

Full Time Jobs Filled

List of All Full Time Jobs Filled for the 12 Month Period of October 1, 2024
through September 30, 2025

Job Title	Date Filled
Office Manager	10/16/2024
News Director	10/18/2024
Multi-Media Sales	9/19/2025

Form Prepared By Wendy Hathaway Date 9/29/2025

To be completed continuously as each vacancy is filled.

Place completed sheet in station's local public file and post on station's website.



List of Recruitment Sources Used to Fill Each Vacancy

Job Title Multi Media Sales Date Position Filled 9/19/2025

Source for Actual Hire Referral

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Job Funnel	See Attached

Form Prepared By Wendy Hathaway Date 9/29/2025

To be completed after each full time vacancy is filled.

Place completed sheet in station's local public file and post on station's website.

Attach copies of advertisements, bulletins, letters, emails faxes or other communication announcing vacancy. (These do not need to be posted in file)

List of Recruitment Sources Used to Fill Each Vacancy

Job Title Office Manager Date Position Filled 10/16/24

Source for Actual Hire Indeed

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Indeed	See attached
Facebook	
Radio	
Stateion Website	
NW Iowa Community College	

Form Prepared By Wendy Hathaway Date 12/17/24

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List of Recruitment Sources Used to Fill Each Vacancy

Job Title News Director Date Position Filled 10/18/2024

Source for Actual Hire Employee Referral

Recruitment Sources Utilized

Name & Address	Contact Person & Phone/Fax #
Radio Job Funnel	See attached Recruitment Resource List
Radio Insight Iowa Broadcasters Association	
Iowa Broadcasters News Association	Dar Danielson - iowabroadcastnewsassoc@gmail.com

Form Prepared By Wendy Hathaway Date 12/16/24

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Agency Name	Address	Contact Name	Contact Email	Contact Phone	Contact Fax	
Radio Sales Café	225 SW Skyline Dr. Pullman, WA 99163	Rebecca Schwa	rebecca@gracebro	888-472-2388	N/A	<a href="http://www.radioal
escape.com">www.radioal escape.com
NWICC	No	603 Park St. W Sheldon, IA 51201	Career Services	jobs@nwicc.edu	712-324-0010	712-324-4136
Iowa Broadcasters Association	No	Box 71186 Des Moines, IA 50325	Career Services		515-224-7237	515-224-6560
Dordt College	498 4th Ave NE Sioux Center, IA 51250	Career Services		712-722-6000	712-722-6035	<a href="https://app.ioi
nhandshake.c
om/login">https://app.ioi nhandshake.c om/login
Indeed	www.indeed.com	N/A	N/A	1800-462-5842	<a href="http://www.indeed
.com">www.indeed .com	
Job Funnel	www.jobfunnel.com					
Radio Insight	www.radioinsight.com					

Total Number of Interviewees Referred by Each Recruitment Source

Twelve Month Period of October 1, 2024 through September 30, 2025

Total Number of People Interviewed 11

Number of Interviewees Referred by Each Recruitment Source

Recruitment Source Name	Total # of Interviewees
Job Funnel	3
Referral	2
Facebook	2
Radio	2
Station Website	2

Form Prepared By Wendy Hathaway Date 09/29/2025

To be completed on the anniversary date of the renewal filing due date.

Use Tally of Interviewee Sources (Form 4) to complete.

Place completed sheet in station's local public file and post on station's website.



Summary of Supplemental Outreach Initiatives

Filing Period From October 1, 2024 to September 30, 2025

First Initiative: Training - Provision of Training to management

Activities to fulfill initiative Owners held annual Noon to Noon meeting for all station General Managers in Sioux Falls, SD. Several topics were covered and discussed including EEO, where the EEO compliance officer discussed EEO Prong 3 initiatives, Prong 1 and paperwork that needs to be completed for all

Second Initiative: Training - Provision of Training to management

Activities to fulfill initiative Owners held annual Office Managers Meeting in Sioux Falls, SD. Several topics were covered and discussed including EEO, where the EEO Compliance Officer discussed EEO Prong 3 initiatives, Prog 1 and paperwork that needs to be completed.

Form Prepared By: Wendy Hathaway Date: 9/29/2025

To be completed for every Prong 3 Outreach Initiative.

Use additional sheet to include remaining initiatives.

Use the Description of Supplemental Outreach Initiatives (Form 7) to complete.

Place completed sheet in station's local public file and post on station's website.



Summary of Supplemental Outreach Initiatives

Filing Period From October 1, 2024 to September 30, 2025

First Initiative: Community Event - Participation in events or programs sponsored by educational institutions

Activities to fulfill initiative A Taste of Sheldon is an event hosted each year by Northern Community College, as a way to let their new students learn what is available in the local community and help spread the word about local employment opportunities. KIWA had a table at the event to share information regarding the radio station.

Second Initiative: Job Fair - Participation in Job Fair

Activities to fulfill initiative Had a table at the Dordt University, Taste of Sioux Center, job fair. Fielded questions regarding the broadcast industry to potential prospect employees.

Form Prepared By: Wendy Hathaway Date: 9/29/2025

To be completed for every Prong 3 Outreach Initiative.

Use additional sheet to include remaining initiatives.

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Summary of Supplemental Outreach Initiatives

Filing Period From October 1, 2024 to September 30, 2025

First Initiative: Job Fair - Participation in Job Fair

Activities to fulfill initiative Participated in the "Welcome to the Neighborhood", hosted by Northwestern College. Fielded questions regarding broadcasting to potential prospect employees from the college student base.

Second Initiative: Community Events - Participate in events sponsored by community groups

Activities to fulfill initiative News Director, Jerod Work, represented and served on a panel of community leaders and participated in the classes program to enhance the Sioux Center community and its residents, merchants and commerce at large.

Form Prepared By: Wendy Hathaway Date: 9/29/2025

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Summary of Supplemental Outreach Initiatives

Filing Period From October 1, 2024 to September 30, 2025

First Initiative: Community Events - Participation in events sponsored by community groups

Activities to fulfill initiative GM & Chief Operator conducted a tour for Hope Haven Vocational Day. They
had to explain and demonstrate broadcasting media as a potential career.

Second Initiative: _____

Activities to fulfill initiative _____

Form Prepared By: Wendy Hathaway Date: 9/29/2025

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