**WJCW(AM), WXSM(AM), WGOC(AM), WQUT(FM) and WKOS(FM)**

**EEO PUBLIC FILE REPORT**

**April 1, 2019 - March 31, 2020**

**I. VACANCY LIST**

**See Section II, the** “Master Recruitment Source List” (“MRSL”) **for** **recruitment source data**

| **Job Title** | **Recruitment Sources (“RS”) Used to Fill Vacancy** | **RS Referring Hiree** |
| --- | --- | --- |
| Account Executive | 1-8, 13-17, 20, 23-25 | 13 |
| Account Executive | 1-9, 13-17, 20, 22-25 | 9 |
| Business Office Assistant | 1-8, 13-17, 20, 22-25 | 17 |

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**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

| **RSNumber** | **RS Information** | **Source Entitledto VacancyNotification?(Yes/No)** | **No. of Interviewees Referred by RS****OverReporting Period** |
| --- | --- | --- | --- |
| 1 | **Milligan College**Contact:B. Andersonbanderson@milligan.edu | N | 0 |
| 2 | **North East State College**Contact: Marquita Tittlembtittle@northeaststate.edu | N | 0 |
| 3 | **NAACP**Nancy Cooper1308 Jefferson St., Nashville, TN 37208 | N | 0 |
| 4 | **East Tennessee State University**On-line Career ServicesEtsu-csm.symplicity.com | N | 0 |
| 5 | **Tennessee Department of Labor and Workforce Development - Tri-Cities/Johnson City**eCMATS.tn.gov | N | 0 |
| 6 | **Cumulus Business Managers**bm@cumulus.com | N | 0 |
| 7 | **All Access**Allaccess.com | N | 0 |
| 8 | **Station Websites Postings** *(all SEU stations)* | N | 5 |
| 9 | **On-Air Announcements** *(all SEU stations)* | N | 1 |
| 10 | **Kingsport Times News** fax to ATTN: Classifieds423-392-1398 | N | 0 |
| 11 | **Media General** (*Bristol newspaper*)fax to ATTN: Classifieds276-645-2527 | N | 0 |
| 12 | **Johnson City Press** fax to ATTN: Classifieds423-929-9097 | N | 0 |
| 13 | **HRMDirect.com** | N | 2 |
| 14 | **Zip Recruiter** ([www.ziprecruiter.com](http://www.ziprecruiter.com)) | N | 0 |
| 15 | **Glass Door** (www.glassdoor.com) | N | 0 |
| 16 | **Link Up** (www.linkup.com) | N | 0 |
| 17 | **Indeed** (www.indeed.com) | N | 4 |
| 18 | **Referral** | N | 0 |
| 19 | **Jobs@hireveterans.com** | N | 0 |
| 20 | **Tennessee Association of Broadcasters**Tabtn.org | N | 0 |
| 21 | **Society of Broadcast Engineers**sbe.org | N | 0 |
| 22 | **Tusculum College**On line at collegecentral.com | N | 0 |
| 23 | **King University**flgreen@king.edu | N | 0 |
| 24 | **Monster** ([www.monster.com](http://www.monster.com)) | N | 0 |
| 25 | **SEU facebook pages** | N | 0 |
| **TOTAL INTERVIEWEES OVER REPORTING PERIOD**  | 12 |

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**III. RECRUITMENT INITIATIVES**

|  | **Type of Recruitment Initiative(Menu Selection)** | **Brief Description of Activity** |
| --- | --- | --- |
| **1.** | Internship Program | Our SEU hosts an internship program for students studying mass communications at East Tennessee State University, Johnson City, TN and King University, Bristol, TN on an on-going basis.  Student interns are typically supervised by our Market and Business Managers as well as the Program Directors, and obtain first-hand experience in the many aspects of broadcasting, including sales, and programming.  Student interns are also encouraged to seek career advice from station personnel.  During this reporting period, our SEU hosted one intern. The student intern was supervised by our Market and Sales Managers and Program Directors. The intern sat in on sales meetings; sat in on the live morning show each weekday on sports station WXSM and the live midday show on WQUT; accompanied an account executive on sales calls; and spent time with our chief engineer to learn about the technical aspects of radio broadcasting. |
| **2.** | Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment | During the month of April 2019, this SEU participated in harassment prevention training.  All SEU employees were required to complete a course prepared by ThinkHR entitled, “Workplace Harassment Prevention,” designed to address sexual harassment with a focus on the forms of harassment prohibited by federal law.  The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints.  The course for managers was more extensive than the course for staff members.  In order to obtain a certificate of participation, employees were required to take a quiz following their completion of the tutorial. |