

WJRW(AM), WKLQ(FM), WLAV-FM, WTNR(FM), WHTS(FM)
EEO PUBLIC FILE REPORT
June 1, 2018 – May 31, 2019

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, 10-12, 14, 17-22	14
Market Manager	1 *	1
Traffic Assistant	1-8, 10-12, 14 ,16-22	14
Sales Manager	1 *	1
Account Executive	1-8, 10-12, 14, 17-22	1

**Exigent Circumstances*

This Report was revised in May 2020 to address formatting and reporting issues.

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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	Word-of-MouthReferral	No	5
2	Womens Resource Center Contact: Marcia Van Poolen 678 Front Street, Suite 180 Grand Rapids, MI 49504	No	0
3	Hispanic Center of West Michigan Contact: Salvatore Lopez 1204 Grandville Ave SW Grand Rapids, MI 49503	No	0
4	Hispanic Ministries Community Bulletin Board 671 Davis Ave NW Grand Rapids, MI 49504	No	0
5	Grand Rapids Urban League Placement Office 745 Eastern Ave SE Grand Rapids, MI 49503	No	0
6	Michigan Employment Security Commission Job Orders PO Box 169 Grand Rapids, MI 49501	No	0
7	Job Corps of Grand Rapids Placement Office 110 Hall Street SE Grand Rapids, MI 49507	No	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
8	Calvary Church Contact: Regina Scovill 777 E Beltline NE Grand Rapids, MI 49525	No	0
9	Specs Howard School of Media Arts Placement Office 19900 W 9 Mile Road Southfield, MI 48075	No	0
10	Cumulus Business Managers bm@cumulus.com	No	0
11	Michigan Association of Broadcasters www.mab.com	No	0
12	On-Air Announcements (<i>one or more SEU stations</i>)	No	0
13	Station Website Posting (<i>one or more SEU stations</i>)	No	0
14	Clear Company / Company Job Site Cumulus.com/workhere	No	11
15	Internal Transfer/Promotion	No	0
16	Job Fairs	No	0
17	Glass Door	No	0
18	Indeed	No	0
19	Link Up	No	0
20	Monster	No	0
21	ZipRecruiter	No	0
22	SEU Facebook Page	No	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			16

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Participate in Job Fair	On February 22, 2019, our SEU participated in the 2019 Broadcast & Cinematic Arts Job Fair which took place on the campus of Central Michigan University. Our Sales Manager attended this event and spoke with interested attendees about career opportunities in radio broadcasting, with an emphasis on sales, as well as job openings within the SEU.
2	Participate in Job Fair	On October 24, 2018, our SEU participated in the Michigan Association of Broadcasters Foundation's 2018 Media Career Fair held on the Western Michigan University campus. Our Sales Manager attended and spoke with attendees about career opportunities in radio broadcasting, with an emphasis on sales, as well as job openings within the SEU.
3	Internship Program	Our SEU hosts an on-going internship program and has developed strong connections with Grand Valley State University. As a result of this relationship, our SEU welcomed two (2) student interns from Grand Valley State University during this reporting period. These interns were exposed to all aspects of the radio business, but, spent most of their time in our Programming department, supervised by our Morning Show Host. They "shadowed" the Host, observed on-air broadcasts, and, eventually, assisted with the production of the broadcasts. The students were encouraged to seek career advice from station personnel.

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	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	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 this tutorial.

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	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
	<p>O n Fe br ua ry 22 , 20 19 , ou r S E U pa rti ci pa te d in th e 20 19 Br oa dc ast Ca bl e As so ci ati on Jo b Fa ir he ld on th</p>	

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	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
	<p>O n O ct ob er 24 , 20 18 , ou r S E U pa rti ci pa te d in th e M ic hi ga n As so ci ati on of Br oa dc ast er s Fo un da tio n'</p>	

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