

EEO PUBLIC FILE REPORT

For Time Period 02-01-13 through 01-31-14

For Station Unit Comprising WHTG-AM, WTHJ-FM, WBHX-FM, WWZY-FM, WKMK-FM, WBBO-FM

A. Full-Time Vacancies Filled During the Reporting Period and Recruitment Source Used

<u>Job Title</u>	<u>Date Filled</u>	<u>Recruitment Source</u>
Account Manager	03/04/2013	CareerBuilder.com
Promotions Assistant/Web	06/23/2013	Internal Posting
Promotions Assistant	08/26/2013	Internal Posting
Promotions Assistant	08/26/2013	Internal Posting
Promotions and Technical Assistant	08/26/2013	Internal Posting

B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

(Prong 2 Requests listed below)

<u>Job Title</u>	<u>Account Manager</u>				<u>Interviewees Referred</u>
<u>Source</u>	<u>Contact</u>	<u>Date</u>	<u>Address</u>	<u>Phone No.</u>	
Prong 2	See below*	9/18/2012	Various	Various	
Employee Referral	Human Resources Manager		1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
New Jersey Broadcaster's Association	Paul Rotella	9/18/2012	348 Applegarth Road, Monroe Township, NJ 08831	1-888-NJBA-FONE	
Company Websites	Human Resources Manager	1/18/2013	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	1
Industry Referral	Human Resources Manager		1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
Internal Posting	Human Resources Manager	1/18/2013	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
All Access	The All Access Group Info@allaccessgroup.com	1/18/2013	14520 Big Basin Way, Suite 246, Saratoga, CA 95070	408-257-6155	
Asbury Park Press	Gannett NJ Media Group	1/19/2013	3601 Hwy 66, Neptune, NJ 07753	1-866-725-1501	
CareerBuilder.com	Gannett NJ Media Group	1/22/2013	3601 Hwy 66, Neptune, NJ 07753	1-866-725-1501	2

<u>Job Title</u>	<u>Promotions Assistant /Promotions & Technical Assistant (3)</u>				<u>Interviewees Referred</u>
<u>Source</u>	<u>Contact</u>	<u>Date</u>	<u>Address</u>	<u>Phone No.</u>	
Prong 2	See below*	6/7/2013	Various	Various	
Employee Referral	Human Resources Manager		1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	1
New Jersey Broadcaster's Association	Paul Rotella	6/7/2013	348 Applegarth Road, Monroe Township, NJ 08831	1-888-NJBA-FONE	
Company Websites	Human Resources Manager	6/7/2013	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	1
Industry Referral	Human Resources Manager		1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
Internal Posting	Human Resources Manager	6/6/2013	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	8
Jobs4Jersey	Angela Williams	6/25/2013	NJ Department of Labor	609-292-8581	

<u>Job Title</u>	<u>Promotions Assistant /Web</u>				<u>Interviewees Referred</u>
<u>Source</u>	<u>Contact</u>	<u>Date</u>	<u>Address</u>	<u>Phone No.</u>	
Prong 2	See below*	5/29/2013	Various	Various	
Employee Referral	Human Resources Manager		1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
New Jersey Broadcaster's Association	Paul Rotella	5/29/2013	348 Applegarth Road, Monroe Township, NJ 08831	1-888-NJBA-FONE	
Company Websites	Human Resources Manager	5/29/2013	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	1
Industry Referral	Human Resources Manager		1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
Internal Posting	Human Resources Manager	5/29/2013	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	8

Positions that were filled by internal promotion, progression within company or exigent circumstances:		
Marketing and Content Coordinator	04/22/2013	Internal Promotion
General Sales Manager	06/28/2013	Exigent Circumstances
Full-time Air Talent	1/1/2014	Internal Promotion

*** Prong 2 Organizations:**

Wendy Sturgeon, Mercer County One Stop Career Center
650 South Broad Street
Trenton, NJ 08650
Phone: 609-278-4899
E-Mail Address: wsturgeon@mercercounty.org

Adam Goodman
Goods Entertainment
PO Box 1266
Weston, CT 06883
Phone: 203-341-0111
E-Mail Address: adam@goodsentertainment.com

Sandra Severini
Beau Campus Recruiter
1590 Bullard Place
South Plainfield, NJ 07080
Phone: 908-755-6003
E-Mail Address: BeauCampusRecruiter@gmail.com

Scott Russell
My Air Check
4912 Golfgate Lane NW
St. James City FL 33956
Tel:1-604-740-1374
Email Address: registration@myaircheck.com

Stuart Goldberg
New York State Department of Labor
Division of Employment Services
138-60 Barclary Avenue
Flushing, NY 11355
Phone: (718) 321-6307
E-Mail Address: Stuart.Goldberg@Labor.State.Ny.Us

NOW
3460 Buford Highway NE
Apartment D2
Atlanta, GA 30329
Phone: 404-321-9199
E-Mail Address: Hrctsthm@aol.com

Alison Doyle
Monmouth County Arts Council
107 Monmouth Street, Suite 3
Red Bank, NJ 07701
Phone: 732-212-1890
Email Address: ad@monmouthartsCouncil.org

C. Total Number of Persons Interviewed for all Full-Time Positions Filled During Reporting Period - 22

D. Total Number of Interviewees for All Full-Time Vacancies Filled During Recruitment Period Per Recruitment Source:

<u>Source</u>	<u>Contact</u>	<u>Address</u>	<u>Phone No.</u>	<u>Interviewees Referred</u>
Internal Posting	Human Resources Manager	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	16
Industry Referral	Human Resources Manager	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	
Company Websites	Human Resources Manager	1329 Campus Parkway, Neptune, NJ 07753	732-751-1119	3
CareerBuilder.com	Gannett NJ Media Group	3601 Hwy 66, Neptune, NJ 07753	1-866-725-1501	2
Employee Referral				1
			Total	22

OUTREACH INITIATIVES 02-01-13 THROUGH 01-31-14

1. **Sponsorship of events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting**
Description: Gave studio tours at 2355 West Bangs Avenue, Neptune, NJ 07753. Promotions Department facilitates the tours, which includes tours of the studios. Questions are taken at the end of the tour.
Participants: Promotions Coordinator; Marketing and Promotions Manager
Date: 01-11-2013
01-22-2013
02-04-2013
03-19-2013
2. **Participation in Job Fairs by Unit Personnel who have substantial responsibility in the making of hiring decisions**
Description: Monmouth University Job Fair, 400 Cedar Avenue, West Long Branch, NJ 07764
Participants: Human Resources Manager; Promotions Supervisor
Date: 04-17-2013
Attendance at job fair to recruit for open positions and promotion of and recruitment for Company's Internship Program. Includes a discussion of radio jobs in general via New Jersey Broadcasters Association website.
3. **Participation in Job Fairs by Unit Personnel who have substantial responsibility in the making of hiring decisions**
Description: Monmouth University Job Fair, 400 Cedar Avenue, West Long Branch, NJ 07764
Participants: Human Resources Manager; Promotions Supervisor; Director of Programming; Content Director
Date: 11-20-2013
Attendance at job fair to recruit for open positions and promotion of and recruitment for Company's Internship Program. Includes a discussion of radio jobs in general via New Jersey Broadcasters Association website.
4. **Participation Participation in at least two (four in two years) events or programs sponsored by educational institutions relating to career opportunities in broadcasting**
Description: Virtual Job Fair St. Thomas Aquinas College
Participants: Promotions Supervisor; Human Resources Manager
Date: 04-10-2013
5. **Participation in at least two (four in two years) events sponsored by organizations representing groups present in the community interested in cable employment issues, including conventions, career days, workshops and similar activities**
Description: Jobs4Jersey NJ Department of Labor & Workforce Development Spring Job Fair
Participant: Promotions Supervisor
Date: 04-19-2013
Promotions Supervisor attended the Spring Job Fair conducted by the Department of Labor and met with individuals who were interested in jobs in radio.
6. **Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting**
Description: 2013 Red Bank Middle School Career Day
Participants: Human Resources Manager
Date: May 03, 2013
Attended Career Day to speak to 6th, 7th and 8th grade students about careers in radio.
7. **Participation in Scholarship Program designed to assist students interested in pursuing a career in broadcast communications**
Description: B98.5 / Press Communications Scholarship
Participation: Human Resources Manager
Date: Spring 2013
Company donates \$1,000 to Southern Regional High School District with the stipulations that the student must be entering field of broadcasting or journalism.

8. **Participation in Scholarship Program designed to assist students interested in pursuing a career in broadcast communications**
Description: Press Communications 99.7 The Breeze, 98.5, Thunder 106 Scholarship
Participation: Human Resources Manager; Business Manager
Date: Spring 2013
Company donates \$1,000 to Monsignor Donovan High School Class of 2011 with the stipulations that the student must be entering field of broadcasting or journalism.
9. **Establishment of Internship Program designed to assist members of the community in acquiring skills needed for broadcast employment. (College Level)**
Description: Jules L. Plangere, Jr. and Press Communications, LLC Monmouth University Internship Program
Participants: Special Projects Coordinator; Human Resources Manager;
Date: Established in Summer 2012
Special Projects Coordinator reached out to Monmouth University in order to inquire about setting up a new Internship. In this particular Internship, students are not able to simply directly apply. Rather, this Internship was set up specifically for students of the University who have shown an aptitude and drive for radio. In order to qualify for this one-on-one internship, students must specifically be recommended by the University. Monmouth University Personnel recommends students to participate in this learning opportunity. Internship provides valuable insight and experience into the programming area, engineering, news, etc. Includes on-air opportunities for intern. Upon completion of Internship, incumbent will be provided with a demo containing samples of his/her on-air work as well as samples of any commercials and promos as may be developed during internship. First Intern began on January 14, 2013.
10. **Establishment of Internship Program designed to assist members of the community in acquiring skills needed for broadcast employment (High School Level.)**
Description: Asbury Park High School
Participants: Program Directors; Human Resources Manager
Date: January 17, 2014
Asbury Park High School students came into the studios with the School to Work Coordinator and were given an overview of many areas of a radio organization. They learned about radio in general and were able to learn about and experience what happens in the studio environment on a daily basis.
11. **Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination**
Description: "Harassment and Diversity"
Participants: VP of Programming; Promotions Supervisor; General Sales Manager
Date: 04-02-2013; 04-02-2013; 07-21-2013
Each of the managers above watched a management-focused DVD obtained through the Society of Human Resources Management, on the topic above in order to reinforce the Company's policies. In addition, they read and acknowledge understanding of the Company's related policies as contained in the Employee Handbook.
12. **Establishment of Internship Program designed to assist members of the community in acquiring skills needed for broadcast employment. (College Level)**
Description: Internship Program
Participants: Human Resources Manager; Director of Marketing; Promotions Directors, Promotions Coordinators
Date: Spring 2013, Summer 2013, Fall 2013
Internship is for college credit and provides valuable insight into the promotions area as well as other areas of employment within radio.
13. **Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination**
Description: "The EEOC's New Strategic Enforcement Plan (SEP)"
Participants: Human Resources Manager
Date: 03-21-13
Human Resources Manager participated in Society for Human Resource Management Webinar.
14. **Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination**
Description: ERISA and Health Care Reform Compliance (TASC)
Date: 07-15-2013
Human Resources Manager participated in TASC webinar.

15. **Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination**
Description: FMLA Matters Overview
Date: 08-15-2013
Human resource Manager participated in TASC Webinar
16. **Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination**
Description: JSAHR Networking presentation: The Next Gold Ring for Human Resources: A Generation of Differently Abled Individuals Coming of Age.
Date: 10-10-2013
Human Resources Manager attended presentation by local SHRM organization.
17. **Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for high level positions**
Description: Fred Pryor Seminars
Participants: Traffic Manager
Date: 02-28-2013
18. **Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for high level positions**
Description: Hip Cricket Seminar
Participants: All Programming Employees
Date: 11-19-2013
Hip Cricket gave in-house seminar for all programming employees to give useful information to help drive ratings, listenership and page views as well as generating revenue. The skills obtained in this training are very useful to programming employees' professional growth.
19. **Participation in other activities reasonable calculated by the unit to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities**
Description: NJBA PSA's
Participants: Station PDs/Traffic Manager
Date: Ongoing
The stations play (on an ongoing basis) New Jersey Broadcasters Association PSA's encouraging organizations to contact the radio stations to request to be added to a list of organizations who receive notifications of jobs as they open up at the station.