

**During the reporting period, WDCB filled the following full-time vacancies:**

- Coordinator: Underwriting Sales

**Attachment A contains the following information for each full-time vacancy:**

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and/or office, and telephone number.
- The recruitment source that referred the person hired for each full-time vacancy
- The total number of persons interviewed for each full-time vacancy.
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

**Attachment B contains a list and brief description of Supplemental Outreach Initiatives completed for the reporting period.**

**ATTACHMENT A**

Recruitment Sources Used to Fill Each Full-Time Vacancy

**Coordinator – WDCB Underwriting Sales**

Recruitment Sources

- College of DuPage Website
- Job Elephant
- Chicagoland Radio Media
- CPB (Corporation for Public Broadcasting)
- DiversityJobs.com
- Higher Ed Jobs
- Indeed.com
- LocalJobNetwork
- NABJ.org (National Association of Black Journalists)
- NAHL.org (National Association of Hispanic Journalists)
- PrDivNet.com
- PWOCN.org (Professional Women of Color Network)
- Public Radio Association of Development Officers

CANDIDATE POOL	STATS
Number of qualified candidates	6
Number of candidates who did not meet minimum requirements	2
Number of candidates interviewed	5

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
College of DuPage Website	Pamela Kaatz (630)-942-2936 kaatzp@cod.edu	<b>1</b>	
Other Job Board		<b>3</b>	
Local Job Network	Localjobnetwork.com	<b>1</b>	
Indeed.com	Indeed.com	<b>1 - Qualified but never responded</b>	

The recruitment source for the successful Underwriting Sales candidate was College of DuPage Website.

**Supplemental Outreach Initiatives**

<b>Type of Activity</b>	<b>Brief Description</b>
<p>Internship</p>	<ul style="list-style-type: none"> <li>• WDCB works directly with up to three paid College of DuPage students each year. The students are trained in various aspects of broadcasting work, including board operation, audio editing, music library upkeep, clerical work and fundraising. After a period of COVID-era dormancy, the program again became active in September 2022 with the hiring of a student employee who remains employed at WDCB as of July 2023.</li> <li>• WDCB has a long running informal relationship with area colleges, including North Central College in Naperville, Illinois, that offers volunteer internship opportunity for up to up to three students each year. The interns are involved in a variety of tasks within the WDCB arts &amp; public affairs department that help prepare them for possible careers in media. Access to WDCB's studios on- site has been restricted due to COVID rules, though spots are now open in 2023.</li> </ul>
<p>Programs related to career opportunities in Broadcasting sponsored by educational institutions</p>	<ul style="list-style-type: none"> <li>• WDCB's Station Manager Dan Bindert and staff gave a 90-minute presentation on May 5, 2023 to 25 adult students and community members, in a free program sponsored by the College of DuPage's SAGE series for adult learners, on the station's role as a media outlet and a discussion of careers in radio broadcasting, including journalism, music hosting and production.</li> <li>• WDCB Station Manager Dan Bindert, MD Paul Abella and ND Gary Zidek hosted a two-hour station tour and Q&amp;A on April 17, 2023 about careers in radio to a group of 19 international students studying Mass Media with COD professor David Weissman in a program organized by the US Dept of State's Bureau of Educational and Cultural Affairs.</li> <li>• WDCB hosted an outreach table during a two-hour education and career information open house event attended by more than 800 area high school students at College of DuPage on April 12, 2023.</li> <li>• WDCB participated in DuPage County's Countywide Institute Day by hosting a two-hour tour and informational seminar at the studios focusing on radio careers and professional media tech processes for a group of more than 20 middle and high school teachers on March 3, 2023.</li> <li>• WDCB hosted tours for more than two dozen special needs high school and college age students from the Naperville Connections Transition program on April 13 &amp; 14, 2023.</li> </ul>

Type of Activity	Brief Description
<p>Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination</p>	<ul style="list-style-type: none"> <li>- All WDCB senior managers and staff completed a training seminar on "Discrimination and Harassment Awareness" in September of 2022 as part of a college-wide training program at College of DuPage.</li> <li>- WDCB Station Manager Dan Bindert and additional coordinator level staff viewed and discussed a session from the PRPD Summit in July 2023 titled "Unmasking Ego: The Solution to Overcome Our Collective Cultural Challenges," which explored DEI's effects on public service and DEI solutions for media organizations.</li> <li>- WDCB Station Manager Dan Bindert and a coordinator level staff member viewed an online video session from the September 2022 PRPD conference titled "Leadership Approaches to Inclusion, Diversity, Equity and Accessibility."</li> </ul>
<p>Participation in other activities designed to disseminate information about employment in broadcasting.</p>	<ul style="list-style-type: none"> <li>• WDCB Station Manager Dan Bindert and WDCB staffer David Rash have given tours, talks and Q&amp;A's with students from a west suburban service program for people with disabilities on careers in radio broadcasting. These events had been on hiatus during the pandemic but are expected to finally return later in 2023.</li> <li>• WDCB has an ongoing informal relationship with local Boy Scout and Girl Scout groups in which more than a dozen guided tours each year are given by WDCB staffers who introduce the groups to the operations of a radio station as well as the career opportunities and employment roles that exist in the radio broadcasting field. Ongoing, but resumed sporadically since lifting of COVID-era restrictions.</li> </ul>