

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2021 – 03/31/2022

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	Receptionist	2, 7, 14-17	2
2	TV Traffic Assistant	1-2, 7, 9, 14-17	2
3	Account Executive	1-2, 7, 14-17	7
4	Account Coordinator	2, 7, 9, 14-17	2
5	Account Executive	1-2, 7, 14-17	7
6	Audio Production Assisant	7, 9, 11, 13-14, 20	7
7	Receptionist	7, 9, 11, 13-14, 20	9
8	Account Executive	1-2, 7, 9, 11, 13-14, 20	1
9	MultiMedia Journalist	7, 9, 11, 13-14, 20	7
10	Account Executive	2, 4, 7, 9, 11, 13-14, 20	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	5
2	Employee Referral	N	9
3	Non-Employee Referrals	N	0
4	Former Employee (Re-Hire)	N	1
5	Internal Transfer/Promotion	N	0
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	0
7	Company Website (www.estrellamedia.com)	N	24
8	Job Fairs/Community Events <i>(See Section III of Report)</i>	N	0
9	Indeed <i>www.indeed.com</i>	N	10
10	Workforce Solution <i>(Formerly the Worksource)</i> (job placement/job bank database/career center) <i>www.worksolutions.com /www.workintexas.com</i> 70 FM 1960 Houston, TX., 77090 Attn: Thornton Lampley Email: thornton.lampley@wksolutions.com Phone: (832) 570-5509	N	0
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
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

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
13	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houstontx.gov	N	0
14	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	1
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
20	MediaTech Institute 3324 Walnut Bend Lane Houston, TX 77042 Office: (832) 242-3426 http://info.mediatech.edu/media Attn: Brad Ruekberg / brad@mediatech.edu	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			50

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III. RECRUITMENT INITIATIVES
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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in job/career fair	<p>Activity: Virtual Job Fair hosted by Media Tech Career Services</p> <p>Date: May 14, 2021</p> <p>Participating personnel: HR Coordinator</p> <p>Description: The SEU participated in the Virtual Job Fair hosted by Media Tech Career Services. 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. The SEU virtually met with guests of the event 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, and programs.</p>
2	Participate in job/career fair	<p>Activity: Virtual Fall 2021 Career Fair hosted by Media Tech Career Services</p> <p>Date: September 10, 2021</p> <p>Participating personnel: HR Coordinator</p> <p>Description: The SEU participated in the Virtual Job Fair hosted by Media Tech Career Services. 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. The SEU virtually met with guests of the event 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, and programs.</p>
3	Management-level training regarding equal employment opportunity and preventing discrimination skills qualifying them for higher level positions	<p>On March 21, 2022, our HR Coordinator as well as management representatives took part in a training webinar presented by Estrella Media’s Senior Human Resources Manager, regarding compliance with the FCC’s EEO rules entitled, “The FCC’s Equal Employment Opportunity Rules.”</p>