# 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, 2014 to and including May 22, 2015 (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**

#### **Employment Unit Covered** A.

WNAV-AM, Annapolis, Maryland, Sajak Broadcasting Corporation

#### В. **Reporting Period**

May 23, 2014 through May 22, 2015

#### C. **Full-Time Vacancies Filled During Reporting Period**

Job Title: Account Executive Position Announced: 7/07/14 Position filled: 8/21/14 Number of Applicants: 18

Number of Applicants Interviewed: 4

**Interview Sources:** 

Capital Newspaper/affiliated publications and website 4

Referral Source for hiree:

Capital Newspaper website

Job Title: News Director – Anchor/Reporter

Position Announced: 11/24/14

Position filled: 2/09/15 Number of Applicants: 6

Number of Applicants Interviewed: 4

**Interview Sources:** 

DCRTV website posting 4

Referral Source for hiree:

DCRTV website posting

Job Title: Account Executive

Position Announced: March 24, 2015 (200 Posting 4/21/15)

Position filled: \*\* This position remains unfilled as of date of filing

of this report

Number of Applicants: 4 to date

Number of Applicants Interviewed: 3 to date

**Interview Sources:** 

Capital Newspaper/affiliated publications and website 4

Referral Source for hiree:

This position remains unfilled as of date of filing of this report

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

**Vacancy** 

(Organizations entitled to notification identified by \*.)

## E. E.O. Contact List

O.I.C. \*

Attn: James Turner Executive Director 1908 Forest Drive, Suite H Annapolis, MD 21401 410-222-1287

YWCA Women's Center \*
1517 Ritchie Highway, Suite 101
Arnold, MD 21012
410-757-8300
Fax 410-757-0908

Community Action Agency \*
Attn: Erica Matthews
251 West Street
Annapolis, MD 21401
301-261-1811
Fax 410-626-1920

Janice Hicks \*
Job Development Specialist
Anne Arundel County Job Center
80 West Street
Annapolis, MD 21401
410-269-4581

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

Bowie State University \*
Attn: Mrs. Johnson
Director of Career Services
Career Planning & Placement
Bowie, MD 20715
301-860-4000
Via website

Salisbury State University Attn: Dr. Rebecca Emery Director of Career Services C.P.P.D. University Center RM #263 Salisbury, MD 21801 410-543-6075 Via website

Maryland Job Services \*
Attn: Ann Gunning
877 Baltimore-Annapolis Blvd, Suite 360
Severna Park, MD 21146
410-315-8873
Fax 410-315-9838

Towson State
Career Planning & Placement
Attn: Glenda Henkel
Program Coordinator
8000 York Road
Towson, MD 21252
410-704-2233
Via website

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

Tesst College of Technology Attn: H. Aaron James III Director Career Services 4600 Powder Mill Road Beltsville, MD 20705 301-937-8448 Broadcast Institute of Maryland Anne Arundel Community College Attn: Norm Brooks **AACC Works Wonders** Placement Director Job Bank Data Base 7200 Harford Road Via web posting Baltimore, MD 21234 www.aacc.edu/advising/career via email Capital Newspapers for off air positions MD/DC/Delaware Broadcasters Association And Hometown Annapolis website Job Bank 2000 Capital Drive P.O. Box 342 Annapolis, MD 21401 Raleigh, NC 27602 410 268-5000 Via website posting Columbia School of Broadcasting Sheffield Audio/Video Institute Via email Via email Internal – In House Postings Internet web site listings: DCRTV.com WNAV Website WNAV Facebook listing E. Total Number of Persons Interviewed for All Full-Time Vacancies Filled **During the Reporting Period:** 8 individuals were interviewed for the two positions filled during the reporting period of 5/23/14 - 5/22/15Total Number of Interviewees for All Full-Time Vacancies Filled During the F. Reporting Period Per Recruitment/Referral Sources

Capital/Gazette Newspapers and affiliated website

Total

DCRTV website posting

4

## G. Outreach Activities Performed During the Reporting Period

### **Prong Two – Notification to Community Groups**

Relative to	Description of Activity
Prong Item #	

- A daily campaign of announcements was aired advising community groups of the opportunity to be included in the station's outreach for applicants.
- 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** 5/23/14 - 5/22/15

Relative to Prong 3 Item # Description of Activity

WNAV sustains 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.

Station has on-going relationships with a number of local educational institutions including: Southern Senior High School, Broadcast Institute of Maryland, Towson University, Anne Arundel Community College, among others.

During this reporting period there were six internship participants. These local residents were affiliated with the Broadcast Institute of Maryland. University of MD College of Journalism. and Severn School.

- Station management conducts regular training for department head personnel on station policies and practices preventing discrimination in hiring.
- 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.
- WNAV participates in the Salisbury University job web-posting program
  The station posts openings on college's website data base
- WNAV participates in the Bowie University job web-posting program
  The station posts openings on college's website data base
- WNAV participates in the Howard University job web-posting program
  The station posts openings on college's website data base

WNAV News Director participated as a speaker/presenter at the annual 4 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. Station provided Professional Development for the Sales Manager via a 8 webinar on Political Advertising Sales Station provided Sales Training via RAB Sales Training Webinars 8 1/22/15 and 3/26/15. Station provided sales training for the newly hired Account Executive. 8 The employee successfully completed the RAB Radio Marketing Professional course. Station provided a series of Management Training to General Manager vía 8 NAB On Line Leadership Academy; 6/11/14, 6/18/14, 6/25/14 and 8/13/14 Station conducts numerous tours of our facilities for various scout groups. 16 Many of these tours assist the scouts in obtaining communications badges while creating interest in radio communications as a future career. 1 WNAV was the media partner for two Job Fair during this reporting period hosted by the local community college. For the following Job Fair, WNAV developed a partnership with the hosting organization to assist in the marketing and promotion of the event. This was accomplished by promoting the Job Fair through on-air announcements in advance of the date, through live Public Affairs interviews with event coordinators and with live, on-scene reporting and interviews from the event. 1 05/29/14 Anne Arundel Community College Spring Job Fair Career Services and Transfer Resource Center 101 College Parkway Arnold, MD 21012 Contact: Veronica Boreland Attended by: General Manager, Sales Manager and News Director Anne Arundel Community College Spring Job Fair 1 04/16/15 Career Services and Transfer Resource Center 101 College Parkway Arnold, MD 21012 Contact: Veronica Boreland

Attended by General Manager and News Director

11/06/14

11/

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Southern Senior High School College/Career Fair 4400 Solomons Island Road Harwood, MD 20776

Station participated in the First Annual College, Career, Job Expo in the Library Media Center.

At the Career Fair, station representative educated students on opportunities available in broadcasting industry and suggested courses of study as path to the profession. Event attended by General Manager