

**WRIE(AM), WQHZ(FM), WXKC(FM), and WXTA(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
Account Executive	1-15, 17, 19, 21-30	17
WXKC-FM Program Director	1-17, 19, 21-30	17

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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	<p>University of Pitt at Bradford Contact: Becky Geibel 300Campus Drive Bradford, PA bgeibel@bradfordpittsburgh.edu 412.391.6373</p>	No	0
2	<p>Booker T. Washington Center Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744</p>	No	0
3	<p>Edinboro University Contact: Philomena Gill (All University Students) 106 McNerney Hall Edinboro, PA pgill@edinboro.edu 814.732.2781</p>	No	0
4	<p>Employment Opp Center Contact: Cassie Pilarski 1358 East 12th Street Erie PA Cpilarski@barberinstitute.org 814.455.5961</p>	No	0
5	<p>Gannon University Contact: Janet Armbruster (All University Students) 109 University Square Erie, PA cdes@gannon.edu/ Post to www.collegecnetral.com/gannon/employer.cfm 814.871.7220</p>	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
6	International Institute Contact: Nan Chuwan 517 East 26 th Street Erie, PA nchuwan@uscree-erie.org 814.452.3935	No	0
7	Martin Luther King Center Contact: Fran Lee 312 Chestnut Street Erie, PA bmlkcenter@aol.com 814.459.2761	No	0
8	Mercyhurst College Contact: Frank Rizzone 501 East 38 th Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
9	Office of Vocational Rehabilitation Contact: Tom Wellington 3200 Lovell Place Erie, PA thwellingt@pa.gov 814.8714551	No	0
10	Pennsylvania Career Link Contact: Stephen Curico 115 West Eighth Street Erie, PA www.cwds.state.pa.us 814.872.4297	No	0
11	Penn State at Erie Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
12	Tri-State Business Contact: Wendy Fugate 5757 West 26 th Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
13	Gannon Center for Communications and Arts Contact: Chet LaPrice (Comm Majors Only) 109 University Square Erie, PA 16541	No	0
14	Edinboro University Department of Communications Contact: Ronald K Raymond (Comm Majors Only) 102 Compton Hall 210 East Normal Street Edinboro. PA 16444	No	0
15	Station Website Postings (<i>all SEU stations</i>)	No	0
16	All Access Website allaccess.com	No	1
17	Word/Internal Referral	No	2
18	Society of Broadcast Engineers Website http://www.sbe.org/jl_submit.php	No	0
19	Distribution to all Cumulus Markets BM@Cumulus.com	No	0
20	Posted on TDGA.org (Traffic Directors Guild of America)	No	0
21	Linked In- (www.linkedin.com)	No	0
22	Indeed (www.indeed.com)	No	1
23	Simply Hired (www.simplyhired.com)	No	0
24	Zip Recruiter	No	2
25	Monster.com	No	0
26	Facebook (www.facebook.com)	No	0
27	Glass Door (www.glassdoor.com)	No	0
28	Link Up (www.linkup.com)	No	0
29	Company Website (Cumulus.com)	No	5
30	Market Job Board	No	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			11

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Host Job Fair	On June 18 th , 2019, our SEU hosted a job fair at the Millcreek Mall in Erie. We secured the space, solicited local employers, and organized all logistical aspects of this event. Our SEU, as well as other local Erie businesses, occupied a booth and spoke with attendees about career opportunities within the company. Our Promotions Director, Sales Manager, Sales team and Market Manager were all on hand to represent our SEU, talk with candidates interested in broadcasting about career opportunities in the industry, and accept resumes for job openings.
2	Host Job Fair	On September 17 th , 2019, our SEU hosted a job fair at the Millcreek Mall in Erie. We secured the space, solicited local employers, and organized all logistical aspects of this event. Our SEU, as well as other local Erie businesses, occupied a booth and spoke with attendees about career opportunities within the company. Our Promotions Director, Sales Manager, Sales team and Market Manager were all on hand to represent our SEU, talk with candidates interested in broadcasting about career opportunities in the industry, and accept resumes for job openings.
3	Mentoring Program	Throughout this reporting period, our Operations Manager mentored a part-time programming employee. The skills necessary to prepare this mentee to advance to full-time employment were imparted in regular, weekly meetings. The training included learning about the interaction points of our production and traffic software and their relationship with our studio system. Further, the part-time employee assisted with on-air work, which allowed the Operations Manager to review air check sessions and work on vocal presentation skills with this mentee.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Participate in event/program sponsored by an educational institution relating to careers in broadcasting	Our Market Manager was scheduled to speak to a group of students at Edinboro University about digital advertising and careers in broadcasting. Due to the outbreak of Covid-19, however, classes at Edinboro University were suspended.
5	Host Job Fair	Our SEU planned to host a job fair at the Millcreek Mall on March 31 st , 2020. Due to the outbreak of Covid-19, however, all gatherings of over 10 people were cancelled and, subsequently, all businesses, including the Mall, were asked to close their doors.
6	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 the tutorial.