

TIDEWATER COMMUNICATIONS, LLC – WNOR/WAFX/WJOI
EEO PUBLIC FILE REPORT
(May 21, 2017 – May 20, 2018)
ADDENDUM 1

FULL-TIME VACANCIES:

1. Job Title: Account Executive
Date Filled: Open
Number of Persons Interviewed: 9
Recruitment/Referral Sources Used: See Addendum 2
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3

2. Job Title: Accounts Receivable Coordinator
Date Filled: January 3, 2018
Number of Persons Interviewed: 4
Recruitment/Referral Sources Used: See Addendum 2
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3

TCI had the following Part-Time Vacancies:

- Promotions Assistant/Board-Op – Hired six (6) individuals during above referenced time frame (including three paid interns).
- Rock Girl – Hired one (1) individual during above referenced time frame.

TCI provided notice for the part-time vacancies on our WNOR and WAFX websites.

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OUTREACH ACTIVITY DESCRIPTION FORM

Year: 6/1/17-6/1/18

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Name of Activity: Provide Training to management level personnel to ensure EEO and prevent discrimination.

Description of Initiative:

Tidewater Communications, LLC continued to ensure EEO and prevent discrimination through the following means:

1. The Business Manager discusses with each department head EEO regulations when a position becomes available in their department and reminds them to work within the EEO guidelines when going through the application/interview process.
2. If a new employee is hired that is a department head, the General Manager and Business Manager will meet with them to discuss the EEO policies and procedures.
3. Our EEO Poster is posted in a high traffic/visible area of the office for all employees to see.
4. The company EEO policy is stated on Page 7 of the Saga handbook that all employees receive upon hire and also receive when the handbook is revised. (Latest revision March 3, 2014)
5. On April 25, 2018, the Business Manager, Janice Henderson, led a training on Implicit Bias which was attended by the General Manager and all department heads which included a Ted Talk video called “Immaculate Perception” by Jerry Kang who is a law professor and Vice Chancellor for Equity, Diversity and Inclusion at UCLA .

Name of Activity: Participation in Job Fairs

Description of Initiative:

Tidewater Communications, LLC participated in the Christopher Newport University Career and Graduate School Fair on September 27, 2017. Sonja Morrell and Sarah Orner attended. We also attended the Christopher Newport University Spring Career Fair on January 30, 2018. Sonja Morrell and Sarah Orner attended. TCI will continue to actively participate in job fairs that will educate the community on job opportunities in the broadcasting industry.

Name of Activity: Training and Mentoring Program

Description of Initiative:

Tidewater Communications, LLC continued our training and mentoring program for the staff. Both programs enable employees to acquire skills that could qualify them for a high level position in another department. The program is individualized and the training or mentoring period depends on the position of the employee and their needs and desires. The program information is posted in high traffic/visible areas of the office and is posted on the TCI intranet site for all employees to see.

TIDEWATER COMMUNICATIONS, LLC – WNOR/WAFX/WJOI
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Year: 6/1/17-6/1/18

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Name of Activity: Internship Program

Description of Initiative:

Tidewater Communications, LLC has an established Internship Program that is designed to assist members of the community to acquire skills needed for broadcast employment. It is our goal to offer a creative environment that allows an intern to gain hands-on experience while assisting the morning show as well as other departments to gain overall knowledge about the radio business in general. In 2017/2018 we employed interns from James Madison University, Virginia Wesleyan College, Old Dominion University and Virginia Commonwealth University.

Name of Activity: Notifying Community Groups

Description of Initiative:

Tidewater Communications, LLC continued to make on-air announcements on a weekly basis which alert qualified groups that they may request to be placed on our job recruitment list which is utilized when a vacancy is available. The commercial copy explains what steps an organization must take to receive notifications of job vacancies at our stations. Additionally, if requested, we notify media trade groups whose membership includes substantial participation of women and minorities each time full-time job opportunities become available.

Name of Activity: Participation in Other Activities

Description of Initiative:

On September 1, 2005, Tidewater Communications, LLC began their “Career Center”. A brochure was created that discusses Our Mission, Services, and Radio Careers. This brochure is available at our front desk and is distributed at all job fairs attended by TCI. In addition, the brochure is made available to the general public at promotional and sales events.

Description of Initiative:

Tidewater Communications, LLC makes available tours of our facilities to the community/listeners, education, and youth groups. During these tours, discussions about different jobs that are performed by the station personnel take place.

Addendum 1, Page 1, Listing #1 - Job Title: Account Executive

ADDENDUM 2

Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

Source	Contact Person	Address	Telephone #	Referred Person Hired?
WNOR Website/FM99.com	Wayne Leland	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
WAFX Website/1069thefox.com	Wayne Leland	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
WNOR/WAFX ON-AIR SPOT	Wayne Leland	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
AARP Foundation Sr. Community S	Barbara Murphy	201 Granby Street, #424, Norfolk, VA 23510	757-625-7001	No
Assoc. of Black Media Workers	VP Sales Asst.	3800 Hooper Ave., Baltimore, MD 21211	410-467-3000	No
Brdcstg. Institute of Maryland	John Perry	7200 Hartford Rd., Baltimore, MD 21234	410-254-2770	No
Brown College	Christine Kleckner	1345 Medota Heights Rd., Mendota Heights, MN	651-905-3522	No
Bryant & Stratton	Rosie Brown	301 Centre Point Dr., Va. Beach, VA 23462	757-499-7900	No
Christopher Newport University	Monica Hill	Career & Counseling Svc, 1 University Pl, Newport News, VA	757-594-8859	No
College of William & Mary	Cristen McQuillan	PO Box 8795, Williamsburg, VA 23187	757-221-3232	No
Commonwealth of VA Rehab Svcs	Melissa Edmonds	3248 Academy Ave., St.22-26, Portsmouth, VA23703	757-240-0313	No
DeVry University	Yamiek Anthony	1317 Executive Blvd, Chesapeake, VA 23320	757-382-5680	No
ECPI	Gina Cassidy	555 Greenwich Rd., Va. Beach, VA 23462	757-490-9090	No
Everest	Judy Goodloe	825 Greenbrier Circle, St. 100, Chesapeake, VA 23452	757-361-3900	No
Everest	Maria Dancy	803 Diligence Dr., Newport News, VA 23606	757-873-1111	No
Hampton University	Bessie Willis	Wigwam Bldg., Rm. 114, Hampton, VA 23688	757-727-5331	No
Int'l Women's Media Fdtn.	Anna Schiller	1625 K Street NW, St. 1275, Washington, DC 20006	202-496-1992	No
NAACP	Charles Gore	909 B Marshall Ave., Norfolk, VA 23504	757-627-1096	No
NAACP	Job Posting Dept.	PO Box 1531, Chesapeake, VA 23327	757-543-1029	No
NAACP	Job Posting Dept.	8 W. 26th Street, Baltimore, MD 21218	410-580-5777	No
Nat'l Assoc. of Black Jrnlists	Job Posting Dept.	Univ. of Maryland, 1100 Knight Hall, #3100 College Park, MD	301-405-0248	No
Nat'l Press Foundation	Job Posting Dept.	1211 Connecticut Ave NW, Washington, DC 20036	202-663-7280	No
Norfolk State University	Pamela Saunders	700 Park Ave., Norfolk, VA 23504	757-823-8462	No
Old Dominion University	Stephanie Outlaw	Career Mgmt, 2202 Webb Center, Norfolk, VA 23529	757-683-4388	No
Opportunity Inc	Amy Rodriguez	500 East Plume St., St 700, Norfolk, VA 23510	757-314-2370	No
Rainbow/Push Coalition	Job Posting Dept.	Herndon Plaza, 100 Album Ave. Atlanta, GA 30303	404-874-1280	No
Regent University	Kita Graham	1000 Regent University Dr., Va. Beach, VA 23464	757-352-4348	No
St. Leo University	Charleen	1434 Crossways Blvd. #175, Chesapeake, VA 23320	757-227-4450	No
St. Leo University	Susan Koch	1 Compass Way #160, Newport News, VA 23606	757-249-0390	No
Tidewater Comm. College	Danielle Giscombe	1428 Cedar Road, Chesapeake, VA 23322	757-822-5125	No
Tidewater Comm. College	Monica/Babi	1700 College Crescent, Va. Beach, VA 23453	757-822-7228	No
Tidewater Comm. College	Stephanie Fair	300 Granby Street, Norfolk, VA 23510	757-822-1100	No
Tidewater Comm. College	Novella Harrison	120 Campus Dr, Portsmouth, VA 23701	757-822-2241	No
Urban League of Richmond	Job Posting Dept.	511 West Grace St., Richmond, VA 23220	804-649-8407	No
Urban League of Hampton Roads	Gwen Mack	3225 High Street, Portsmouth, VA 23707	757-627-0864	No
Va. Bch Minority Bus. Council	Lavera Tolentino	2388 Court Plaza Dr., Kempsville Bldg, Virginia Beach, VA 23	757-385-4438	No
VAB	Job Posting Dept.	600 Peter Jefferson Pkwy #300, Charlottesville, VA 22911	434-977-3716	No
Virginia Wesleyan	Stephen Young	1584 Wesleyan Dr., Norfolk, VA 23502	757-455-3337	No
YMCA of South Hmptn Rds	Adam Kahl	312 W. Bute Street, Norfolk, VA 23510	757-622-9622	No
YWCA of South Hmptn Rds		5215 Colley Avenue, Norfolk, VA 23508	757-625-4248	No
VABonline.com	Job Posting Dept.	250 West Main Street, Suite 100, Charlottesville, VA 22902	434-977-3716	No
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	No

ADDENDUM 3

Total Number of Interviewees Per Recruitment/Referral Source

Referral Source	Contact Person	Address	Telephone #	# of Interviewees
<u>Job Title: Account Executive</u>				
WNOR Website/FM99.com	Wayne Leland	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	3
Client Referral	NA	NA	NA	2
Employee Referral	Various	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	4

Addendum 1, Page 1, Listing #2 - Job Title: Accounts Receivable Coordinator

ADDENDUM 2

Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

Source	Contact Person	Address	Telephone #	Referred Person Hired?
WNOR Website/FM99.com	Wayne Leland	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
WAFX Website/1069thefox.com	Wayne Leland	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
VABonline.com	Job Posting Dept.	250 West Main Street, Suite 100, Charlottesville, VA 22902	434-977-3716	No
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	No

ADDENDUM 3

Total Number of Interviewees Per Recruitment/Referral Source

Referral Source	Contact Person	Address	Telephone #	# of Interviewees
<u>Job Title: Accounts Receivable Coordinator</u>				
Indeed.com	Job Posting Dept.	NA	1-800-475-	1
Client Referral	NA	NA	NA	1
Employee Referral	Various	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	2