE REPORT)

NEW HIRE EEO REPORT

Person Hired: JW

Date: 6-5-2012 Position: RADIO SYSTEMS CLERK

Status: Active Full-Time: X Part-Time:

Date Job Posted 5-15-2012 TO 5-30-2012

Applicants Interviewed:

Total Number: 1

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

X Newspaper (Specify) L'Anse Sentinel; Mining Gazette

X Recruitment Organizations (Specify) Eagle Radio, KBIC, MI Works

X Referral from Employees Radio Employees

Recruitment Educational Institutions (Specify)

Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name JW Organization/Company

JM FORMER EMPLOYER

KE FORMER CO-WORKER

VB FORMER CO-WORKER

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

NEW HIRE EEO REPORT

Person Hired: N/A

Date: 6-5-2012 - 6-19-2012 Position: ON-AIR ANNOUNCER

Status: Active Full-Time: X Part-Time:

Date Job Posted 6-5-2012 TO 6-19-2012

Applicants Interviewed:

Total Number: 0

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

 X Newspaper (Specify) MINING GAZETTE; Website

 X Recruitment Organizations (Specify) Eagle Radio, KBIC Website, All Access

 Referral from Employees

 Recruitment Educational Institutions (Specify)

 Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name	Organization/Company

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

NEW HIRE EEO REPORT

Person Hired: SL

Date: 7-9-2012 Position: INTERNAL SALES SPECIALIST

Status: Active Full-Time: X Part-Time: _____

Date Job Posted 6-8-2012 TO 6-22-212

Applicants Interviewed:

Total Number: 1

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

X Newspaper (Specify) L'Anse Sentinel; Mining Gazette

X Recruitment Organizations (Specify) Eagle Radio, KBIC Website

X Referral from Employees EAGLE RADIO

_____ Recruitment Educational Institutions (Specify) _____

_____ Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name Organization/Company

TC FRIEND

SI Friend

KW FORMER COWORKER

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

NEW HIRE EEO REPORT

Person Hired: SL

Date: N/A Position: ACCOUNT EXECUTIVE/SALES

Status: Active Full-Time: X Part-Time:

Date Job Posted 9-5-2012 TO 9-21-212

Applicants Interviewed:

Total Number: 1

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

X Newspaper (Specify) L'Anse Sentinel; Mining Gazette

X Recruitment Organizations (Specify) Eagle Radio, KBIC Website ; MONSTER

X Referral from Employees EAGLE RADIO

Recruitment Educational Institutions (Specify)

Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name Organization/Company

TC FRIEND

SI Friend

KW FORMER COWORKER

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

NEW HIRE EEO REPORT

Person Hired: N/A

Date: N/A Position: ON-AIR ANNOUNCER

Status: Active Full-Time: X Part-Time:

Date Job Posted 11-29-2012 TO 12-13-2012

Applicants Interviewed:

Total Number: 2

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

 X Newspaper (Specify) L'Anse Sentinel; Mining Gazette

 X Recruitment Organizations (Specify) KBIC Website; Monster; MICH WORKS

 X Referral from Employees EAGLE RADIO

 X Recruitment Educational Institutions (Specify) MAB

 Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name	Organization/Company

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

NEW HIRE EEO REPORT

Person Hired: N/A

Date: N/A Position: INTERNAL SALES SPECIALIST

Status: Active Full-Time: X Part-Time:

Date Job Posted 12-21-2012 TO 1-11-2013

Applicants Interviewed:

Total Number: 0

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

 X Newspaper (Specify) L'Anse Sentinel; Mining Gazette

 X Recruitment Organizations (Specify) Eagle Radio, KBIC Website

 X Referral from Employees EAGLE RADIO

 Recruitment Educational Institutions (Specify)

 Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name	Organization/Company
_____	_____
_____	_____
_____	_____

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

NEW HIRE EEO REPORT

Person Hired: JH & TF

Date: 2-8-2013 & 2-18-2013 Position: ON AIR ANNOUNCER

Status: Active Full-Time: X Part-Time: _____

Date Job Posted 12-18-2013 TO 1-9-2013

Applicants Interviewed:

Total Number: 2

CHECK AND LIST RECRUITMENT SOURCES USED FOR THIS POSITION

X Newspaper (Specify) L'Anse Sentinel; Mining Gazette

X Recruitment Organizations (Specify) Eagle Radio, KBIC Website ; INTERNET

X Referral from Employees EAGLE RADIO

_____ Recruitment Educational Institutions (Specify) _____

_____ Internal Applicants

IF AN OFFER WAS MADE TO ANOTHER CANDIDATE WHO TURNED DOWN THE POSITION, PLEASE INDICATE BELOW:

Name: N/A

Name: N/A

LIST BELOW ALL REFERENCES CHECKED ON THE PERSON HIRED:

Name	Organization/Company	Name	Organization/Company
TB	FORMER COWORKER	MB	FORMER COWORKER
JB	FORMER SUPERVISOR	JV	FORMER COWORKER
JC	FORMER COWORKER	ER	FORMER COWORKER

Prepared By: PKS Date: 5-28-2013

Reviewed By: PKS Date: 5-28-2013

**ATTACHMENT F
(LIST OF RECRUITMENT SOURCES)**

LIST OF RECRUITMENT SOURCES
Date list last reviewed: 8-9-2012

1	Barry Drue	1-906-524-6197	L'Anse Sentinel
2	Ray Gronveldt	1-906-482-2726	Mining Gazette
3	Gerry Michaelson	1-906-482-5711	Michigan Works
4	MQT MI Works	1-906-228-4372	Michigan Works
5	Joe Drozd	1-906-228-3273	Mining Journal
6	Bad River Tribe	1-715-682-7118	Human Resources
7	Bay de Noc Community College	1-906-786-6555	Human Resources
8	Bay de Noc Community College	1-906-217-1623	Employment Services
9	Bay Mills Indian Community	1-906-248-3876	Human Resources
10	Forest County Potawatomi	1-715-478-7215	Human Resources
11	Finlandia University	1-906-487-7567	Career Services
12	GLIFWC	1-715-682-9294	Main Office
13	Grand Traverse Band	1-231-534-7904	Human Resources
14	Gun Lake Tribe	1-616-681-8836	Human Resources
15	Hannahville Government	1-906-466-0307	Human Resources
16	Ho-Chunk Nation	1-715-284-7582	Human Resources
17	Inter-Tribal Council	1-906-253-1893	Human Resources
18	Lac Courte Oreilles Tribe	1-715-634-4797	Human Resources
19	Lac du Flambeau Tribe	1-715-588-9131	Human Resources
20	Lac Vieux Desert	1-906-358-4913	Human Resources
21	Lake Superior State University	1-906-635-2111	Human Resources
22	Lake Superior State University	1-906-635-7564	Career Services
23	Little River Band of Ottawa	1-231-398-9101	Human Resources
24	Little Traverse Bay	1-231-242-1565	Human Resources
25	NMU Center Native American Studies	1-906-227-1396	
26	Michigan Tech University	1-906-487-3220	Human Resources
27	Michigan Tech Career Center	1-906-487-3317	Career Services
28	MICWA	1-517-393-0838	
29	Northern Michigan University	1-906-227-2807	Career Services
30	Nottawaseppi Huron Potawatomi	1-269-729-4650	Human Resources
31	Oneida Career Center	1-920-496-7879	Career Services
32	Pokagon Band of Potawatomi	1-269-782-6682	Human Resources
33	Sault Tribe	1-906-635-4918	Human Resources
34	Sag Chips	1-989-775-5601 1-715-478-7662	Human Resources
35	Sokaogon Chippewa Tribe		Human Resources
36	St. Croix Tribe	1-715-349-7483	Human Resources
37	Stockbridge Munsee Tribe	1-715-793-4380	Human Resources
	Broadcasting Only		
38	Ohio Center for Broadcasting	1-303-937-0386	
39	Michigan Association of Broadcasters	1-517-484-5810	www.michMAB.com
40	Media Line	1-831-648-5204	www.MediaLine.com
	Specs Howard School of Broadcast Arts		

Updated 8-9-2012

Attachment F)

ATTACHMENT H
(MODEL SEXUAL HARASSMENT STATEMENT)

SEXUAL HARASSMENT POLICY STATEMENT

Statement of Philosophy

The Company is proud of its tradition of a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At the Company, sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when; 1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or 2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes; flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts or suggestive insulting, obscene comments or gestures; display in the workplace of sexual suggestive objects or pictures.

This behavior is unacceptable in the workplace itself and in other work-related settings such as business trips and business-related social events.

Individuals Covered Under the Policy

This policy covers all employees (professionals, assistants, support staff) and officers and owners. The Company will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, associates, officers or by outside clients, consultants, contractors or other non-employees who conduct business with the Company. The Company encourages reporting of all incidents of sexual harassment, regardless of who the offender may be.

Reporting a Complaint

Any employee who believes that the actions or words of any Company officer, fellow employee, or other person described above constitutes harassment should report the offending action to your immediate supervisor, or to one of the officers appointed to handle sexual harassment complaints, as soon as possible. Currently, the officers appointed to handle sexual harassment complaints are *Edmund Janisse, Eagle Radio General Manager* and *Pauline Knapp Spruce, Personnel Director*.

Investigating a Complaint

All complaints will be investigated by two officers or supervisors or by a single officer and an outside attorney retained by the Company. The investigating officer(s) will generally include at least one of the officers appointed by the Company to handle sexual discrimination complaints. In

the interest of impartiality, the officer who receives the complaint may, if warranted, as the Company to appoint a different officer or officers to investigate the complaint.

The investigating officers will question both sides thoroughly and will interview all witnesses identified by either side. All respondents will be asked to document their responses and the investigating officers will attempt wherever possible to verify the accuracy of responses. In addition, all participants in the investigation will be informed that their cooperation and confidentiality are required.

Investigations will be conducted as discreetly as possible and information about the complaint and the investigation will be considered confidential.

Resolving a Complaint

Once the investigation is completed, the investigating officers will evaluate the evidence and decide in a timely manner whether the alleged conduct occurred and whether the conduct violated the Company's sexual harassment policy. In accordance with this decision, the investigating officers will recommend to the Company proper remedial action.

Proper remedial action includes both disciplinary action when warranted and other actions designed to prevent further occurrences to sexual harassment. Employees found to have engaged in the harassment of the other employees will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

A written report of the findings of the investigation and any remedial actions to be taken will be provided to both sides.

Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.