**WTCB(FM), WOMG(FM), WISW(AM), WLXC(FM) and WNKT(FM)**

**EEO PUBLIC FILE REPORT**

**August 1, 2019 – July 31, 2020**

**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** |
| --- | --- | --- |
| Administrative - Receptionist | 1-33 | 29 |
| Business Manager | 1-33 | 25 |
| Continuity Director | 1-33 | 29 |
| Account Executive | 1-33 | 29 |
| Administrative - Receptionist | 1-33 | 29 |
| Promotions Director | 1-33 | 29 |
| Account Executive | 1-33 | 29 |
| Sales Manager | 1-33 | 29 |
| WLXC Program Director | 1-33 | 29 |
| Account Executive | 1-33 | 29 |
| Account Executive | 1-33 | 29 |

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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 | Contact: Vivian Staples  **Wider Opportunities for Women**  1001 Connecticut Avenue, NW, Suite 930  Washington, DC 20036  202-464-1596 | N | 0 |
| 2 | Contact: Adam Goodman  **Goods Entertainment**  PO Box 1266  Weston, CT 06883  203-341-0111 | N | 0 |
| 3 | Contact: Christie Savage  **NAACP of South Carolina**  6111 Main Street  Columbia, SC 29203  803-754-4584 | N | 0 |
| 4 | Contact: Sylvia Therrell  **University of South Carolina**  Close Building, 6th Floor  Columbia, SC 29208  803-777-7280 | N | 0 |
| 5 | Contact: Anna Haigler  **South Carolina State University**  P.O. Box 7068  300 College Street  Orangeburg, SC 29117  1-800-260-5956 | N | 0 |
| 6 | Contact: Karen Rutherford  **Benedict College**  1600 Harden Street  Columbia, SC 29204  803-253-5153 | N | 0 |
| 7 | Contact: Arlene Grimes  **Clemson University**  316 Hendrix Center  Clemson, SC 29634  864-656-3311 | N | 0 |
| 8 | Contact: Nakiya Lee  **National Council of Negro Women**  633 Pennsylvania Avenue, NW  Washington, DC 20004  202-737-0120 | N | 0 |
| 9 | Contact: Nell Gainey  **Columbia Urban League**  1400 Barnwell Street  Columbia, SC 29201  803-799-8150 | N | 0 |
| 10 | Contact: Lonnie Randolph  **NAACP of Columbia**  1114 Blanding Street  Columbia, SC 29201  803-253-2609 | N | 0 |
| 11 | Contact: Margaret Wallace  **South Carolina Broadcasters Association**  One Harbison Way, Suite 112  Columbia, SC 29212  803-732-1186 | N | 0 |
| 12 | Contact: Judy McColl  **South Carolina State Employment Security Commission**  PO Box 567  Columbia, SC 29202  803-737-2400 | N | 0 |
| 13 | Contact: Allison Wooten  **Lander University**  320 Stanley Avenue  Greenwood, SC 29649  864-388-8000 | N | 0 |
| 14 | Contact: Alzen Smith  **Allen University**  1530 Harden Street  Columbia, SC 29209  803-376-5728 | N | 0 |
| 15 | Contact: Janice Smith  **Francis Marion University**  PO Box 100547  Florence, SC 29501  1-800-368-7551 | N | 0 |
| 16 | Contact: Hester Young  **Charleston Southern University**  9200 University Boulevard  **C**harleston, SC 29401  1-800-947-7474 | N | 0 |
| 17 | Contact: John W. Woodson, II  **Tri-County Technical College**  PO Box 587  Pendleton, SC 29670  (864)-646-1313 | N | 0 |
| 18 | South Carolina Employment Security Commission  **SC Works Online Services**  1550 Gadsen Street  Columbia, SC 29202  803-737-2588  https://jobs.scworks.org | N | 0 |
| 19 | Contact: Ted Gladden  **Employment Security Commission**  P.O. Box 995  Columbia, SC 29202  803-737-2588 | N | 0 |
| 20 | Contact: Felicia Maloney  **Columbia Housing Authority**  1917 Harden Street  Columbia, SC 29204  803-254-3886 | N | 0 |
| 21 | Contact: P. C. Jenkins  **Veterans Affairs – Vocational Rehabilitation & Employment**  1801 Assembly Street  Columbia SC, 29201  1-800-827-1000 | N | 0 |
| 22 | Contact: Mary Singletary  **Work-In-Progress, IPS Model**  1135 Carter Street  Columbia, SC 29204  803-758-0066 | N | 0 |
| 23 | Contact: Laura Harvey  **American Women in Radio**  8405 Greensboro Drive, Suite 800  McLean, VA 22102  703-506-3290 | N | 0 |
| 24 | **Zip Recruiter Website**  www.ziprecruiter.com  *(Internet-based job board and secondary posting service to more than 25 additional on-line job banks, e.g. diversityjobs.com, monster.com and topusajobs.com)* | N | 0 |
| 25 | **Indeed Website**  www.indeed.com | N | 1 |
| 26 | **Word-of-Mouth Referral** | N | 3 |
| 27 | **On-Air Announcements** (*all SEU stations*) | N | 0 |
| 28 | **Craig’s List/Columbia, SC**  www.columbia.craigslist.org | N | 0 |
| 29 | **Cumulus Media Website**  www.cumulus.com/careers/ | N | 32 |
| 30 | **SEU Facebook Pages** | N | 0 |
| 31 | **Glass Door**  [www.glassdoor.com](http://www.glassdoor.com) | N | 0 |
| 32 | **Link Up**  [www.linkup.com](http://www.linkup.com) | N | 0 |
| 33 | **Monster**  [www.monster.com](http://www.monster.com) | N | 0 |
| **TOTAL INTERVIEWEES OVER REPORTING PERIOD** | | | 36 |

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**III. RECRUITMENT INITIATIVES**

|  | **Type of Recruitment Initiative (Menu Selection)** | | **Brief Description of Activity** |
| --- | --- | --- | --- |
| **1** | | Participate in Job Fair | On February 12, 2020, our SEU participated in the College of Information and Communications Career Fair held at the University of SC in Columbia (The Capstone Conference Center), South Carolina. . SEU participants included our Promotions Director-Jessica Frank, Sales Manager- Leslie Heinemann, & Business Manager-Kayla Smith, who spoke with attendees about career opportunities in broadcasting as well as job openings within the SEU and retained resumes of interested attendees. |
| **2** | Establish training programs designed to enable station personnel to acquire skills  that could qualify them for higher level positions. | | In March 2020 our Continuity Director began training on administrative, accounting, and record keeping duties. The skills acquired during this training will qualify the employee to transition to Business Manager Assistant. |
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