

# EEO PUBLIC FILE REPORT

For the Period from 6/1/2016 to 5/31/2017

This report covers the following station employment unit (SEU):

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location City, State</u>	<u>LMA</u>
WAVA-FM	4644	FM	Arlington, VA	N/A
WAVA	54465	AM	Arlington, VA	N/A
WWRC	8681	AM	Washington, DC	N/A

## **I. VACANCY LIST**

The following is a list of all vacancies for full-time jobs filled during the reporting period and the recruitment source ("RS") that referred the person hired for each vacancy. There were a total of 33 people interviewed for full-time positions.

<u>Job No.</u>	<u>Job Vacancy Title</u>	<u>RS that Referred Hired Person</u>	<u>Date Filled</u>	<u>RS's Contacted to Fill Vacancy</u>
1.	Multimedia Marketing Consultant	Radio Advertisement	6/16/2016	1-53
2.	Administrative and Marketing Assistant	Salemmedia.com through Indeed	7/5/2016	1-53
3.	Traffic Assistant	Salemmedia.com through Indeed	11/14/2016	1-53
4.	Multimedia Marketing Consultant	Radio Advertisement	5/1/2017	1-53

## II. RECRUITMENT SOURCE LIST

**During the reporting period, the following recruitment sources (“RS”) were contacted as vacancies for full-time SEU jobs opened. There were a total of sixteen (33) people interviewed for full-time positions.**

**\* Denotes these organizations that requested notification of vacancy information.**

<u>RS</u>	<u>RS Company</u>	<u>RS E-mail Address</u>	<u># of Interviewees Referred by RS</u>
1	Broadcast Institute of Maryland	nb@bim.org	
2	Cecil Co. One Stop Career Center	asexton@swnetwork.org	
3	College of Notre Dame of Maryland	ace@ndm.edu	
4	DeVry University	jwebster@devry.edu	
5	Frederick Co. One Stop Career Center	mdouge@frederickcountymd.gov	
6	Germanna College	mhawley@germanna.edu	
7	Goucher College	career@goucher.edu	
8	Greater Washington Urban League	uhiggins@gwul.org	
9	Loyola University	mdemanss@loyola.edu	
10	McLean Bible Church Jobs Ministry	april.macdougall@mcleanbible.org	
11	McLean Bible Church Jobs Ministry–Manassas	christina.ferrara@mcleanbible.org	
12	Capital Baptist Church Jobs Ministry	sreynolds@capitalbaptist.org	
13	NAACP of Washington DC	washingtonbureau@naacpnet.org	
14	National Organization for Women – DC	now@now.org	
15	Northern Virginia Community College	lhatfield@nvcc.edu	
16	Frostburg State University	careerservices@frostburg.edu	
17	Alexandria JobLink	rosalyn.miller@alexandriava.gov	
18	The Women’s Center of Virginia	twc@thewomenscenter.org	
19	Arlington Employment Center	Vtaylor2@arlingtonva.us	
20	Virginia Highlands Community College	tfuller@vhcc.edu	
21	Washington Adventist University	fthomas@wau.edu	
22	Wider Opportunities for Women	info@wowonline.org	
23	Central Union Mission Hispanic Ministry	jdecasanova@missiondc.org	
24	Alexandria Office on Women	kim.hurley@alexandriava.gov	
25	Fairfax County	eduardo.suarez-zapata@fairfaxcounty.gov	
26	Fairfax County South	myra.mobley@fairfaxcounty.gov	
27	Hope Builders	courtney_canty@msn.com	
28	Occupational Therapist/Century 21 Realtor	mjhmodd47@hotmail.com	
29	National Black Pro-Life Union	daygardner23@aol.com	
30	Drayton Consultants	draytonconsultants@gmail.com	
31	Online Request	majors.bruce@gmail.com	

32	Virginia Association of Broadcasters	www.VABOnline.com	
33*	Stratford University	www.Stratford.edu	
34*	National Religious Broadcasters	www.NRB.org	
35	LinkedIn.com	www.Linkedin.com	1
36	National Alliance of State Broadcasters Association	www.CareerPage.org	
37*	George Mason University	www.GMU.edu	
38*	Regent University	www.Regent.edu	
39	All Access	www.AllAccess.com	
40*	Liberty University LU Network	www.Liberty.Edu	
41*	Howard University	https://howard-csm.symplicity.com/	
42	University of Mary Washington	www.UMW.edu	
43*	Bowie State University	https://bowiestate-csm.symplicity.com/employers/	
44*	George Washington University	https://gwu-csm.symplicity.com/employers/	
45*	Georgetown University	https://georgetown-csm.symplicity.com/employers/	
46*	American University	https://american-csm.symplicity.com/employers/	
47*	University of Maryland	https://umd-csm.symplicity.com/employers/index.php?mode=list&	
48*	University of District of Columbia	https://law-udc-csm.symplicity.com/employers/	
49	Salisbury University	http://www.salisbury.edu/careerservices/employers/Jobs-Internships.html	1
50*	Maryland DC and Delaware Broadcasters	www.MDCD.com	1
51	Careerbuilder	www.CareerBuilder.com	1
52*	Salem Media Group, Inc.	4880 Santa Rosa Road, Suite 300, Camarillo, CA 93012 http://salemmedia.com Contact: Karen Davenport Karen.Davenport@salemmedia.com	13
53*	Christianjobs.com	http://www.christianjobs.com Contact: Karen Davenport Karen.Davenport@salemmedia.com	2
<b>OTHER SOURCES OF INTERVIEWEES</b>			
54	Radio Advertisements on WAVA, 105.1FM ,780AM or WWRC 1260AM		6
55	WAVA.com		2
56	Employee Referral		5
57	WAVA's Radio University Internship Program		
58	Coast-to-Coast Career Fairs	www.coasttocoastcareerfairs.com Contact: Kevin McCrea kevin@kmjfairs.com	1
59	United Career Fairs	www.unitedcareerfairs.com Contact: Kirk Elliott kelliott@unitedcareerfairs.com	
<b>TOTAL NUMBER OF INTERVIEWEES</b>			<b>33</b>

### **III. OUTREACH INITIATIVES**

The following outreach initiatives were completed by the Station Employment Unit SEU during the reporting period:

#### **A. Management Training**

1. The Salem Director of Human Resources conducts monthly HR Network Training sessions via teleconference and PowerPoint presentations, which includes review of EEO policies and compliance. The SEU's Office Manager participates in these training sessions each month and then routinely communicates with the SEU's General Manager and other management team members to keep all employees apprised of the company and SEU's policy on equal employment.

- B. Job Banks and Internet Programs:** - The SEU participated in job banks and Internet programs designed to provide general information about opportunities in broadcasting and to encourage individuals to consider future employment. Job openings were posted on a variety of web sites to ensure broad and inclusive recruitment. During the reporting period the following job banks and internet programs were used:

National Religious Broadcasters – [www.NRB.org](http://www.NRB.org)

National Alliance of State Broadcasters Association – [www.Careerpage.org](http://www.Careerpage.org)

Maryland DC Delaware Broadcasters Association – [www.MDCD.com](http://www.MDCD.com)

Virginia Association of Broadcasters – [www.vabonline.com](http://www.vabonline.com)

#### **C. Job Fairs**

1. The SEU's Local Sales Manager participated in a Job Fair at the Crowne Plaza Dulles Airport in Herndon, Virginia hosted by United Career Fairs on January 16, 2017. At the fair, the SEU's Local Sales Manager discussed job opportunities in the sales department. Resumes and cover letters were collected and onsite interviews were conducted.
2. The SEU's Office Manager participated in a Job Fair at the Holiday Inn Arlington at Ballston in Arlington, Virginia hosted by Coast-to-Coast Career Fairs on March 20, 2017. At the fair, the SEU's Office Manager discussed job opportunities in the programming and sales departments as well as opportunities for internships through WAVA's Radio University Internship Program. Resumes and cover letters were collected and onsite interviews were conducted.

#### **D. Internship Program**

1. The SEU provides formal internship training to prepare students for employment in the broadcast industry through WAVA's Radio University program. The intern program is extended to college level students who may obtain credit for completion of the program. The Operations and Promotions Director and the Office Manager work with the students in establishing their schedule and internship work responsibilities:

- (a) During the reporting period, WAVA's Radio University Internship Program hosted one student majoring in Communications with a minor in Marketing and Psychology from Salisbury University. The intern was involved in an Internship with the Operations Department.