

Capital Broadcasting INC  
WGDJ-AM



11 Dennis Terrace - Schenectady, New York 12303

**FULL-TIME JOB VACANCIES LIST – Form BP-01**

**Current License Term: February 1, 2020, through January 31, 2021 : None**

<b>Job Title</b>	<b>Date Opened</b>	<b>Date Filled</b>	<b>Hiree's Name</b>	<b>Recruitment Source that Referred the Hiree.</b>

**MENU OPTION ACTIVITIES – Form BP-02**

**Type of Activity:**           **Training**

**Activity Classification:**   8. Employee Training

**Nature of the Activity, Including Date(s):**

**Training on Updated Traffic System and Automation Software, Training on Nielsen Products**

**Scope of Station's Participation:**

**Training on Updated Traffic System, and on Nielsen to aid the Operations Manager in taking further responsibility.**

**Station Personnel Involved:**

**Operations Manager and CBI President**

**MENU OPTION ACTIVITIES – Form BP-02**

**Type of Activity:** Training

**Activity Classification:** 8. Employee Training

**Nature of the Activity, Including Date(s):**

Training on all responsibilities to produce a live radio show

**Scope of Station's Participation:**

Training of Part-Time Show Producer on how to properly produce a live radio show. He was educated on the stations automation system, board, telephone system and delay.

**Station Personnel Involved:**

General Manager, Morning Producer

**MENU OPTION ACTIVITIES – Form BP-02**

**Type of Activity:** Training

**Activity Classification:** 14. Participation in Conferences and Meetings to Further Stations Education on Employment Reach

**Nature of the Activity, Including Date(s):**

1. Operations Manager: Attendee Capital District Radio Association Meetings (monthly until quarantine)

**Scope of Station's Participation:**

1. Operations Manager: Attendance at the meetings gave the Operations Manager an oppurtunity to speak with the President of the New York State Broadcasters Association regarding changes to law/policy in state and national broadcasting.

**Station Personnel Involved:**

Operations Manager

**Type of Activity:**           **Employment Education**

**Activity Classification:**    16

**Nature of the Activity, Including Date(s):**

**Operations Manager: Monthly Ascertainment Meetings and Monthly Capital District Radio Association Meetings (until quarantine)**

**Scope of Station's Participation:**

**The Operations Manager attends monthly meetings with these groups, where she is educated on how the station can provide outreach to various community groups, including education on how to provide information to those groups regarding employment opportunities.**

**Station Personnel Involved:**

**Operations Manager**

**Type of Activity:** Internship Program

**Activity Classification:** 5

**Nature of the Activity, Including Date(s):**

Summer 2020: Internship Program with Buffalo State

**Scope of Station's Participation:**

A student from Buffalo State worked closely with the CBI President over the course of a 6 week period in learning about many aspects of how a radio station is run. The student also worked diligently on writing and producing commercials.

**Station Personnel Involved:**

CBI President, Intern

***Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.***

\* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);



7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

#### **FULL-TIME VACANCY EEO INFORMATION – Form BP-03**

**Job Title of Vacancy: None**

**Recruitment Source That Referred the Hiree: N/A**

**Date Vacancy Opened: N/A**

**Total Number of Persons Interview for the Vacancy: N/A**

**Date Vacancy Filled:**

**Recruitment Sources Used to Fill the Vacancy**

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?

**EEO PUBLIC FILE REPORT**

FOR

STATION WGDJ-AM  
Rensselaer, New York

This EEO Public File Report  
Covers the One-Year Period  
Ending on January 31,2020

**EEO PUBLIC FILE REPORT**

This EEO Public File Report is filed in Station WGDJ-AM's public inspection file pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.

During the one-year period ending on January 31, 2020, the station filled the following full-time vacancies:

None

The station interviewed a total of 1 person for all full-time vacancies during the period covered in this report.

The following are the recruitment sources used during the period covered in this report and the cumulative number of interviewees referred by each:

Attachment A contains the following information for each full-time vacancy:

- < The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- < The recruitment source that referred the hiree for each full-time vacancy;
- < The total number of persons interviewed for each full-time vacancy; and
- < The total number of interviewees referred by each recruitment source used in connection with each vacancy.

Attachment B contains a list and brief description of menu option activities undertaken pursuant to the FCC's EEO rules during the time period covered by this report.

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## ATTACHMENT B

### MENU OPTION ACTIVITIES

Station WGDJ-AM has engaged in the following outreach activities during the year covered by this report:

Activity Classification	Type of Activity	Brief Description
8	Training	Training of Sales Personnel on Traffic Software, Training of Board Operators on Station Automation Software, and Training of Board Operators on Traffic System. Training of Sales Department on Nielsen Software
16	Attendance at locally run Ascertainment Group and Capital District Radio Association Group Meetings	The Operations Manager attends monthly meetings with these groups, where she is educated on how the station can provide outreach to various community groups, including education on how to provide information to the those group regarding employment opportunities.
5	Internship Program Buffalo State Student	The CBI President worked closely with an intern from Buffalo State , educating him in all aspects of how a talk radio station is run – with the special focus on writing and producing of copy.

For “Activity Classification” use numbers “1” through “16” in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;

11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.