

# EEO PUBLIC FILE REPORT

**A. EMPLOYMENT UNIT COVERED**

WZBA-FM

**B. REPORTING PERIOD**

May 22, 2020 to May 21, 2021

**C. FULL-TIME VACANCIES FILLED DURING REPORTING PERIOD**

(1) **JOB TITLE:** Account Executive **DATE FILLED:** 11/09/2020

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

1) **JOB TITLE:** Account Executive Position **DATE FILLED:** 11/09/2020

SOURCE	CONTACT PERSON	ADDRESS	PHONE	REFERRED PERSON HIRED?
On-Air/Station Web-Site Ad	Joe Heffron	11350 McCormick Rd Hunt Valley MD 21031	(443) 318-0550	Y
Employee Referral	Steve Huber	11350 McCormick Rd Hunt Valley MD 21031	(443) 318-0553	Y

**TOTAL NUMBER OF INTERVIEWEES FROM ALL SOURCES FOR THIS POSITION: 2**

**E. TOTAL NUMBER OF PERSONS INTERVIEWED FOR ALL FULL-TIME VACANCIES FILLED DURING THE REPORTING PERIOD: 2**

**F. TOTAL NUMBER OF INTERVIEWEES FOR ALL FULL-TIME VACANCIES FILLED DURING THE REPORTING PERIOD PER RECRUITMENT/REFERRAL SOURCES: 2**

Employee Referrals	Various	11350 McCormick Road Hunt Valley MD 21031	(410) 771-8484	1
Radio Station On Air/Web site Recruitment Ads	Various	11350 McCormick Road Hunt Valley MD 21031	(410) 771-8484	1
Client Referrals	Various	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
<b>TOTAL</b>				<b>2</b>

**G. OUTREACH ACTIVITIES PERFORMED DURING THE REPORTING PERIOD**  
**MAY 22, 2020—MAY 21, 2021**

**Initiative:** Internship Program – Suspended due to COVID-19 pandemic

**Scope of Participation and Location:** n/a

**Station Staff involved:** n/a

**Initiative: Community Ascertainment Day – Suspended due to COVID-19 pandemic**

**Scope of Participation and Location:** n/a

**Station Staff involved:** n/a

**Initiative: Towson University Fall 2020 Career & Internship Virtual Fair; October 2, 2020**

**Scope of Participation and Location:** Three hour log-in window from 11am-2pm

**Station Staff involved:** Donna Jean Rumbley, Promotions Director

**Initiative: Various Local Cub Scout Tours of the Radio Station – Suspended due to COVID-19 pandemic**

**Scope of Participation and Location:** n/a

**Station Staff involved:** n/a

**Initiative: Participation in Immaculate Heart of Mary Education Day - Suspended due to COVID-19 pandemic**

**Scope of Participation and Location:** n/a

**Station Staff involved:** n/a

**Initiative: Participation in Mercy High School Career Day Fair - Suspended due to COVID-19 pandemic**

**Scope of Participation and Location:** n/a

**Station Staff involved:** n/a

**Initiative: Training Programs:**

**Scope of Participation and Location:** WZBA-FM in house training for all Account Executives, encouraging growth and development of all facets of account management.

**Station Staff involved:** Jefferson Ward, General Manager and Joe Heffron, General Sales Manager.

**Initiative: Times-Shamrock Management Training Program**

**Scope of Participation and Location:** WZBA-FM participates in Times-Shamrock's Management Training Program (MTP). The MTP is designed to help qualified employees learn about qualities and expectations of various Management positions. In any given year there may or may not be an MTP candidate.

**Station Staff involved:** Jefferson Ward, General Manager