

**WRIE(AM), WQHZ(FM), WXKC(FM) and WXTA(FM)
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022**

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Business Assistant	5-8, 13, 15, 17, 20, 22-62	20

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Booker T. Washington Center Contact: Tina 1720 Holland Street Erie, PA Tmg914@gmail.com 814.453.5744	No	0
2	Edinboro University Department of Communications Contact: Ronald K Raymond (Comm Majors Only) 102 Compton Hall 210 East Normal Street Edinboro, PA 16444 r-raymond@edinboro.edu	No	0
3	Employment Opp Center Contact: Cassie Pilarski 1358 East 12 th Street Erie PA Cpilarski@barberinstitute.org 814.455.5961	No	0
4	International Institute 517 East 26 th Street Erie, PA uscric@uscridc.org 814.452.3935	No	0
5	Martin Luther King Center Contact: Fran Lee 312 Chestnut Street Erie, PA bmlkcenter@aol.com 814.459.2761	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
6	Mercyhurst College Contact: Frank Rizzone 501 East 38 th Street Erie, PA frizzone@mercyhurst.edu 814.824.2426	No	0
7	Office of Vocational Rehabilitation 3200 Lovell Place Erie, PA thwellingt@state.pa.us 814.572.0419	No	0
8	PA CareerLink – Erie County 155 West 8th Street Erie, PA 814-455-9966 jmiceli@pa.gov sadejesus@pa.gov	No	0
9	Penn State at Erie Contact: Carol Capan 4701 College Drive Erie, PA recruitbehrend@psu.edu 814.898.6164	No	0
10	Tri-State Business Contact: Wendy Fugate 5757 West 26 th Street Erie, PA Wfugate@tsbi.edu 814.838.7673	No	0
11	Gannon Center for Communications and Arts Contact: Chet LaPrice (Comm Majors Only) laprice002@gannon.edu 109 University Square Erie, PA 16541	No	0
12	Handshake- app.joinhandshake.com (Lists to colleges in favorites group including Bowling Green, California U. of PA, Chatham Un, Clarion, Edinboro, Gannon, Lincoln Un of PA Office of Career Development, Lock Haven, Mercyhurst, Saint Vincent, Slippery Rock, University of Pennsylvania, Washington and Jefferson, Wilkes Barre, Westminster, Allegheny College, University of Pittsburgh, Duquesne, Grove City College, Indian Unv of PA)	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
13	Station Website Postings (all SEU stations)	No	0
14	All Access Website allaccess.com	No	0
15	Word-of-Mouth Referral	No	0
16	Society of Broadcast Engineers Website www.sbe.org/jl_submit.php	No	0
17	Cumulus Business Managers BM@Cumulus.com	No	0
18	Traffic Directors Guild of America www.tdga.org	No	0
19	Linked In , (www.linkedin.com)	No	0
20	Indeed (<i>not directly contacted by SEU</i>) www.indeed.com	No	4
21	Facebook (www.facebook.com)	No	0
22	Glassdoor (<i>not directly contacted by SEU</i>) www.glassdoor.com	No	0
23	Cumulus Careers Website www.cumulusmedia.jobs.net/en-US/	No	2
24	Internal Notification to On-Site Staff	No	0
25	Adzuna (www.adzuna.com)	No	0
26	Job is Job (www.jobisjob.com)	No	0
27	The Job Spider (www.jobspider.com)	No	0
28	MyJobHelper (www.myjobhelper.com)	No	0
29	Oodle (www.oodle.com)	No	0
30	Trovit (www.trovit.com)	No	0
31	www.abilitiesinjobs.com	No	0
32	www.asianinjobs.com	No	0
33	www.blackinjobs.com	No	0
34	www.hispanicinjobs.com	No	0
35	www.lgbtqinjobs.com	No	0
36	www.diversityinjobs.com	No	0
37	www.seniorsinjobs.com	No	0
38	www.womeninjobs.com	No	0
39	www.jofdav.com	No	0
40	www.disabledperson.com	No	0
41	www.hireblacknow.com	No	0
42	www.hispanicjobexchange.com	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
43	www.africanamericanjobsearch.com	No	0
44	www.asianjobsearch.com	No	0
45	www/lgbtjobsearch.com	No	0
46	www.disabledjobseekers.com	No	0
47	www.usdiversityjobsearch.com	No	0
48	www.veterancareercenter.com	No	0
49	www.seniorstowork.com	No	0
50	Erie Institute of Technology Student Services Center 814-868-9900 Jamie.murphy@erieit.edu	No	0
51	Gannon University Career Services 814-871-7680 cdes@gannon.edu	No	0
52	Triangle Tech (Erie) 2000 Liberty Street 814-453-6016 mspilko@triangle-tech.edu	No	0
53	Northwest Regional Technology Institute 3104 State Street 814-455-4446 director@nwrsti.com	No	0
54	Dr Gertrude A Barber International Inst 136 East Ave 814-453-7661 bnierie@barberinstitute.org	No	0
55	Family Services of NW PA 5100 Peach Street 814-866-4500 tammiew@fsnwpa.org	No	0
56	Saint Martin Center Inc 1701 Parade St 814-452-6113 rzawacki@smartincenter.org	No	0
57	Safenet Inc 1702 French St 814-464-5695 scraston@safeneterie.org	No	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
58	Gaudenzia Crossroads 414 W 5 th St 814-459-4775 bvincent@gecac.org	No	0
59	Barber National Institute 100 Barber Place 814-878-4085 steved@barberinstitute.org	No	0
60	Greater Erie Community Center 440 West 18 Street 814-451-5618 amccoy@gecac.org	No	0
61	PA Office of Vocational Rehabilitation 1521 North Sixth St 814-451-5421 rhodapp@pa.gov	No	0
62	Chautauqua Works 4 East 3 rd Street 716-661-9553 jamestown@labor.ny.gov Daniel.culbreth@labor.ny.gov	No	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			6

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1.	Host job fair	The SEU held an online Job Fair from April 1, 2021 through March 31, 2022. Over the course of this period, employment candidates were provided the opportunity to go online at each station’s website, 24 hours a day, 7 days a week, to contact a number of potential local SEU Market employers, including the SEU. The SEU solicited the participation of the local employers, organized the logistical aspects of the event and participated as an exhibitor. The SEU Market Manager and General Sales Manager were involved in the event.
2.	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 29, 2021, our SEU’s Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race & Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don’t look, think, act, and problem solve like them.
3.	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 18, 2021, our SEU’s Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4.	Management-level training regarding Diversity, Equity, and Inclusion	During the month of December, 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers – Market Manager, Operations Manager, Business Manager, General Sales Manager, Local Sales Manager, Digital Sales Manager, and Promotions Director – as well as the entire staff were required to complete courses online using ThinkZoom. Participants viewed five segments entitled “Working Well With Others,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
5.	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of December 2021, our SEU participated in harassment prevention training. All hiring managers – Market Manager, Operations Manager, Business Manager, General Sales Manager, Local Sales Manager, Digital Sales Manager, and Promotions Director – as well as the entire staff were required to complete a course prepared by Mineral entitled, “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following their completion of the tutorial.
6.	Participate in a job or career fair	On March 16, 2022, our SEU participated in an in-person Career and Internship Fair held by Penn State Behrend at the Junker Center in Erie, PA. Our SEU’s General Sales Manager spoke with attendees about career opportunities in broadcasting as well as job openings within the SEU and accepted resumes from interested candidates.