

ANNUAL EEO PUBLIC FILE REPORT

For

Station KUIK-AM  
Hillsboro, Oregon

October 1, 2012 through September 30, 2013

**I. VACANCY INFORMATION**

FULL-TIMED POSITIONS FILLED BY JOB TITLE	RECRUITMENT SOURCE OF HIRES	TOTAL NUMBER OF INTERVIEWEES FOR POSITION
1. <u>Administration</u>	<u>Personal Reference</u>	<u>One</u>
2. <u>Account Executive</u>	<u>On-Air Advertisement</u>	<u>Three</u>
3. <u>Account Executive</u>	<u>OAB Job Postings</u>	<u>Two</u>

**Total Number of Persons Interviewed During this Reporting Period: 6**

**II. RECRUITMENT SOURCE INFORMATION**

RECRUITMENT SOURCES	NUMBER OF INTERVIEWEES	FULL-TIME POSITIONS
1. <i>Radio Recruitment Campaign</i> on KUIK (AM)	Three	Sales
2. Oregon Association of Broadcasters Online Job Postings, 9020 SW Washington Square Road, Suite 140, Portland, Oregon 97223. Telephone: 503-443-2299	Two	Sales
3. Newspaper Advertisement, Hillsboro Tribune 2038 Pacific Avenue, Forest Grove, Oregon 97116. Telephone: 503-357-3181.	Zero	Sales
4. Craigslist Portland. Craigslist.org. There is no known address or phone number, just a contact form within the website.	Zero	Sales
5. Personal/Industry Referral.	One	Administration

### **III. RECRUITMENT OUTREACH ACTIVITIES**

1. The stations encourage internships from the Communications Department at Mt. Hood Community College. Periodically we interview several potential student interns to participate in an internship. Each student receives on-the-job training in the radio industry and a “grade” (or credit) towards Radio Education classes. In several instances, Dolphin has hired interns to full-time positions.

**DOLPHIN COMMUNICATIONS, INC.**  
**Equal Opportunity Employment Program**

Radio Station KUIK-AM serves the Hillsboro, Oregon community and provides equal employment opportunity to all job applicants. The stations operate as a unit to insure that maximum available community resources are utilized to generate qualified job applicants from all segments of our ethnically diverse community.

The following outlines the stations program of policies and procedures to assure all qualified candidates, both within and outside the community we serve, who might be interested in employment with our company, can learn about and apply for any positions that might become available:

1. A list of recruitment sources to be utilized to generate applicants for every full-time job opportunity will be maintained, periodically revised and updated.
2. On-air advertisements are periodically used for positions that do not require radio specific technical, operational or talent skills. The job advertisements are generally for sales, board operator and administrative positions.
3. Notices of all full-time employment opportunities will be widely distributed and dated copies of such notices will be retained.
4. All full-time existing staff are notified of any new openings. The staff has been encouraged to refer anyone they know that might be qualified, or to apply themselves if they are interested and feel they qualify.
5. Local, regional and national job search web sites are periodically tried and evaluated for effectiveness.
6. Dolphin Communications, Inc. will coordinate efforts to monitor and assure the execution of this plan. Dolphin will train and update staff on EOE issues.
7. The company conducts an internship program for college/high school students in the area. Many part-time employment opportunities are filled by interns. Several full-time opportunities are filled by part-time employees who began as interns.
8. All employment notices, material and advertising, whether written or broadcast, will include the phrase "Dolphin Communications is an equal opportunity employer."
9. Each producer of local on-air programming on KUIK (AM) including news, public service/public affairs, commercial content and announcer entertainment/commentary, are routinely counseled regarding sensitivity to minority, gender, and other diversity issues in order to foster the perception and the reality within our community that Dolphin actively promotes equal employment opportunity for all regardless of race, sex, religion or national origin.

Dolphin will routinely and systematically review the effectiveness of this program and make periodic modifications that may be required to fulfill the goal of offering equal opportunity to all applicants and to insure these applicants represent all communities within our service area.

The following recruitment sources are utilized to fill vacancies:

1. *Radio Recruitment Campaign* on KUIK (AM).
2. Oregon Association of Broadcasters Online Job Postings, 9020 SW Washington Square Road, Suite 140, Portland, Oregon 97223. Telephone: 503-443-2299
3. Newspaper Advertisement, Hillsboro Tribune, 2038 Pacific Avenue, Forest Grove, Oregon 97116. Telephone: 503-357-3181.
4. Craigslist Portland. Craigslist.org. There is no known address or phone number, just a contact form within the website.
5. Referrals, walk-ins, etc.

Examples of outreach that Dolphin has undertaken include the following:

1. The stations encourage internships from the Communications Department at Mt. Hood Community College. Periodically we interview several potential student interns to participate in an internship. Each student receives on-the-job training in the radio industry and a “grade” (or credit) towards Radio Education classes. In several instances, Dolphin has hired interns to full-time positions.