

ANNUAL EEO PUBLIC FILE REPORT

Facility ID #	Date Report Covers: 4/1/20 – 3/31/21	Employer: FOREVER MEDIA, INC.	Job Search to: careers@forevermediainc.com
24940 12918 88380 76254 49789 24942 74089 49777 21421 74469 71246 24997	Stations, City of License: WGYF-FM, Meadville PA WRQI-FM, Saegertown PA WRQW-FM, Cooperstown PA WXMJ-FM, Cambridge Springs PA WHMJ-FM, Franklin PA WMGW-AM, Meadville PA WTIV-AM, Titusville PA WFRA-AM, Franklin PA WGYI-FM, Oil City PA WYLE-FM, Grove City PA WKST-AM, New Castle PA WUZZ-AM, New Castle PA	Employment Unit Addresses: 900 Water Street, Downtown Mall, Meadville PA 16335 1243 Liberty Street, Ste. 501, Franklin PA 16323 219 Savannah Gardner Road, New Castle PA 16101 87 Stambaugh Ave (2-C) Sharon PA 16146 On-Line Public File location: www.forevernorthwestpa.com	Contact Person, Title, email, phone number: Jim Shields, GM jshields@forevermediainc.com 814-724-1111

This EEO Public File Report is filed in each Station’s public inspection file.

Employer is an equal opportunity employer and does not discriminate in the hiring, training or promotion of employees by reason of race, color, religion, sex, or national origin. We engage in a continuing effort to seek out prospective applicants for employment. We contacted agencies in the area of the station to solicit for full-time open positions of employment. This report reflects those agencies contacted. Those, which requested to be contacted, are so noted. We have found these agencies to be suppliers of possible employment candidates in our continuing outreach program to achieve dissemination of information to a broad section of the community.

Employer periodically re-evaluates the recruitment sources list for wide dissemination of vacancies.

Full-Time Vacancies Filled:

Job Title	Hire Date	Persons Hired	Persons Interviewed	Recruitment Sources Used from Master List	Referring Source
Account Executive	11/2/20	1	2	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35	34
Account Executive	3/8/21	1	1	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21,	32

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				22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 36	
Total		2	3		

Full-Time Recruitment Sources Master List:

Recruitment Source Number	Recruitment Source Name, Address, Phone, Contact, email, URL	Source Requested Notification	Referrals from this source
1	www.forevernorthwestpa.com Jim Shields 900 Water St. Meadville PA 16335 814-724-1111	No	0
2	Pennsylvania Assoc of Broadcasters Gail Ponti 208 N. 3 rd Street Harrisburg PA 17101 717-482-4820 www.pag.org	No	0
3	PA Careerlink Krista Gorman 260 Chestnut St., Meadville PA 16335 814-337-5574 www.cwds.state.pa.us	No	0
4	Pittsburgh Veteran Center Director of Job Placement 2500 Baldwick Rd. Pittsburgh PA 15205 412-920-1765	No	0
5	Opportunities Unlimited of Erie Jeanne Daugherty 2185 8 th St., Erie PA 16505 814-878-2070 www.ouerie.org	No	0
6	Clarion University Bill Bailey 419 Becht Hall, 840 Wood St, Clarion PA 16214 814-393-2000 www.clarion.edu	No	0
7	Gannon University Erin Hart 109 University Square, Erie PA 16541 814-871-7000 www.gannon.edu	No	0
8	Ohio/Illinois Centers for Broadcasting Gary James	No	0

	9885 Rockside Rd., St #160, Valley View OH 44125 216-503-5900 www.beonair.com		
9	Westminster College Katy Demedal 319 S. Market St. New Wilmington PA 16142 724-946-6338 www.westminster.edu	No	0
10	Center for Employment Opportunities Jacqueline Weinberger 100 Ross St #416 Pittsburgh PA 15219 412-444-1025 www.ceoworks.org	No	0
11	Allegheny College Office of Career Education 520 N. Main Street, Meadville PA 16335 814-333-3100 www.allegheny.edu	No	0
12	University of Pittsburgh (Titusville) Career Services 504 East Main St., Titusville PA 16354 814-827-4400 www.UPT.Pitt.edu	No	0
13	All Access www.allaccess.com	No	0
14	Internal Posting-Brownsville Joyce Nicholson 123 Blaine Road Brownsville PA 15417 724-938-2000 jnicholson@forevermediainc.com	No	0
15	Internal Job Posting-Cumberland Jeanie McLaughlin 350 Byrd Avenue Cumberland, MD 21502 301-722-6666 jmclaughlin@forevermediainc.com	No	0
16	Internal Job Posting – Hollidaysburg Jody Downing 1 Forever Drive Hollidaysburg, PA 1664 814-941-9800	No	0

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	jdowning@forevermediainc.com		
17	Internal Job Posting – Johnstown Shelly Lovenduski 109 Plaza Drive Johnstown, PA 15905 814-255-4186 slovenduski@forevermediainc.com	No	0
18	Internal Job Posting – State College Jody Downing 2551 Park Center Blvd. State College, PA 16801 814-237-9800 businesssc@forevermediainc.com	No	0
19	Internal Job Posting – Meadville Jill Hamilton 900 Water St., Downtown Mall Meadville PA 16335 814-724-1111 jhamilton@forevermediainc.com	No	0
20	Internal Job Posting –Franklin Mary Rutherford 1243 Liberty St. Franklin PA 16323 814-432-2188 mrutherford@forevermediainc.com	No	0
21	Internal Job Posting –Sharon Lynda Vesny 87 Stambaugh Ave Sharon, PA 16146 724-308-7208 lvesny@forevermediainc.com	No	0
22	Internal Job Posting –New Castle John Thomas 219 Savannah Gardner Road New Castle PA 16101 724-654-5501 jthomas@forevermediainc.com	No	0
23	Internal Job Posting – Robinson Dottie McCartney 2 Robinson Plaza, Suite 410 Pittsburgh, PA 15205 412-275-3393 dmccartney@forevermediainc.com	No	0
24	Internal Job Posting – York/Hanover Tammy Signor 275 Radio Road Hanover, PA 17331	No	0

	717-637-3831 tsignor@forevermediainc.com		
25	Internal Job Posting- Easton Lynn Moore 306 Port Street Easton, MD 21601 410-822-3301 lmoore@forevermediainc.com	No	0
26	Internal Job Posting – Bellaire Dottie McCartney 56325 High Ridge Rd. Bellaire OH 43906 740-676-5661 dmccartney@forevermediainc.com	No	0
27	Internal Job Posting – Bridgeville Joyce Nicholson 1370 Washington Pike Bridgeville PA 15017 412-221-1629 jnicholson@forevermediainc.com	No	0
28	Internal Job Posting – Lebanon Tammy Signor 440 Rebecca St. Lebanon PA 17046 717-272-7651 tsignor@forevermediainc.com	No	0
29	Internal Job Posting – Wilmington Bobbi Jo Clifford 2727 Shipley Road Wilmington DE 19810 302-478-2700 bclifford@forevermediainc.com	No	0
30	Internal Job Posting – Havre de Grace Nick Brino 707 Revolution Street Havre de Grace MD 21078 866-664-1037 nbrino@forevermediainc.com	No	0
31	Internal Job Posting – Milford Sandra Gay 1666 Blairs Pond Rd. Milford DE 19963 302-422-7575 sgay@forevermediainc.com	No	0
32	Indeed Customer Support 177 Broad Street,6th Floor, Stamford CT 06901	No	1

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	888-746-9333 www.indeed.com		
33	Walk-Ins, Employee/ Client Referrals/Other Jim Shields, General Manager 900 Water Street, Downtown Mall Meadville PA 16335 814-724-1111 jshields@forevermediainc.com	No	0
34	Radio Advertising (Forever Media, Inc.) Jim Shields, General Manager 900 Water Street, Downtown Mall Meadville PA 16335 814-724-1111 WGYY-FM, WGYI-FM, WRQI-FM, WRQW-FM, WXMJ-FM, WHMJ-FM, WYLE-FM, WMGW-AM, WTIV-AM, WFRA-AM, WKST-AM, WUZZ-AM jshields@forevermediainc.com	No	2
35	Franklin Area Chamber of Commerce Jodi Lewis 1237 Liberty St. Franklin PA 16323 814-432-5823 www.franklinareachamber.org	No	0
36	Meadville Chamber of Commerce Christa Lundy 908 Diamond Park Meadville PA 16335 814-337-8030 www.meadvillechamber.com	No	0
		Total	3

Outreach Activities List:

Outreach Number	Date	Recruitment Initiative	Description	Participants
1	4/15/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	Shippensburg University's Career, Mentoring and Professional Development Center offered the Career CUB Take Over 2020 Spring Career & Internship Fair. This virtual fair was held on April 15, 2020 from 10:30 a.m. to 2 p.m. through the Ship Career Connection Symplicity link.	Courtney Paul-Wessner, Jill Hamilton, Judy Vavrek, Andy Kreiser, David Pavlic, Bethany Hildebrand, Mark Schollenberger, Don Dalesio, Michael Vennare, Tammy Signor who represented all Forever Media Stations.
2	5/21/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	Shippensburg University's Career, Mentoring and Professional Development Center held the Raider Graduate Virtual Job Fair on May 21, 2020, 2020 from 3 p.m. to 5 p.m. through the Ship Career Connection Symplicity link.	Diane Fetty, CHRD represented all of the Forever Media stations
3	9/23/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	Forever Media Career Fair. The Career Fair was held on 9/23/20 from 12p – 6p at the Trinity Point Church of God.	Cindy Grant, GSM represented the NWP cluster of Forever Media.
4	10/14/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	All Majors: Fall 2020 Virtual Job & Internship Fair. As college students and employers both face uncertainty with the economy and job market, Dickinson College, Gettysburg College, and Mount St. Mary's University are partnering to bring you two unique opportunities to virtually connect with 7,000+ students across three schools this fall.	Diane Fetty, CHRD represented all of the Forever Media stations
5	11/12/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	Keystone Virtual Fall 2020 Grad, Internship & Career Fair. Meet and network with Keystone Students and Alumni.	Diane Fetty, CHRD represented all of the Forever Media stations
6	11/18/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	Virtual Career Expo -Career Link and Fayette Chamber. The Fayette Business Education Partnership, PA CareerLink Fayette and the Fayette Chamber of Commerce are partnering together to present WORK! Fayette County - Virtual Career Expo!	Diane Fetty, CHRD represented all of the Forever Media stations
7	12/2/20	#1 Conventions, Job Fairs, Career Days, Career Fairs	Virtual Fall Career Fair -Colleges of Business, Technology, Arts and Sciences. Meet and network with WilmU Student and Alumni.	Diane Fetty, CHRD represented all of the Forever Media stations
8	2/17/21	#1 Conventions, Job Fairs, Career Days, Career Fairs	Robert Morris University 2021 Spring Career and Student Engagement Fair - Meet and network with RMU students and Alumni.	Diane Fetty, CHRD represented all of the Forever Media stations
9	2/19/21	#1 Conventions, Job Fairs, Career Days,	<u>22nd ANNUAL JOB EXPO/THE PENNSYLVANIA STATE UNIVERSITY- THE COLLEGE OF</u>	Diane Fetty, CHRD represented all of

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		Career Fairs	<u>COMMUNICATIONS</u> Participation in the 2021 PSU College of Communications Virtual JobExpo. The Pennsylvania State University's College of Communications is the largest ACEEJMC accredited undergraduate communications program in the country. This Job Expo is designed for Penn State's top-notch advertising, public relations, film/video, journalism, media studied and telecommunications students and alumni to meet with Radio Broadcasting Groups, public relations firms, newspapers, magazines, production companies and broadcast and cable organizations. We have found that participation in this Job Expo has provided us an opportunity to meet strong candidates with relevant experience in an extremely efficient manner covering the entire mid-Atlantic region. By participating in the 2020 Virtual JobExpo Comm, we had access to over 5,000 students from Penn State. Penn State University changed its job fair to a virtual event in light of the Covid-19 situation in the country at this time.	the Forever Media stations
10	2/24/21	#1 Conventions, Job Fairs, Career Days, Career Fairs	Maryland and Pennsylvania Liberal Arts Career Fair -Institutions include Gettysburg College, Goucher College, Hood College, McDaniel College, Mount St. Mary's University, Muhlenberg College, Notre Dame of Maryland University, St. John's College, Ursinus College, and Washington College. Employers had an opportunity to meet and talk with 19,300+ students from 10 liberal arts institutions!	Diane Fetty, CHRD represented all of the Forever Media stations
11	2/25/21	#1 Conventions, Job Fairs, Career Days, Career Fairs	The University of Maryland Eastern Shore Career and Professional Development Center - Spring 2021 Virtual Career Fair. Employers had the advantage of this unique opportunity to meet virtually with motivated and talented individuals. Many students are seeking employment opportunities and internships.	Diane Fetty, CHRD represented all of the Forever Media stations
12	2/26/21	#1 Conventions, Job Fairs, Career Days, Career Fairs	Juniata College Career Day 2021 Participation in the 2021 Juniata College Career Day virtual event. This event was designed to bring students together with employers and alumni from 120+ business, industry and public service to discuss student career options, internships and full-time employment opportunities.	Diane Fetty, CHRD represented all of the Forever Media stations
13	05/20/20 and ongoing	#2 Hosted Job Fairs	FOREVER MEDIA hosts an on-going job fair on its website www.forevermediainc.com where applicants have an opportunity to view open positions, by market, and submit a resume.	Diane Fetty, CHRD
14	None this period.	#5 Forever Media Internship Program	Forever Media Radio helps prepare students to take their place in society as active, critical and engaged media professionals. We provide internship opportunities to students every year. We work to design a program that allows students to earn college credit for hands on experience at the radio station. The Internships are designed to meet the needs of the radio	

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			station and academic requirements of the college or university where the student is enrolled. Each internship is uniquely designed to help prepare students to take their place in society as active, critical and engaged media professionals. Students may work with the News Director, Program Director, Business Manager, Chief Engineer, Sales Manager or the General Manager to fulfill their Internship. Promotional interns. They helped develop, plan, implement, and recap ways to market and promote the station group. They attend Live Action Broadcasts for the radio network and help promote the event.	
15	6/3/20	#8 Establishment of Training Programs for Station Personnel	Forever Media (Brownsville, Pittsburgh Wheeling, Meadville/Franklin and Sharon hosted a training Webinar for Local Businesses and Staff. Marketing During a Crisis: Expert Advice for Local Business by Gordon Borrell, CEO Borrell Associates.	David Pavlic, Michael Vennare, Judy Vavrek, Helen Powers, Cindy Grant, Lynda Vesy, Jim Shields and Mike Sherry.
16	6/22/20	#8 Establishment of Training Programs for Station Personnel	Pennsylvania Association of Broadcasters held a virtual meeting. Presentations of broadcast innovations, programming and legal concerns.	Bobbi Castellucci, Market Mgr., Dave Davies, Market Manager, Mike Sherry, VP of Sales
17	9/23/20	#8 Establishment of Training Programs for Station Personnel	Pennsylvania Association of Broadcasters held a Board of Directors Meeting virtually. Presentations of broadcast innovations, programming and legal concerns.	Bobbi Castellucci, Market Mgr., Dave Davies, Market Manager, Mike Sherry, VP of Sales
18	9/28/20 through 9/29/20	#8 Establishment of Training Programs for Station Personnel	Forever Media manager/owner attended the AIMS (Association of Independent Metropolitan Stations) conference virtually. This two-day conference presented discussions regarding the radio business and new opportunities and problem solving.	Lynn Deppen, President and Mike Sherry, VP of Sales
19	12/10/20	#8 Establishment of Training Programs for Station Personnel	Pennsylvania Association of Broadcasters held the 2020 Board of Directors Meeting virtually. Presentations of broadcast innovations, programming and legal concerns.	Bobbi Castellucci, Market Mgr., Dave Davies, Market Manager, Mike Sherry, VP of Sales
20	2/22/21 and 2/23/21	#8 Establishment of Training Programs for Station Personnel	Forever Media Manager/owner attended the AIMS (Association of Independent Metropolitan Stations) virtually. This two-day conference presented discussions regarding the radio business and new opportunities and problem solving.	Lynn Deppen, President and Mike Sherry, VP of Sales
21	3/9/21 through 3/11/21	#8 Establishment of Training Programs for Station Personnel	RSC Sound Software conducted training for Program Directors on the music selector product called GSelector.	Program Directors Altoona, Johnstown, Meadville, Pittsburgh, Brownsville, State

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				College, York, PA; Wilmington, DE; and Cumberland, MD
	3/24/21	#8 Establishment of Training Programs for Station Personnel	Staying on Top of Your Broadcast FCC EEO Obligations webinar. FCC has continued to enforce its EEO rules, reviewing a station's compliance both in connection with its license renewal and through periodic audits. Stations still need to engage in wide dissemination of information about job openings and engage in specified outreach activities designed to educate their communities about broadcast employment and to train employees for advancement in their broadcast careers, even if they have no job openings. This webinar gave a review of the FCC's obligations and how we can meet those obligations even while social distancing.	Jill Hamilton, Business Manager
22	Daily	#8 Establishment of Training Programs for Station Personnel	Account Executives are provided with daily group sales meetings to further their understanding of sales, communication, marketing trends/opportunities and sales information. These morning meetings are usually led by the General Sales Manager or General Manager. When individual training is required, the Account Executives are assisted by the General Sales Manager and/or the General Manager.	Sales Staff
23	Bi-Monthly	#8 Establishment of Training Programs for Station Personnel	Forever Media Corporate Program Director, Mike Stevens, conducts a bi-monthly telephone conference call with the Program Directors and General Managers to review, guide and train in order to help them succeed in their careers and the overall operation of the Radio Stations. These calls routinely include coaching and support from Forever Media President Lynn Deppen and Radio Consultant Joel Raab.	Program Directors and GMs with Mike Stevens
24	Monthly	#8 Establishment of Training Programs for Station Personnel	Forever Media Corporate Program Director, Mike Stevens conducts a monthly telephone conference call with Production Directors and Copy Writers to guide, and train in order to help them succeed in their careers, as well as share ideas and talk about trends in copy writing and production. These calls include coaching and support from me.	Production Directors and Copywriters with Mike Stevens
25	Weekly	#8 Establishment of Training Programs for Station Personnel	A weekly telephone conference call is held on Thursdays at 10:31 am with Production Directors and copywriters, who are divided into group, to share ideas for commercials and promos.	Production Directors and Copywriters
26	Weekly	#8 Establishment of Training Programs for Station Personnel	A weekly telephone conference call is held on Tuesdays at 10:31 am with the programming air staff, who are divided into group, to share ideas on air content.	Programming Staff
27	Ongoing	#8 Establishment of Training Programs for Station Personnel	Forever Media makes available Matrix Solutions to the Sales Department. Matrix offers a web-based media-specific software platform that	All Management and sales staff

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			enables the sales department to maximize their advertising opportunities. The program provides media sales workflow while giving the exact information needed for prospecting, managing, evaluating, and closing business. Training tools for all aspects of sales are provided and available within this program.	
29	Annually and upon hire	#8 Establishment of Training Programs for Station Personnel	Forever Media supports and has a commitment to the principals of equal employment opportunity and intends to provide a work environment free from unlawful discrimination of any kind. In keeping with this commitment, upon hire, all new employees are put through Sexual Harassment training and every employee trained annually.	All Employees
30	Weekly	#8 Establishment of Training Programs for Station Personnel	Forever Media incorporates an additional level of employee training with the ThinkZoom-P1Learning program. P1Learning provides on-line training and operations development solutions focused exclusively on the media industry. P1 provides selling techniques and concepts, tips, training, development leadership advice and legal compliance requirements to salespersons, human resources, supervisors and management. All Forever Media employees have access to hundreds of interactive courses, tests and written materials on a variety of topics relevant to the industry.	All Employees
31	Ongoing	#8 Establishment of Training Programs for Station Personnel	Forever Media General Managers schedule weekly, daily and individual meetings with Sales Account Executives to review, guide and train in order to help each succeed in their career. Additionally, every Tuesday morning, the Vice-President of Sales conducts a telephone-conferenced webinar to mentor all Forever Media station General Managers, General Sales Managers, Market Managers through a process of informal discussion of knowledge, education, coaching and support as it relates to work, career, or professional development.	VP of Sales, GM's, GSM's, Sales Staff, Market Managers
32	Ongoing	#8 Establishment of Training Programs for Station Personnel	The station's General Manager, General Sales Manager and Account Executives routinely train on-line with the Radio Advertising Bureau. During this period, all have earned Radio Marketing Professional Certifications from the Radio Advertising Bureau. These educational and instructional courses are designed to improve our sales team's knowledge about radio and offers educational/instructional courses designed to improve management, daily operations and leadership of the Radio Stations.	Sales Staff
33	Ongoing	#8 – Establishment of Training Programs for Station Personnel	Forever Media makes available Marketron. Marketron offers a web-based media-specific software platform that enables the traffic departments, production departments, and business managers to maximize their managing and invoicing of commercials, non-traditional	Traffic Staff, Programming Staff, and Business Managers

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			revenue and digital. Training tools for all aspects are provided and available within this program.	
34	Ongoing	#8 Establishment of Training Programs for Station Personnel	The General Manager and General Sales Manager have routinely trained on-line with the Pennsylvania Associations of Broadcasters (The Local Broadcast Sales Team & P1 Selling).	GM's, GSM's
34	Ongoing	#8 Establishment of Training Programs for Station Personnel	The General Manager and General Sales Manager have routinely trained on-line with the Pennsylvania Associations of Broadcasters (The Local Broadcast Sales Team & P1 Selling).	GM's, GSM's
35	Ongoing	#8 Establishment of Training Programs for Station Personnel	Forever Media makes available Nielsen. Nielsen offers platform training for the sales department. Training tools for all aspects are provided and available within this program including a monthly calendar of training sessions.	Sales Staff
36	Upon Request	#16 Radio Station Group Tours	We routinely give group tours of our facility, 900 Water Street, Meadville PA 16335 & 219 Savannah Gardner Rd., New Castle PA 16101 to organizations such as the Boy and Girl Scouts, elementary and high school groups, church groups and other similar groups. The tours provide an introduction to the Radio Broadcasting Industry and are offered for free. A typical tour includes information on the history of Radio and our stations. We explain and demonstrate the broadcasting equipment used to transmit programming from the studio to the transmitter site, we explain the studio equipment and how it functions. An introduction and hands-on recording of commercial production is demonstrated. An explanation of all positions and responsibility of station personnel is also given. We discuss our station formats, audience and coverage area. The tours are tailored to meet the goals of the specific groups. To request a tour contact: Forever Media, Inc. 900 Water Street, Meadville PA 16335 Attention: GM or call 814-724-1111.	Jim Shields, General Manager