

EEO PUBLIC FILE REPORT

A. EMPLOYMENT UNIT COVERED

WZBA-FM

B. REPORTING PERIOD

May 22, 2012 to May 21, 2013

C. FULL-TIME VACANCIES FILLED DURING REPORTING PERIOD

(1)	JOB TITLE: Account Executive #1	DATE FILLED: 7/31/12
(2)	JOB TITLE: Account Executive #2	DATE FILLED: 12/3/12
(3)	JOB TITLE: Account Executive #3	DATE FILLED: 4/22/13
(4)	JOB TITLE: Promotions and Online Content Director	DATE FILLED: 1/7/13
(5)	JOB TITLE: Sales Assistant	DATE FILLED: 2/4/13
(6)	JOB TITLE: Program Director	DATE FILLED: 2/11/13

[illegible]

D. RECRUITMENT/REFERRAL SOURCES USED TO SEEK CANDIDATES FOR EACH VACANCY

1) JOB TITLE: *Account Executive Position #1* **DATE FILLED:** *7/31/12*

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRE D PERSON HIRED?
Employee Referral	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
Station Web-Site Ad	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	Y

TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 13

2) JOB TITLE: *Account Executive Position #2* **DATE FILLED:** *12/3/12*

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRE D PERSON HIRED?
Employee Referral	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
Station Web-Site Ad	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
On-Air Campaign	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	Y

TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 5

3) JOB TITLE: *Account Executive Position #3* **DATE FILLED:** *4/22/13*

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRE D PERSON HIRED?
Station Web-Site Ad	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	Y
On-Air Campaign	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N

TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 3

4) JOB TITLE: *Promotions & Online Contact Director Position #4* **DATE FILLED:** *1/7/13*

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRE D PERSON HIRED?
Client Referral	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	Y
All Access.com	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
Times Shamrock email	Bill Nish	149 Penn Ave	570-348-9100	N

TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 3

5) JOB TITLE: *Sales Assistant Position Position #5* **DATE FILLED:** *2/4/13*

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRE D PERSON HIRED?
Career Builder Newspaper and Online campaign	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	Y
Executive Plaza III Referral	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N

TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 7

6) JOB TITLE: *Program Director Position #6* **DATE FILLED:** *4/22/13*

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRE D PERSON HIRED?
Employee Referral	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
Client Referral	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	Y
All Acess.com	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
Inside Radio	Jefferson Ward	11350 McCormick Rd Hunt Valley MD 21031	(410) 771-8484	N
Times Shamrock email	Bill Nish	149 Penn Ave Scranton PA 18503	570-348-9100	N

TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 25

E. TOTAL NUMBER OF PERSONS INTERVIEWED FOR ALL FULL-TIME VACANCIES FILLED DURING THE REPORTING PERIOD: 60

F. TOTAL NUMBER OF INTERVIEWEES FOR ALL FULL-TIME VACANCIES FILLED DURING THE REPORTING PERIOD PER RECRUITMENT/REFERRAL SOURCES

Employee & Client Referral	Various	11350 McCormick Road Hunt Valley MD 21031	(410) 771- 8484	8
Radio Station On Air Recruitment Ads	Jefferson Ward	11350 McCormick Road Hunt Valley MD 21031	(410) 771- 8484	10
Radio Station Web Site Recruitment Ads	Jefferson Ward	11350 McCormick Road Hunt Valley MD 21031	(410) 771- 8484	11
Internship Program	Donna Jean Rumbley/Dan Michaels	11350 McCormick Road Hunt Valley MD 21031	(410) 771- 8484	0
Current Employees (promoted)	Jefferson Ward	11350 McCormick Road Hunt Valley MD 21031	(410) 771- 8484	0
All Access.com	On-line Posting—	28995 PCH Malibu, CA 90265	(410) 771- 8484	11
Career Builder Newspaper & on-line ad	Internet Posting Site	Baltimore, Maryland	(410) 771- 8484	8
Inside Radio	On-Line Posting	11350 McCormick Road Hunt Valley MD 21031	(410) 771- 8484	10
Times Shamrock E-mail	Internal email	149 Penn Avenue Scranton PA 18503	(570) 348- 9100	2
<i>TOTAL</i>				60

G. OUTREACH ACTIVITIES PERFORMED DURING THE REPORTING PERIOD MAY 22, 2012—MAY 21, 2013

Initiative: Internship Program – Ongoing

Scope of Participation and Location: 2 Students this period from area Colleges and Universities. WZBA-FM's Internship Program is open to College students who desire to earn College credits for experience in Radio Broadcasting with a concentration in Promotions, Programming, Production and Sales.
Station Staff involved: Dan Michaels (Program Director), Donna Jean Rumbley (Promotions and Online Content Director), Jefferson Ward (General Manager)

Initiative: Community Ascertainment Day – September 12, 2012

Scope of Participation and Location: Members of the broadcast media converge annually for a dialogue with speakers from government, business, and nonprofit, civic and religious organizations. The event was held at Grace United Methodist Church – 5407 N. Charles St., Baltimore, MD 21210

Station Staff involved: Jefferson Ward (General Manager), Harvey Kojan (Program Director), Sharon M. Bradshaw (Business Manager), Erin Deneen (Account Executive), Kelsey Weissner (Sales Assistant) and Jillian Holcomb (Promotions Coordinator).

Initiative: Various Local Cub Scout Tour of the Radio Station – Ongoing

Scope of Participation and Location: On-site tour of radio station for Cub Scout troops to learn about the fundamentals of broadcast operations.

Station Staff involved: Harvey Kojan (Program Director), John Klug (Personality), Donna Jean Rumbley (Promotions and On-line content Director)

Initiative: Participation in job banks – Ongoing.

Scope of Participation and Location: Posting of open positions on All Access for Promotion and Online Content Director, as well as, Program Director.

Station Staff involved: Jefferson Ward, General Manager

Initiative: Participation in Immaculate Heart of Mary Education Day

Scope of Participation and Location: Immaculate Heart of Mary, Towson MD, 21286. Attended Education Day at the school and educated groups about opportunities in the broadcasting field. Discussions were held in reference to promotions and on air talent responsibilities.

Station Staff involved: Donna Jean Rumbley, Promotions and Online Content Director

EQUAL OPPORTUNITY EMPLOYMENT CONTACT LIST UPDATED 5/14/13

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PRESIDENT
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EMPLOYMENT AND EMPLOYEE RELATIONS
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NATIONAL BLACK MEDIA COALITION
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SILVER SPRING, MD 20903
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NATIONAL COALITION OF 100 BLACK WOMEN, INC.
NATIONAL HEADQUARTERS
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NATIONAL ORGANIZATION FOR WOMEN (NOW)
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