**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”)**

| **RSNumber** | **RS Information** | **Source Entitledto VacancyNotification?(Yes/No)** | **No. of Interviewees Referred by RS****OverReporting Period** |
| --- | --- | --- | --- |
| 1 | Contact: Vivian Staples**Wider Opportunities for Women**1001 Connecticut Avenue, NW, Suite 930 Washington, DC 20036202-464-1596 | N | 0 |
| 2 | Contact: Adam Goodman**Goods Entertainment**PO Box 1266Weston, CT 06883203-341-0111 | N | 0 |
| 3 | Contact: Christie Savage**NAACP of South Carolina**6111 Main StreetColumbia, SC 29203803-754-4584 | N | 0 |
| 4 | Contact: Sylvia Therrell**University of South Carolina**Close Building, 6th FloorColumbia, SC 29208803-777-7280 | N | 0 |
| 5 | Contact: Anna Haigler**South Carolina State University**P.O. Box 7068300 College StreetOrangeburg, SC 291171-800-260-5956 | N | 0 |
| 6 | Contact: Karen Rutherford**Benedict College**1600 Harden StreetColumbia, SC 29204803-253-5153 | N | 0 |
| 7 | Contact: Arlene Grimes**Clemson University**316 Hendrix CenterClemson, SC 29634864-656-3311 | N | 0 |
| 8 | Contact: Nakiya Lee**National Council of Negro Women**633 Pennsylvania Avenue, NWWashington, DC 20004202-737-0120 | N | 0 |
| 9 | Contact: Nell Gainey**Columbia Urban League**1400 Barnwell StreetColumbia, SC 29201803-799-8150 | N | 0 |
| 10 | Contact: Lonnie Randolph**NAACP of Columbia**1114 Blanding StreetColumbia, SC 29201803-253-2609 | N | 0 |
| 11 | Contact: Margaret Wallace**South Carolina Broadcasters Association**One Harbison Way, Suite 112Columbia, SC 29212803-732-1186 | N | 0 |
| 12 | Contact: Judy McColl**South Carolina State Employment Security Commission**PO Box 567Columbia, SC 29202803-737-2400 | N | 0 |
| 13 | Contact: Allison Wooten**Lander University**320 Stanley AvenueGreenwood, SC 29649864-388-8000 | N | 0 |
| 14 | Contact: Alzen Smith**Allen University**1530 Harden StreetColumbia, SC 29209803-376-5728 | N | 0 |
| 15 | Contact: Janice Smith**Francis Marion University**PO Box 100547Florence, SC 295011-800-368-7551 | N | 0 |
| 16 | Contact: Hester Young**Charleston Southern University**9200 University Boulevard**C**harleston, SC 294011-800-947-7474 | N | 0 |
| 17 | Contact: John W. Woodson, II**Tri-County Technical College**PO Box 587Pendleton, SC 29670(864)-646-1313 | N | 0 |
| 18 | South Carolina Employment Security Commission**SC Works Online Services**1550 Gadsen StreetColumbia, SC 29202803-737-2588https://jobs.scworks.org | N | 0 |
| 19 | Contact: Ted Gladden**Employment Security Commission**P.O. Box 995Columbia, SC 29202803-737-2588 | N | 0 |
| 20 | Contact: Felicia Maloney**Columbia Housing Authority**1917 Harden StreetColumbia, SC 29204803-254-3886 | N | 0 |
| 21 | Contact: P. C. Jenkins**Veterans Affairs – Vocational Rehabilitation & Employment**1801 Assembly StreetColumbia SC, 292011-800-827-1000 | N | 0 |
| 22 | Contact: Mary Singletary**Work-In-Progress, IPS Model**1135 Carter StreetColumbia, SC 29204803-758-0066 | N | 0 |
| 23 | Contact: Laura Harvey**American Women in Radio**8405 Greensboro Drive, Suite 800McLean, VA 22102703-506-3290 | 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 skillsthat 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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