

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2020 – 03/31/2021

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

	Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
1	Associate Engineer	2, 5, 7, 10, 14-18	5
2	Disc Jockey	4-5, 7, 10, 14-18	5
3	TV Production Manager	4, 7, 10, 14-18	4
4	Disc Jockey	4, 7, 10, 14-18	4
5	Account Coordinator	2, 5, 10-11, 14-18	5
6	Disc Jockey	5, 7, 10, 14-18	5
7	Disc Jockey	5, 7, 10, 14-18	5
8	Account Coordinator	2, 3, 10, 14-18	2
9	Audio Production Assistant	7, 10, 11-14, 19	10
10	Disc Jockey	7, 10, 14-18	7

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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	Walk-In/Self-Referral	N	0
2	Employee Referral	N	3
3	Non-Employee Referrals	N	1
4	Former Employee (Re-Hire)	N	3
5	Internal Transfer/Promotion	N	5
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	0
7	Company Website (www.estrellamedia.com)	N	16
8	Job Fairs/Community Events <i>(See Section III of Report)</i>	N	0
9	Workforce Solution <i>(Formerly the Worksource)</i> (job placement/job bank database/career center) www.worksolutions.com / www.workintexas.com 70 FM 1960 Houston, TX., 77090 Attn: Thornton Lampley Email: thornton.lampley@wksolutions.com Phone: (832) 570-5509 <i>Workforce Solutions provides comprehensive job and career support for the 13 county Houston-Galveston Gulf Coast regions. They provide placement, job boards, career counseling and the largest job database in the state.</i>	N	0
10	Indeed.com 6433 Champion Grandview Way Building 1 Austin, TX 78750 www.indeed.com	N	28
11	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX ., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
12	University of St. Thomas Career Planning & Placement Center Attn: Diana R. Garcia 3800 Montrose Blvd. Houston, TX ., 77006 (713) 525-3160 garciad@stthom.edu	N	0
13	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houston.tx.gov	N	0
14	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0
15	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone: 281-756-3767 Url: www.alvincollege.edu Email: BLewis@alvincollege.edu Bill Lewis	N	0
16	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone: 936-294-1713 Url: www.myinterfase.com/shsu/employer Email: careerservices@shsu.edu Career Services	N	0
17	Texas Veterans Commission 8373 Westheimer Houston, TX 77063 Phone: 713-953-9211 Url: www.tvc.state.tx.us Email: aleshia.jamison@tvc.texas.gov Fax: 1-713-978-7049 Aleshia Jamison	N	0
18	JobSpider.com website Url: www.jobspider.com	N	0
19	Galveston Regional Chamber of Commerce Email: EShuttlesworth@galvestonchamber.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			56

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III. RECRUITMENT INITIATIVES
04/01/2020 – 03/31/2021

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level positions	<p>Activity: Training/mentoring</p> <p>Date: April 2020</p> <p>Participating personnel: Board Operator, Chief Engineer, and Engineering Assistant</p> <p>Description: During April 2020, our SEU's Chief Engineer and Engineering Assistant directly worked with one of our part-time Board Operators to cross-train in our SEU's Engineering functions. The program was focused on maximizing the Board Operators career development potential, equipping him for a position in the engineering department.</p>
2	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level positions	<p>Activity: Training/mentoring</p> <p>Date: June 2020</p> <p>Participating personnel: Promotions Tech Assistant, Receptionist and HR Generalist.</p> <p>Description: During June 2020, our SEU's Receptionist directly worked with one of our part time Promotions Tech Assistant to cross-train in our SEU's front desk functions. The program was focused on maximizing our Promotions Tech Assistant's career development potential, equipping them for a position in our Front Desk/Receptionist administrative department.</p>
3	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level positions	<p>Activity: Training/mentoring</p> <p>Date: June 2020</p> <p>Participating personnel: Promotions Assistant, Receptionist and HR Generalist.</p> <p>Description: During June 2020, our SEU's Receptionist directly worked with one of our full time Promotions Assistant to cross-train in our SEU's front desk functions. The program was focused on maximizing our Promotions Tech and Promotions Assistant career development potential, equipping them for a position in our Front Desk/Receptionist administrative department.</p>

4	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level positions	<p>Activity: Training/mentoring</p> <p>Date: August - September 2020</p> <p>Participating personnel: Receptionist and TV Sales Assistant.</p> <p>Description: During August and September 2020, our SEU's TV Sales Assistant directly worked with our receptionist to cross-train in our SEU's Sales Department as an Account Coordinator. The program was focused on maximizing our Receptionists career development potential, equipping her for a position in our sales department.</p>
5	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level positions	<p>Activity: Training/mentoring</p> <p>Date: November 2020 – March 2021</p> <p>Participating personnel: Account Coordinator and TV Traffic Maner, and Continuity Coordinator.</p> <p>Description: During November 2020 through March 2021, our SEU's TV Account Coordinator directly worked with our Continuity Manager and Traffic Manager to cross-train in our SEU's sales department as a TV Traffic Assistant. The program was focused on maximizing our Account Coordinator's career development potential, equipping them for a position in our TV traffic department</p>
6	Participate in Job Fair / Career Fair	<p>Activity: Workforce Solutions Virtual Job Fair</p> <p>Date: December 12, 2020</p> <p>Participating personnel: HR Generalist</p> <p>Description: The SEU participated in the Workforce Solutions Virtual Job Fair in Houston, Texas. This event is hosted by Workforce Solutions. The event featured virtual booths from community organizations, and the opportunity to interact with diverse students possessing a wide variety of skills, interests, and educational backgrounds. Members of the SEU met with guests of the event virtually to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Virtual On-line Booth/Presentation was provided with information about Estrella Media, the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
	Participate in Job Fair / Career Fair	<p>Activity: Workforce Solutions Virtual Job Fair</p> <p>Date: January 15, 2021</p> <p>Participating personnel: HR Generalist</p> <p>Description: The SEU participated in the Workforce Solutions Virtual Job Fair in Houston, Texas. This event is hosted by Workforce Solutions. The event featured virtual booths from community organizations, and the opportunity to interact with diverse students possessing a wide variety of skills, interests, and educational backgrounds. Members of the SEU met with guests</p>

		of the event virtually to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Virtual On-line Booth/Presentation was provided with information about Estrella Media, the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.
8	Participation in training to management-level personnel as to methods of ensuring current FCC requirements and EEO regulations for broadcasters	<p>Activity: FCC EEO Webinar – Hosted by California Broadcasting Association, Telecommunications Law Professionals, and Broadcast 1 Source</p> <p>Date: March 3rd, 2021</p> <p>Participating personnel: HR Generalist, General Sales Manager and Local Sales Manager</p> <p>Description: The SEU participated in the CBA FCC EEO Live Webinar, held Virtually via ZOOM. The event featured Gregg Skall from Telecommunications Law Professionals, CBA member Joe Berry, and Lisa Fields from Broadcast 1 Source. The SEU met with guests to provide training on EEO regulations for broadcasters and a primer on current FCC requirements. The training program was for 60 minutes and was focused on the following objectives: a) raise the level of awareness about Equal Employment Opportunity and the importance on the sensitivity to cultural and religious diversity in the workplace, b) language around the topic of diversity and c) learn the tools necessary to avoid discrimination and work effectively with a diverse employee base</p>