

WHGB(AM), WNNK-FM, WQXA-FM, WWKL(FM), WZCY-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
Digital Director	1-44	17
Promotions Director	1-44	18
Promotions Director	1-44	43
Sales Assistant	1-44	9
Sales Representative	1-44	29

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	717Helpwanted.com https://regionalhelpwanted.com/harrisburg-york-lancaster/harrisburg-pa-jobs/	N	0
2	Adzuna Website https://www.adzuna.com	N	0
3	Albright College https://app.joinhandshake.com/	N	0
4	Arcadia University https://app.joinhandshake.com/	N	0
5	Bloomsburg University https://app.joinhandshake.com/	N	0
6	Broadbean Website https://www.broadbean.com/	N	0
7	Central Penn College Business School https://centralpenn.optimalresume.com/employers/	N	0
8	Cumulus Business Managers BM@cumulus.com	N	0
9	Cumulus Facebook https://cumulus.facebook.com/	N	3
10	Cumulus Media Website https://www.cumulusradio.com/	N	3
11	Dickinson College https://app.joinhandshake.com/	N	0
12	Elizabethtown College https://app.joinhandshake.com/	N	0
13	Franklin & Marshall College https://app.joinhandshake.com/	N	0
14	Gettysburg College https://app.joinhandshake.com/	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
15	Glassdoor Website https://www.glassdoor.com/	N	0
16	Harrisburg Area Community College https://www.collegecentral.com/hacc/	N	0
17	Indeed Website https://www.indeed.com/	N	29
18	Internal Posting (SEU Bulletin Board)	N	4
19	JobisJob Website https://www.jobisjob.com/	N	0
20	Lebanon Valley College https://app.joinhandshake.com/	N	0
21	Lebow College of Business https://app.joinhandshake.com/	N	0
22	LinkedIn Website https://www.linkedin.com/	N	1
23	Linkup Website https://www.linkup.com/	N	0
24	Messiah College https://app.joinhandshake.com/	N	0
25	Monster Website https://www.monster.com/	N	0
26	Moravian College https://app.joinhandshake.com/	N	0
27	Myjobhelper Website https://www.myjobhelper.com/	N	0
28	Oodle Website https://www.oodle.com/	N	0
29	Off-Site Job Fairs	N	3
30	On-Air Announcements (all SEU stations)	N	2
31	Pennsylvania Assoc. of Broadcasters Gail Ponti (Email: gponti@pab.org)	N	0
32	Pennsylvania State University http://psu-csm.symplicity.com/employers/	N	0
33	Seton Hill University https://app.joinhandshake.com/	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
34	SEU Job Fairs (<i>see Section III</i>)	N	0
35	Shippensburg University https://shippensburg-csm.symplicity.com/employers/index.php	N	0
36	Station Website Postings (<i>all SEU stations</i>)	N	1
37	The Job Spider Website https://www.jobspider.com/	N	0
38	Trovit https://www.trovit.com/	N	0
39	University of Delaware https://app.joinhandshake.com/	N	0
40	University of Scranton https://app.joinhandshake.com/	N	0
41	Villanova University https://app.joinhandshake.com/	N	0
42	Widener University https://app.joinhandshake.com/	N	0
43	Word-of-Mouth Referral	N	8
44	ZipRecruiter Website https://www.ziprecruiter.com/	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			54

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of April 2019, our 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.
2	Internship Program	Between April, 2019 and March, 2020, our SEU hosted two (2) student interns, one (1) from Millersville University, one (1) from Arizona State University. The interns were supervised by our Programming Directors and learned about many aspects of broadcasting, including promotions, marketing, and advertising by working closely with SEU personnel in each department. The students were also able to seek career advice from station personnel.
3	Participate in Career and Internship Fair	On April 17, 2019, our Sales and Digital Sales Managers attended a Career Fair at Messiah College, in Grantham, PA, that was attended by approximately seventy-five (75) potential employers, during which they talked with interested students about career opportunities in broadcasting, job openings, and our internship program.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Guest Speaker	On April 24, 2019 our Market Manager attended the Radio/Broadcasting class at Millersville University. Millersville, PA, during which he talked with interested students about career opportunities in broadcasting, job openings, and our internship program.
5	Host Online Job Fair	<p>Between June 1, 2019 – June 30, 2019, our SEU hosted an online job fair via the following website https://717jobfair.com. Employment candidates were provided with an opportunity to contact thirty-three (33) potential employers, including the SEU. Job seekers attended the online job fair and contacted one or more of the potential employers who participated in the fair. The job fair took place 24 hours per day, seven days per week over the course of thirty (30) full days.</p> <p>The SEU created the concept for the online job fair, solicited the participation of local employers, and organized all logistical aspects of the event and also participated as an exhibitor. Our Market Manager, Sales Managers and Promotions Director were directly involved in the job fair.</p>
6	Guest Speaker	On July 9, 2019, our Market Manager attended the Confer Radio Talent Institute, at Bloomsburg University in Bloomsburg, PA, during which he talked with interested students about career opportunities in broadcasting, job openings, and our internship program.
7	Participate in Career and Internship Fair	On August 27, 2019, our Sales and Digital Sales Manager attended the Veterans' Expo and Job Fair, held at the Radisson Hotel Harrisburg in Camp Hill, PA that was attended by approximately seventy-five (75) potential employers, during which they talked with job seekers about career opportunities in broadcasting, job openings, and our internship program.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
8	Host Online Job Fair	<p>Between September 1, 2019 – September 30, 2019, our SEU hosted an online job fair via the following website https://717jobfair.com. Employment candidates were provided with an opportunity to contact sixty (60) potential employers, including the SEU. Job seekers attended the online job fair and contacted one or more of the potential employers who participated in the fair. The job fair took place 24 hours per day, seven days per week over the course of thirty (30) full days.</p> <p>The SEU created the concept for the online job fair, solicited the participation of local employers, and organized all logistical aspects of the event and also participated as an exhibitor. Our Market Manager, Sales Managers and Promotions Director were directly involved in the job fair.</p>
9	Host Online Job Fair	<p>Between March 1, 2020 – March 31, 2020, our SEU hosted an online job fair via the following website https://717jobfair.com. Employment candidates were provided with an opportunity to contact sixteen (16) potential employers, including the SEU. Job seekers attended the online job fair and contacted one or more of the potential employers who participated in the fair. The job fair took place 24 hours per day, seven days per week over the course of thirty-one (31) full days.</p> <p>The SEU created the concept for the online job fair, solicited the participation of local employers, and organized all logistical aspects of the event and also participated as an exhibitor. Our Market Manager, Sales Managers and Promotions Director were directly involved in the job fair.</p>
10	Participate in Career and Internship Fair	<p>On March 20, 2020, our Market Manager was registered to attend the JobExpo.Comm held at Pennsylvania State University, University Park, PA, during which he would have talked with interested students about career opportunities in broadcasting and job openings, but due to the COVID-19 Pandemic the physical on-site job fair was canceled and converted on an online job fair.</p>

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
11	Participate in Career and Internship Fair	On March 25, 2020, our Sales and Digital Sales Manager were registered to attend the Shippensburg Spring Career Fair, held at Shippensburg University, Shippensburg, PA, during which they would have talked with interested students about career opportunities in broadcasting and job openings , but due to the COVID-19 Pandemic the physical on-site job fair was canceled.
12	Participate in Career and Internship Fair	On March 31, 2020, our Market and Sales Manager were registered to attend the ABC 27 Job Fair, held at Radisson Hotel Harrisburg, Camp Hill, PA, during which they would have talked with interested job seekers about career opportunities in broadcasting and job openings, but due to the COVID-19 Pandemic the physical on-site job fair was canceled.