

## **EEO Compliance Checklist: Eight Simple Steps to Remember When you Open a New Full-Time Position**

- 1. Start a New File**  
When you open a new full-time position, set up a new file. This should be an internal file – *not* placed in the public inspection file. This will allow you to track the resumes and the interviewees you receive for the position, as well as to retain and organize the dated copies of any advertisements you place, postings you make, or correspondence that you send out announcing the opening of this particular position.
- 2. Write a Job Description and Post the Job**  
Write a description of the job, including the skills that a qualified applicant must have and what the job entails. Post this description at the station and on the station's web site, if it has one, to encourage people to apply for the position. Place a copy of the description in your internal file.
- 3. Decide What Recruitment Sources to Use**  
Review your list of recruitment sources (such as local educational institutions, local newspapers and publications, employment agencies, local job boards, the state broadcasters' association, and your station) and decide what combination of sources will allow you to notify all segments of your community about this position and also yield a number of qualified candidates. Prepare a list of the sources you have decided to use for this position, and place that list in your internal file.
- 4. Widely Disseminate the Job Opening Announcement**  
Once you have come up with a list of recruitment sources that you think will properly inform all the significant groups within your community about the new job opening, send out a notice to those sources providing the job description and encouraging qualified applicants to apply to for the job. Notices can be sent by fax, letter, or email. If your list of recruitment sources for this particular job include the station, the station's web site, or publications, create and run the appropriate posting or advertisement. Keep copies of all notices that you send out in your internal file, and a record of the names, addresses, and telephone numbers of the contact at each recruitment source you use.
- 5. Make Sure to Send a Job Notice to Those Sources Who Have Requested to Receive Information**  
Qualified recruitment sources can request that the station inform them of all job openings at the station. As you disseminate information about the job opening to your community, review your list of people that have requested to receive such notifications and make sure to send a copy of the job announcement to anyone on the list. Keep a copy of these notices, and the names, addresses, and telephone numbers of the contact people at each source in your public file.
- 6. Interview Qualified Applicants**  
Once you start to receive responses from applicants, select and interview a number of qualified applicants. As you interview each candidate, keep track of where the interviewee heard of the job opening. Keep this information in the internal file that you are maintaining for this job opening.

**7. Fill the Position**

Once you find a suitable candidate for the job hire them and make a note in the file about where that person heard about the job opening.

**8. Compile the Info from This Job for Your Annual Public File Report**

Every 12 months, on the anniversary of the filing of the station's license renewal application, the station will need to summarize all of the full-time job openings that the station filled in the past year. Among other things, this annual summary will require: a.) a list of the job openings during the past year, b.) the sources used to recruit for those positions (by name of source, with the name, address, and telephone number of the contact person at that source), and c.) where the interviewees and hirees heard about the job opening. From the documents you have kept under steps 1 – 7 above, compile this information and have it ready for inclusion in your annual public file report. Once you have filled this position and sorted through your data to come up with the required public file information, you can close the file, though you should keep the file and all the documentation you have accumulated for the remainder of the renewal period as an internal file (*not* as a public file document). This documentation could be important should your EEO record ever be challenged, or should the station undergo an EEO audit by the FCC.