

Sample FCC Audit Letter of EEO Requirements

(a) The Unit's **two most recent EEO public file reports**, described in 47 C.F.R. § 73.2080(c)(6). For any stations in the Unit that have websites, provide **each web address**. If the Unit's most recent EEO public file report is not included on or linked to each of these websites, in violation of that subsection, indicate each station involved and provide an explanation of why the report is not so posted or linked.

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, **dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position**, as described in 47 C.F.R. § 73.2080(c)(5)(iii). Include copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in 47 C.F.R. § 73.2080(c)(1)(ii).

(c) In accordance with 47 C.F.R. § 73.2080(c)(5)(v), the **total number of interviewees for each vacancy and the referral source for each interviewee** for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

(d) **Documentation demonstrating performance of Unit recruitment initiatives** described in 47 C.F.R. § 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. **Specify the Unit personnel involved** in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which the stations included in the Unit operate is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (e)(3).

(e) Disclose any pending or resolved **complaints** involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the complainant and other persons involved; (3) the date of the complaint's filing; (4) the court or agency before which it is pending or was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

(f) In accordance with 47 C.F.R. § 73.2080(b), for the period from March 10, 2003 (or from the first day of the Station's current license term, if after that date) until the date of this letter, describe the **responsibilities of each level of Unit management to ensure enforcement of Unit EEO policies** and describe how the Unit has **informed employees and job applicants of its EEO policies** and program.

(g) In accordance with 47 C.F.R. § 73.2080(c)(3), for the period from March 10, 2003 (or from the first day of the Station's current license term, if after that date) until the date of this letter,

describe the Unit's efforts to **analyze its EEO recruitment program to ensure that it is effective** and address any problems found as a result of such analysis.

(h) In accordance with 47 C.F.R. § 73.2080(c)(4), for the period from March 10, 2003 (or from the first day of the Station's current license term, if after that date) until the date of this letter, describe the Unit's efforts to **analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect**, and if the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.