

**EEO PUBLIC FILE REPORT**

**Reporting Period:** October 1, 2019 to September 30, 2020

**Stations Included in Report:** KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)

**I. List of Recruitment Sources**

(including the number of interviewees referred during the reporting period)

\* An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
<b>Common Sources</b>					
C1	Referral				3
C2	Radio Advertising	KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)			
C3	Indeed	<a href="http://www.Indeed.com">www.Indeed.com</a>			
C4	All Access	<a href="http://www.allaccess.com">www.allaccess.com</a>			
C5	Hawaii Assn of Broadcasters Virtual Job Fairs	<a href="mailto:Jamie.hartnett@gmail.com">Jamie.hartnett@gmail.com</a>	Jamie Hartnett		
C6	Summit Media Websites	KCCNFM100.COM; HAWAIIAN105.COM; KRTR96.COM; POWER1043.COM			
C7	SummitMedia.com	2700 Corporate Drive, Suite 115 Birmingham, AL 35242		205-322-2987	
C8	Internal Posting				
C9	LinkedIn.com	LinkedIn.Com			
C10	ZipRecruiter	<a href="http://www.ziprecruiter.com">www.ziprecruiter.com</a>			
C11	Shidler College of Business	<a href="mailto:Shidlercollegeofbusiness@csm.symlicity.com">Shidlercollegeofbusiness@csm.symlicity.com</a>			
C12	Hawaii Pacific University	1164 Bishop Street Ste 122, Hon, HI 96813	Michael Van Lear-Carrier Service Ctr		
C13	Honolulu Community College-Mele Program	874 Dillingham Blvd. Honolulu, HI 96817	John Vierra, Mele Program Director		
C14	Kapiolani Community College	Myinterfase.com	Covers all community college Hawaii		
<b>Total Number of Interviewees Referred:</b>					<b>3</b>

**II. Full-time Vacancies Filled During the Reporting Period**

Job Title	Recruitment Sources Utilized to Fill Vacancy	Recruitment Source for Person Hired (by code number)
Business Manager	C1, C2, C6	Code Number: C1 Hire Date: 07/27/20

**III. Non-Vacancy Specific Recruitment Efforts During Reporting Period**

<p><b>Participated in three job fairs (2 virtual/1 in person)</b></p>	<p>Hawaii Is Hiring-Virtual Job Fair with the Hawaii Chamber of Commerce 8/12/2020 HAB Virtual Job Fair Q1 – 3/9/2020 In-Person Company Job Fair 11/13-14/2020</p>
<p><b>Internship Program</b></p> <p>Participation will allow students to:</p> <ul style="list-style-type: none"> <li>-apply what they have learned in the classroom to practical applications;</li> <li>-become familiar with practices and practitioners of their chosen field;</li> <li>-develop professional materials for a portfolio;</li> <li>-be exposed to the working environment;</li> <li>- receive supervision, and mentoring, from a professional communicator;</li> <li>-become aware of career opportunities in their chosen field;</li> <li>- critically examine current practices in radio as it applies the relationship promotions has with sales and programming</li> <li>-acquire practice in the many skill areas required for success in the field;</li> </ul>	<p>Promotions Department: <b>UH West Oahu International Student Interns: 2</b> <b>Chapman University: 1</b> <b>Hawaii Pacific University: 1</b></p> <p>The purpose of the Promotions Internship is to provide the intern with meaningful and increasingly responsible work assignments directly correlated to the academic work in the major functional areas of the interns’ career field as it applies to Radio and Promotions. All interns were involved in all FM station activities: KRTR, KINE, KCCN, and KPHW.</p> <p>Duties include executing various on-site events and promotions, setting up sound systems, radio station tents, tables, hanging banners, and running interactive games with event goers. Position also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Interns will be required to work with the sales and programming departments to properly execute on-site and online promotions. Interns will be responsible for maintaining station vehicles.</p> <p>Interns also spent some time in our Production Department specifically with Minh. They shadowed him when it came to production of our ad spots. They had the chance to observe the process of how an ad spot is created from voicing, to production, and the final edits leading to completion. A couple of our interns also had the experience of voicing a spot.</p>
<p><b>Two On Site Tours</b> January 21, 2020 March 6, 2020</p>	<p>UH West Oahu reached out to ask if I, Promotions Director Stacey Ko, was able to provide a tour of the station and talk to the students about Summit Media and the type of work that I do in Promotions to a total of 40 students and chaperones (broken into 2 groups of 20). During both site tours, I discussed the unique challenge of radio sales, the relationship between sales, production and promotions, and how radio in Korea is different to that of America. In the second site tour, I also asked the 2 Promotions Interns from UHWO, Inseon Jung, Seungkyu An, to join me to talk about their experiences interning for us. I also answered any questions that the faculty or students had about my position, the company, and learning/working in America as an international student. To reward their participation in my presentation, I gave away some KPHW pop sockets and other miscellaneous prizes: shirts, souvenir mugs, music downloads, and movie passes. Afterwards I gave a tour of our offices and studios, all the while answering any further questions about the equipment inside.</p>