## I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Account Executive	1-2,6-14,16-28,31-32,34,35	35
Business Office Assistant	1-2,6-14,16-28,31-32	14
Market Manager	1-2,6-14,16-32,34,38	32
Integrated Marketing Consultant	1-2,6-14,16-28,30-32,34	32

### **II. MASTER RECRUITMENT SOURCE LIST (MRSL)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Alaska Broadcasters Association   www.alaskabroadcasters.org   akba@gci.net   Cathy Heibert	No	0
2	Career Page http://careerpage.org akba@gci.net Cathy Heibert	No	0
3	All Access 1222 16 <sup>th</sup> Avenue S. Ste 25 Nashville, TN 37212 615-252-6400 www.allaccess.com	No	0
4	Dept. of Labor – Alexis System www.jobs.state.ak.us/employer 907-269-4777 AK Job Center/Anchorage Midtown 3301 Eagle Street, Ste 101 Anchorage, AK 99510 907-269-4800	No	0
5	Craig's List 1-800-664-0633 ext. 2 http://anchorage.craigslist.org/	No	0
6	Peninsula ClarionDavid Rigas, PublisherDavid.rigas@soundpublishing.com907-283-7551PO Box 3009Kenai, AK 99611	No	0
7	Juneau Empire David Rigas, Publisher <u>david.rigas@soundpublishing.com</u> 907-586-3740 3100 Channel Drive Juneau, AK 99801	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
8	Alaska Journal of CommerceElwood Brehmer, Editorelwood.brehmer@alaskajournal.com907-257-4200300 W. 31st AvenueAnchorage, AK 99503	No	0
9	NAACP Anchorage4119 Mountain View DriveAnchorage, AK 99508907-272-8717naacpanchorage2017@gmail.com	No	0
10	Cook Inlet Tribal Council Employment Supportive Services 3600 San Jeronimo Drive Anchorage, AK 99508 Main 907-793-3300 info@citci.com	No	0
11	University of Alaska, Anchorage 3211 Providence Drive Anchorage, AK 99508 <u>Aycareer@uaa.alaska.edu</u> UAA Career Services Center 907-786-4513	No	0
12	Anchorage Chamber of Commerce info@anchoragechamber.org 1016 W 6 <sup>th</sup> Avenue, Ste 303 Anchorage, AK 99501 907-272-2401 907-272-4117 fax	No	0
13	Nana Regional Corporation909 W 9th AvenueAnchorage, AK 99501907-265-4100info@nana.com	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
14	King Career Center/High School   2650 East Northern Lights Blvd   Anchorage, AK 99508   Sean Schubert – OJT Coordinator <u>schubert_sean@asdk12.org</u> 907-742-8947	No	1
15	Anchorage Society of Human ResourcesManagementPO Box 240926Anchorage, AK 99524907-222-2555 (only HR/Acctg positions accepted)shrmalaska@usa.net	No	0
16	First Alaskan's Institute Liz Medicine Crow President/CEO 606 E Street, Ste 200 Anchorage, AK 99501 907-677-1700 907-677-1780 fax lizcheney@firstalaskans.org	No	0
17	Hope Community Resources 540 W. International Airport Road Anchorage, AK 99518 Contact: Julie Mettler Phone: 907-561-5335 info@hopealaska.org	No	0
18	Alaska State Chamber of Commerce2550 Denali St #530Anchorage, AK 99503907-278-2722Info@alaskachamber.com	No	0
19	Palmer Chamber of Commerce550 S Alaska St #101Palmer, AK 99645907-745-2880info@palmerchamber.org	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
20	Wasilla Chamber of Commerce1155 E Depot RdWasilla, AK 99654907-376-1299contact@wasillachamber.org	No	0
21	Indeed.com www.indeed.com 6433 Champion Grandview Way Bldg. 1 Austin, TX 78750 800-462-5842	No	0
22	Mat-Su Job Center <u>Matsu.employers@alaska.gov</u> 877 W Commercial Dr. Wasilla, AK 99654 907-352-2500	No	0
23	Adult Learning Center (ALC)912 E 15th Avenue, Ste 102Anchorage, AK 99501907-375-6000David Asi - Counselorwww.akalc.comakadultlearningcenter@gmail.com	No	0
24	Covenant House Alaska 755 A Street Anchorage, AK 99501 907-272-1255 375-3583 <u>communications@covenanthouseak.org</u>	No	0
25	Salvation Army – Alaska 143 East 9 <sup>th</sup> Avenue Anchorage, AK 99501 907-276-2515 Major Pamela Markham, Div. Social Services <u>Pamela.markham@usw.salvationarmy.org</u>	No	0
26	Adult Rehabilitation Center660 E. 48th AvenueAnchorage, AK 99501907-562-5408Major Raymond Erickson-Kingraymong.erickson-king@usw.salvationarmy.org	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
27	Anchorage Corps Community Center	No	0
	1701 C. Street		
	Anchorage, AK 99501		
	907-375-3583		
	Major Scott Scheider		
	Scott.schneider@usw.salvationarmy.org		
28	Alaska Job Corps Center	No	0
	800 E. Lynn Martin Drive		
	Palmer, AK 99645		
	907-861-8800		
	<u>Ak.admissions@jobcorps.gov</u>		
29	Internal Transfer/Promotion	No	0
30	Walk-In/Self-Referral	No	3
31	Internal Posting	No	0
32	Alpha Media Career Website	No	3
	www.alphamediausa.com/careers		
33	<b>On-Air Announcements</b> (one or more SEU stations)	No	0
34	Linkedin https://www.linkedin.com	No	0
35	ZipRecruiter https://www.ziprecruiter.com	No	1
38	External Referral	No	3
	Total Interviews	1	11

# **III. RECRUITMENT INITIATIVES**

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Management-level training addressing diversity, equal employment opportunity and preventing discrimination.	On August 22, 2023, our SEU's Business Manager took part in the training "Sustaining Diversity, Equity, and Inclusion". On September 6, 2023 our SEU's Operations Manager took part in the training "Preventing Employment Discrimination (Manager). Both were presented by Mineral.
2	Participate in a least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.	On October 17, 2022, our SEU hosted a field trip for Girl Scout Troop #2003. They toured the facility, recorded an on-air break and asked questions about radio.
		On September 20, 2023, our Business Manager and Operations Manager participated in the "Industry Partnership Night" with King Technical High School.
3	Other activity designed to help disseminate information about broadcast employment opportunities.	For the time period of 10/1/2022-1/29/2023, and 4/3/2023-9/30/2023 all Stations in the SEU ran Alaska Broadcast Association for "Careers in Broadcasting" PSA's at least 2-3 times per week. These spots focused on radio and TV careers.
4	Participate in job banks, Internet Programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).	Posted a website banner on all seven of the SEU's stations websites to direct interested persons to resources to gather more information on a broadcast career.
5	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	On September 15, 2023, our SEU's Market Manager and Business Manager attended the training for "The FCC's Equal Employment Opportunity Rules: A Webinar for Alpha Media" Presented by Joan Stewart of Wiley Rein.