

Urban One, Inc.
Radio One of Richmond, VA
WCDX-FM, WKJM-FM, WKJS-FM, WPZZ-FM, WTPS-FM and WXGI-AM
EEO PUBLIC FILE REPORT
June 1, 2017 – May 31, 2018 [1]

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Candidates Interviewed (RS)	RS Referring Hiree
Account Executive (Sales) (5/22/17)	1-28, 31, 36	5[RS#31(2), RS#36(2), RS#28(1)]	31
Promotions Coordinator (5/29/17)	1-28, 30	3[RS#30(3)]	30
Music Director/On-Air Talent (8/14/17)	1-28, 31	3[RS#28(2), RS#31(1)]	31
Sports Account Executive (4/23/18)	1-28, 31, 36	3[RS#36(2), RS#31(1)]	36
General Sales Manager (9/1/17)	1-28, 31, 36	4[RS#28(2), RS#31(1), RS#36(1)]	28
Sports Account Executive (2/7/18)	1-28, 31, 36	3[RS#31(2), RS#36(1)]	31
Local Sales Manager (1/16/18)	1-28, 30-31,36	4[RS#30(1), RS#31(1), RS#36(1), RS#28(1)]	30
		Total Candidates Interviewed - 25	

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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 12-month period
1	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 National@aaja.org	Y	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	Y	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@ccnma.org	Y	0
4	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 nahj@nahj.org	Y	0
5	National Association of Black College Broadcasters P.O. Box 3191 Atlanta, Georgia Phone : (404) 523-6136 Fax: (404) 523-5467 bcrmail@aol.com	Y	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
6	National Association of Black Owned Broadcasters 1201 Connecticut Avenue N.W., Suite 200 Washington, D.C. 20036 Fax: (202) 429-0657 nabobinfo@nabob.org	Y	0
7	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 sberry@nabj.org	N	0
8	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 info@namme.org	N	0
9	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 support@mpnmail.com	Y	0
10	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 info@nlgja.org	Y	0
11	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	N	0
12	South Asian Journalists Association	N	0

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13	Andrews Air Force Base Airman & Family Readiness Center mfscjobs@gmail.com	Y	0
14	Employment Connection Fax: 314.333.3674 pmckinney@employmentstl.org	Y	0
15	Falls Church Skill Source Center Fax: 705.752.1609 sarah.scott@myskillssource.org	Y	0
16	Jubilee Jobs, Inc. Fax: 202.667.8833 jconerly@jubileejobs.org	Y	0
17	Michigan Veterans Foundation Fax: 313.831.7120 mvf002@earthlink.net	Y	0
18	Urban League of Philadelphia Fax: 215.468.8078 robinbailey@ucsep.org	Y	0
19	Indianapolis Urban League, Inc. Fax: 317.693.7613 ksimmons@indplsul.org	Y	0
20	Shares, Inc. - Brandywine Industries Fax: 317.462.1535 clee@sharesinc.org	Y	0
21	Charlotte Area Fund Fax: 704.344.1655 isaacc@charlotteareafund.org	Y	0
22	The American Legion Department Of NC Fax: 919.832.6428 nclegion@nc.rr.com	Y	0

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23	Columbus Urban League Fax: 614.257.6316 dowens@cul.org	Y	0
24	Mayor's Office for People with Disabilities cornelius.booker@wrksolutions.com	Y	0
25	Southern Methodist University hegicalendar@smu.edu	Y	0
26	Texas Department of Assistive & Rehabilitative Services ron.fleming@dars.state.tx.us	Y	0
27	Women's Center of Tarrant County Inc. Fax: 817.927.0694 cfannin@womenscentertc.org	Y	0
28	Corporate Website – www.urban1.com	N	6
29	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0
30	Internal Promotion/ Internal Candidate	N	4
31	Internal Referral/ /Employee Referral	N	8
32	Industry Referral	N	0
33	Market Websites - - http://ipowerrichmond.com/ , http://kissrichmond.com/ , http://praiserichmond.com/ , and http://urbanpetersburg.com .	N	0
34	Local Newspaper	N	0
35	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0
36	Internet Recruitment – - www.monster.com , www.bcfm.com www.allaccess.com , www.indeed.com , www.hotjobs.com , www.linkedin.com , www.careerbuilder.com , www.entertainmentcareers.net/ , www.ihirebroadcasting.com .	N	7
37	On-Air Recruitment	N	0

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38	Temporary Agency	N	0
39	Rehire of Former Employee	N	0
40	Intern	N	0
41	Career Fair	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			25

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	<u>Internship Program</u>	WCDX-FM, WKJM-FM, WKJS-FM, WPZZ-FM, WTPS-FM and WXGI- AM fosters a comprehensive Internship program for college students. Students have the opportunity to get hands on experience while earning college credit. This program incorporates training in all areas of the radio station: Sales, Production, Business, On-air, and Marketing/Promotions. Four interns participated in the program during the reported period.
2	<u>Website Recruitment</u>	For local job vacancies, WCDX-FM, WKJM-FM, WKJS-FM, WPZZ-FM and WTPS-FM and WXGI-AM referred listeners and potential employees to the Corporate website www.urban1.com .
3	<u>Mentorship Program</u>	On-going Urban One Mentorship Program - dedicated to developing employees who have demonstrated the potential to grow into a General Manager role within Urban One in the short term (1-3 years). Urban One has developed a company-sponsored mentorship program to meet the company's goals of developing talent pool and increasing diversity within the leadership structure.
4	<u>Sexual Harassment Training (9/9/2017)</u>	NON-MANAGER Training – Employees are provided with an understanding of what sexual harassment is what to do if they experience it or observe it happening in the workplace. MANAGER Training – Managers receive a better understanding of what sexual harassment is and how to handle reports as a manager.

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