

WNAV, Annapolis
Sajak Broadcasting Corporation

Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s EEO Rule. This Report has been prepared on behalf of the Station Employment Unit, WNAV, Annapolis, Maryland and is required to be placed in the public inspection files of this station and posted on its website.

The information contained in this Report covers the time period beginning May 23, 2017 to and including May 22, 2018 (the “Applicable Period”).

The FCC’s EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the station comprising the Station Employment Unit during the Applicable Period;
2. For each vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC Rules.

The Appendices that follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled “Full-time Positions of Which This Source Was Utilized” refer to the number of the full-time position listed on Appendix 1.

For the purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer. A person was deemed “interviewed” whether he or she was interviewed in person and/or over the telephone.

WNAV, Annapolis, Sajak Broadcasting Corporation

Annual EEO Public File Report

A. Employment Unit Covered

WNAV-AM, Annapolis, Maryland, Sajak Broadcasting Corporation

B. Reporting Period

May 23, 2017 through May 22, 2018

C. Full-Time Vacancies Filled During Reporting Period

Job Title: Account Executive

Position Announced: May 4, 2017

(during the previous reporting period).

Position filled: This position remained unfilled as of date of filing the
of the previous annual report. It was then filled on
6/26/17 during this reporting period

Number of Applicants: 18

Number of Applicants Interviewed: 4

Interview Sources:

InDeed.com 4

Referral Source for hiree: InDeed.com

(Note: After working for approximately three weeks, the above
candidate was offered and accepted a position with her previous
employer).

Job Title: Account Executive

Position Announced: 07/17/17

Position filled: 08/21/17

Number of Applicants: 7

Number of Applicants Interviewed: 5

Interview Sources:

WNAV Website 2

Internal Station posting 1

InDeed.com 2

Referral Source for hiree/date: Internal posting 08/21/17

Note: Candidate was promoted from part time announcing staff to full
time Account Executive position.

Job Title: Account Executive

Position Announced: 03/26/18

Position Filled: 05/03/18

Number of Applicants: 26

Number of Applicants Interviewed: 3

Interview Sources:

DCRTV.com 1

I nDeed.com 2

Referral Source for hiree/date: InDeed.com 05/03/18

D. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

(Organizations entitled to notification identified by *.)

E.E.O. Contact List

Updated 05/26/2016

MAILING LIST

O.I.C. *

1908 Forest Drive

Suite H

Annapolis, MD 21401

Anne Arundel Workforce Development Corp

401 Headquarters Rd., Suite 208

Millersville, MD 21108

Community Action Agency *

Attn: Erica Mathews

251 West Street

Annapolis, MD 21401

YWCA Women's Center *

1517 Ritchie Highway

Suite 101

Arnold, MD 21012

Annapolis One-Stop Career Center *

Community Resource Center

80 West Street, Ste. A

Annapolis, MD 21401

Glen Burnie One-Stop Career Center *

Henry L. Hein Building

7480 Baltimore Annapolis Blvd., Suite 100

Glen Burnie, MD 21061

One-Stop Career Center at Arundel Mills *

AACC Sales & Service Training Center

Arundel Mills Mall

7000 Arundel Mills Circle

Hanover, MD 21076

Arnold One-Stop Career Center *

1460 Ritchie Highway, Suite 205

Arnold, MD 21012

Maryland Job Services *

7500 Ritchie Highway

Glen Burnie, MD 20060

E.E.O. Contact List continued

E MAIL LIST

Broadcast Institute of Maryland
Placement Director — Closed
7200 Harford Road
Baltimore, MD 21234
info@bim.com

~~Columbia School of Broadcasting~~
~~Dream 2 Destiny Film School~~
~~301 A Maple Ave West Suite G~~ Closed
~~Vienna Virginia 22180~~
~~(703) 594-6548~~

Sheffield Audio/Video Institute
13816 Sunnybrook Rd.
Phoenix, MD 21131
alumni@sheffieldav.com
<http://www.sheffieldav.com/employers.html>

WEBSITE POSTINGS

Anne Arundel Community College
101 College Parkway
Arnold, MD 21012
Web Address: www.aacc.edu
Veronice Boreland
User Name: 1430WNAV
P.W.: aacc

Towson University
7800 York Road
Towson, MD
Web Address: www.towson.edu/careercenter
User ID: sajakbroadcasting
P.W.: 1430wnav

Salisbury University
Career Services
GUC 133
1101 Camden Avenue
Salisbury, MD 21801
Web Address: www.salisbury.edu/careerservices/employers
User Name: stevehopp@wnav.com
P.W. sajak

E.E.O. Contact List continued

Howard University *
School of Communications
925 Bryant Street, N.W.
Washington, D.C. 20059
202-860-4000
Via website

Bowie State University *
Bulldogs for Hire
Career Development Center
14000 Jericho Park Road
Wiseman Center, 126
Bowie, MD 20715
Web Address: <https://bowiestate-csm.symplicity.com/employers>
Email: careerdevelopment@bowiestate.edu
User Name: stevehopp@wnav.com
Password: 1430wnav

Chesapeake College
Office of Career Planning and Development
Guido DeLuca, Director
gdeluca@chesapeake.edu
Fax 410-827-5509

University of Maryland, College Park
Career Center
Director of Communications
3100 Hornbake Library
College Park, MD 20742
301-314-7225
Via website

ADDITIONAL WEBSITE POSTINGS

www.DCRTV.com

www.radiosalescafe.com

WNAV Website – Employment page

WNAV Facebook page

www.indeed.com for Employers

Maryland/DC/Delaware Broadcasters Association
www.MDCD.com Job Bank

E.E.O. Contact List continued

Print Publication Postings

***Station did not utilize this publication during this reporting period.**

Capital Newspapers (for off-air positions) and the associated Hometown Annapolis website

555 Bestgate Road
Annapolis, MD 21401
410-268-5000

E. Total Number of Persons Interviewed for All Full-Time Vacancies Filled During the Reporting Period:

12 individuals were interviewed for the four positions filled during the reporting period of 5/23/17 - 5/22/18

F. Total Number of Interviewees for All Full-Time Vacancies Filled During the Reporting Period Per Recruitment/Referral Sources

Indeed.com for Employers Website	8
DCRTV.com	1
Internal Posting	1
WNAV website posting	2
Total	12

G. Outreach Activities Performed During the Reporting Period

Prong Two – Notification to Community Groups

Relative to Prong Item #	Description of Activity
1	A daily campaign of announcements was aired advising community groups of the opportunity to be included in the station's outreach for applicants.
2	A posting was made to the station's website advising community groups of the opportunity to request to receive job vacancy notifications from the station.

Prong Three - Performance Activities 5/23/17 – 5/22/18

Relative to Prong 3 Item #	Description of Activity
5	<p>WNAV has an on-going internship program. This program incorporates College students, high school students, broadcasting school students, as well as other individuals interested in learning more about careers in radio broadcasting.</p> <p>Station has on-going relationships with a number of local educational institutions including: Southern Senior High School, Towson University, Anne Arundel Community College, Anne Arundel County Public Schools Performance & Visual Arts Magnet Program, among others.</p> <p>During this reporting period there were no internship participants.</p>
14	Station management conducts regular training for department head personnel on station policies and practices preventing discrimination in hiring.
14	During this reporting period the Business Office researched and updated the company Handbook to reflect the latest in prevention of discrimination practices for implementation. Revised Handbooks were distributed to staff.
6	WNAV participates in the Anne Arundel Community College Job Connection. The station can post job openings and view student resumes utilizing this web-based system.
6	WNAV participates in the Salisbury University job web-posting program The station posts openings on college's website data base
6	WNAV participates in the Bowie University job web-posting program The station posts openings on college's website data base

- 6 WNAV participates in the Howard University job web-posting program
The station posts openings on college's website data base
- 4 WNAV News Director participated as a speaker/presenter at the annual
PR Bazaar/Meet the Press event for non-profit organizations. Discussion
took place as to how to use the media as well as what it is like to work in
the media. There were two separate dates of presentation.
- 8 Station provided Professional Development for the Sales Manager via a
webinar on Political Advertising Sales – 1/18/18
- 8 Station provided Professional Development Training for station Account
Executives via a series of RAB or MDCD Sales Training Webinars:
8/22/17 RAB Developing Effective Local Ad Strategies
1/09/18 MDCD Your Best Selling Year
2/13/18 MDCD Selling Local Automotive Advertising
4/10/18 MDCD Relationship Selling
- 8 Station provided sales training for the newly hired Account Executives
utilizing the Radio Advertising Bureau Marketing materials
- 8 Station provided hours and resources for Business Manager to attend on-
line Human Resources courses to better equip Station Management and
Department heads on latest practices.
Sept and October 2017 Allison HR – Fundamentals of Human Resources
March 2018 AACC – Understanding the Human Resources Function
April 2018 AACC ed2go – Employment Law