



Equal Employment Opportunity Policy For Big River Broadcasting

Narrative:

Big River Broadcasting firmly believes in Equal Employment opportunities and is insistent that policies and procedures relative to the search and procurement of qualified applicants be followed with each opening that becomes available at Big River Broadcasting Corp.

Job Vacancy Procedure :

When a position becomes available at Big River Broadcasting the following will illustrate the standard operating procedure to fill the respective opening.

Respective Department Head will issue a job vacancy notice to be posted within the station to alert staff members of the vacant position along with instructions for application as well as job description.

Respective Department Head will utilize the following recruitment list and determine those necessary to fill the position. The following sources are currently utilized.

EEO Mailing List :

Times Daily/Area Newspapers as needed
Billboard Magazine
Radio Ink
NAB Career Center
ABA Job Bank
Alabama State Employment Service
Snelling Personnel
Big River Radio Advertising
Station Websites
Walk-in

Employee Referral
Internal Posting

Respective Department Head will mail the same notice to a local list of professionals, organizations or clubs that would be able to refer qualified applicants to the position. This list will also include area educational institutions. Our current EEO mailing list is as follows :

Career Services
University of North Alabama
Box 5066
Florence AL, 35632-0001

Career Services
Shoals Community College
P.O. Box 2545
Muscle Shoals AL, 35662

Career Development Services
Alabama A&M University
P.O. Box 997
Normal AL, 35762

Director of Career Services/Placement Office
Oakwood College Oakwood Rd. N.W.
Huntsville AL, 35896

Dr. Gary Steinke
Department of Communications
University of Tennessee at Martin
Gooch Hall
Martin TN, 38238

Colbert County Department of Human Resources
P.O. Box 270
Tuscumbia AL, 35674

Recruitment Sources
Big River Broadcasting

Times Daily Classified
P.O. Box 797
Florence, AL 35631

Lawrenceburg Papers:
Lawrence County Advocate
121 N. Military Ave.
Lawrenceburg, TN 38464

Democrat Union
238 Hughes St.
P.O. Box 685
Lawrenceburg, TN 38464

Savannah Paper:
Savannah Courier
801 Main St.
Savannah, TN 38372

Snelling Personnel Services
1102 Bradshaw Dr
Florence, AL 35630

Alabama State Employment Service
594 S. Montgomery Ave
Muscle Shoals, AL 35660

Radio Ink Streamline Publishing
224 Datura St., Ste 1015
West Palm Beach, FL 33401

Alabama Broadcasters Association
2180 Parkway Lake Drive
Hoover, AL 35244

NAB
1771 N St; NW
Washington, DC 20036

Additional Sources:

Stations Advertising

Websites

www.wqlt.com

www.kix96country.com

www.1340theref.com

Walk-In

Referrals

This list is evaluated to insure maximum exposure to potential qualified applicants. Upon completion of the notification process, interviews will be scheduled with potential candidates. Department Heads will be responsible for keeping a file/list of all applicants as well as a check list for interviews for each position. Upon completion of interviews, Department heads will evaluate the number of interviews vs. applicants to insure that an adequate cross section of applicants has been interviewed to choose a successful candidate for employment. If it is determined that a reasonable cross section has been achieved the position will be filled at once, if not the above outlined process will repeat itself.