

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period May 23, 2008 to May 22, 2009.

1) **Employment Unit: Citadel Broadcasting Company - Reno**

2) **Unit Members (Stations and Communities of License):** **KBUL-FM, Carson City, NV**
KKOH (AM), Reno, NV
KWYL-FM, South Lake Tahoe, CA
KNEV-FM, Reno, NV

3) **EEO Contact Information for Unit Member:**

Mailing Address: Citadel Broadcasting Company 595 E. Plumb Lane Reno, NV 89502	Telephone Number: 775-789-6700
	Contact Person/Title: Joe King/Business Manager
	E-mail Address: Joe.king@citcomm.com

4) **List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit.**

Job Title	Recruitment Source Referring Hiree
1. Account Executive	University of Nevada Career Fair
2. Account Executive	Citadel Reno Employee Referral
3. Account Executive	Citadel Reno Radio Ad
4. Traffic Director	Citadel Reno Employee Referral
5. KKOH Overnight Announcer	Citadel Reno Websites
6. KBUL Morning Show Co-Host	Programming Consultant (Rusty Walker)
7. KBUL Morning Show Co-Host	Programming Consultant (Rusty Walker)

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Station KBUL-FM, KKOH(AM), KWYL-FM, and KNEV-FM are Equal Opportunity and Affirmative Action Employers.

(5) Job Title: Account Executive Referral Source(s) of Hiree: University of Nevada Career Fair

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	0	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	1	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	4	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	0	N
Citadel Reno Employee Referral	N/A	N/A	775-789-6700	1	N
Job Connect (Sparks)	Job Placement	1325 Corporate Blvd Reno, NV 89502	775-823-8100	0	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	1	N
Citadel Reno Radio Ads	A Perini	595 E. Plumb Lane Reno NV 89502	775-789-6700	4	N

(5) Job Title: Account Executive Referral Source(s) of Hiree: Citadel Reno Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	0	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	0	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	0	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	0	N
Citadel Reno Employee Referral	N/A	N/A	775-789-6700	1	N
Job Connect (Sparks)	Job Placement	1325 Corporate Blvd Reno, NV 89502	775-823-8100	0	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	2	N
Citadel Reno Radio Ads	A Perini	595 E. Plumb Lane Reno NV 89502	775-789-6700	3	N

(5) Job Title: Account Executive Referral Source(s) of Hiree: Citadel Reno Radio Ad

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	0	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	0	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	0	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	0	N
Citadel Reno Employee referral	N/A	N/A	775-789-6700	1	N
Job Connect (Sparks)	Job Placement	1325 Corporate Blvd Reno, NV 89502	775-823-8100	0	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	0	N
Citadel Reno Radio Ads	A Perini	595 E. Plumb Lane Reno NV 89502	775-789-6700	1	N

(5) Job Title: Traffic Director**Referral Source(s) of Hiree: Citadel Reno Employee Referral**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	0	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	0	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	0	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	1	N
Citadel Reno Employee Referral	N/A	N/A	775-789-6700	2	N
Citadel Reno Internal Posting	N/A	N/A	775-789-6700	1	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	6	N
Citadel Reno Radio Ads	J King	595 E. Plumb Lane Reno NV 89502	775-789-6700	4	N

(5) Job Title: KKOH Overnight Announcer**Referral Source(s) of Hiree: Citadel Reno Websites**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	0	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	0	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	0	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	8	N
Citadel Reno Internal Posting Referral	N/A	N/A	775-789-6700	1	N
Walk-In	N/A	N/A	775-789-6700	1	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	2	N
Citadel Reno Radio Ads	D Mason	595 E. Plumb Lane Reno NV 89502	775-789-6700	0	N

(5) Job Title: KBUL Morning Show Co-Host Referral Source(s) of Hiree: Programming Consultant (Rusty W)

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	1	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	0	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	0	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	0	N
Rusty Walker Programming Consult	Bob Glasco	P.O. Box 417 Iuka, MS 38852	662-427-9504	1	N
Citadel Reno Internal Posting	N/A	N/A	775-789-6700	1	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	0	N
Citadel Reno Radio Ads	B Hansen	595 E. Plumb Lane Reno NV 89502	775-789-6700	0	N

(5) Job Title: KBUL Morning Show Co-Host Referral Source(s) of Hire: Programming Consultant (Rusty W)

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
N. Nevada Black Cultural Awareness	Job Posting	P.O. Box 21448 Reno, NV 89515	775-329-8990	0	N
Reno Sparks Indian Colony	De Ramirez	98 Colony Rd Reno, NV 89502	775-329-2936	0	N
International Students & Scholars	Pauline Filemoni	Mail Stop 074 Reno, NV 89510	775-784-6874	0	N
Hispanic Chamber of Commerce of NN	Job Posting	1479 S Wells Ave #16 Reno, NV 89502	775-786-4100	0	N
NAACP Reno - Sparks	Job Posting	P.O. Box 7757 Reno, NV 89510	775-322-2992	0	N
Hispanic Services of NV - Reno	Carmen Mills	3905 Neil Rd Reno, NV 89502	775-826-1818	0	N
Hispanic Services of NV – Carson City	Raquel Kanecht	1711 N. Roop St Carson City, NV 89706	775-885-1055	0	N
NV Urban Indians	Nellie Madera	1475 Terminal Way, Ste B Reno, NV 89502	775-788-7600	0	N
TMCC Job Placement	Bonnie Green	7000 Dandini Reno, NV 89512	775-674-7661	0	N
Morrison College	Virginia Castleman	10315 Professional Cir #201 Reno, NV 89521-4826	775-850-0700	0	Y
Ethnic Center for Student Cultural Diversity	Dorothy Barry	Mail Stop 144 RM 115 Juniper Hall Reno, NV 89557	775-784-4936	0	N
UNR Off Campus Employment	Cathy Gilbert	Mail Stop 076 RM 200 Reno, NV 89510	775-784-4666	0	Y
AARP	Job Placement	1135 Terminal Way Reno, NV 89502	775-323-2243	0	N
Pro Net	Job Placement pronetmt@join.org	1765 E. Prater Way Suite 103 Sparks, NV 89434	775-336-5438	0	Y
All Access Website	N/A	www.allaccess.com	N/A	2	N
Nevada Broadcasters Assoc.	Earlene Lefler	1050 E. Flamingo Rd Ste S-110 Las Vegas, NV 89119	702-794-4994	0	N
UNR Job Fair – Job Fairs	Judith Carrico	Career Development /MS 104 Reno, NV 89557	775-784-4678	0	N
Career Builder –Reno Gazette Journal	T. Laird	955 Kuenzli Rd Reno, NV 89502	775-348-7355	0	N
Rusty Walker Programming Consult.	Bob Glasco	P.O. Box 417 Iuka, MS 38852	662-427-9504	1	N
Citadel Reno Internal Posting	N/A	N/A	775-789-6700	0	N
Citadel Reno Websites	D. Gunn	595 E. Plumb Lane Reno NV 89502	775-789-6700	0	N
Citadel Reno Radio Ads	B Hansen	595 E. Plumb Lane Reno NV 89502	775-789-6700	0	N

6) Total # of Interviewees Referred: For the period from May 23, 2008 to May 22, 2009, this Employment Unit interviewed 51 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives. List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this Report.

(a) Initiative: EEO Management Training – 7/1/08

July 1, 2008 Department Head meeting at 11:30am. 30 minute training session of Federal Laws Prohibiting Job Discrimination. Open forum at the end training for questions.: General Manager, KKOH Director, KBUL Program Director, Business Manager, KBUL Sales Manager, KWYL Program Director, KWYL Sales Manager, Promotions Director were the managers who completed the review packet. Business Manager conducted the training.

(b) Initiative: Media Mania – Radio Star with Girl Scouts – 1/23/09

January 23, 2009 Event with Girl Scouts – Get a “behind the scenes look” at how four Reno’s local radio stations are run! KKOH-AM, KNEV-FM, KWYL-FM, KBUL-FM. Participants were also able to record live audio tape of their created “Cookie Commercial” complete with background music in the production room. The event helped the scouts work towards relations badges.

(c) Initiative: Internship Programs

The Employment Unit maintains an ongoing Internship Program within the community. Students from local high schools and colleges participate in the internship program. During this reporting period, one student participated in the internship program through the local University for the Fall 2008 Semester. The student who interned in the Employment Unit’s Promotions Department assisted with listener data base entry, event setup which entailed prize package setup, assisting with remote broadcast setup, and clerical support. Went to local business to determine what Radio stations they were listening too.

(d) Initiative: Truckee Meadow CC – Fall Job Fair – 10/22/08

On October 22, 2008, the Employment Unit participated in the TMCC Job Fair. The Employment Unit was represented by its Business Manager who has substantial responsibility in the making of hiring decisions. The Employment Unit representatives discussed positions available at the Employment Unit, handled all inquiries, and distributed job applications.

(e) Initiative: University of Nevada – Fall Career Fair – 11/6/08

On November 6, 2008, the Employment Unit participated in the University of Nevada Fall Career Fair. The Employment Unit was represented by its Business Manager, Assistant Business Manager, Local Sales Managers and a Program Director, who have substantial responsibility in the making of hiring decisions. The Employment Unit representatives discussed positions available at the Employment Unit, handled all inquiries, and distributed job applications.