

Urban One, Inc. – Atlanta, GA
WHTA-FM, WUMJ-FM, WPZE-FM and WAMJ-FM
EEO PUBLIC FILE REPORT
December 1, 2017 - November 30, 2018 [1]

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	Number of Candidates Interviewed (RS)	RS Referring Hiree
Digital Sales Manager (2/12/2018)	1-34, 37, 42	3[RS#34(1), RS#37(1), RS#42(1)]	34
On Air Talent (4/9/2018)	1-34, 37	3[RS#37(2), RS#34(1)]	37
Account Executive (Sales) (2/12/2018)	1-34, 37, 42	3[RS#34(1), RS#37(1), RS#42(1)]	42
Regional Director, National Sales (4/2/2018)	1-34, 37, 42	3[RS#34(1), RS#37(1), RS#42(1)]	37
Sales Assistant (5/7/2018)	1-34, 36, 37	3[RS#34(1), RS#36(1), RS37(1)]	34
Sales Assistant (7/2/2018)	1-8, 34, 37	3[RS#8(1), RS#34(1), RS#37(1)]	34
Market Accounting Manager (7/9/2018)	1-34, 37, 42	8[RS#34(3), RS#37(1), RS#42(4)]	34
Producer (10/30/18)	1-34, 37	3[RS#34(2), RS#37(1)]	34

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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	American Women in Radio and Television 8405 Greensboro Drive, Ste. 800 McLean, VA 22102 (703) 506-3266 Fax info@allwomeninmedia.org	Y	0
2	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 National@aaja.org	Y	0
3	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	Y	0
4	Black Broadcasters Alliance 3474 William Penn Hwy. Pittsburgh, PA 15235 webmaster@thebba.org	Y	0
5	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@cnma.org	Y	0
6	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 nahj@nahj.org	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
7	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
8	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	1
9	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 sberry@nabj.org	Y	0
10	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 info@namme.org	Y	0
11	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 support@mpnmail.com	Y	0
12	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 info@nlgja.org	Y	0

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13	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	Y	0
14	Ohio Center for Broadcasting 9885 Rockside Road Cleveland, OH 44125 gary@beonair.com	Y	0
15	Andrews Air Force Base Airman & Family Readiness Center mfscjobs@gmail.com	Y	0
16	Detroit Regional Workforce Fund Fax: 313.226.9227 gabriela.dorantes@liveunitedsem.org	Y	0
17	Employment Connection Fax: 314.333.3674 pmckinney@employmentstl.org	Y	0
18	Falls Church Skill Source Center Fax: 705.752.1609 sarah.scott@myskillssource.org	Y	0
19	Jubilee Jobs, Inc. Fax: 202.667.8833 jconerly@jubileejobs.org	Y	0
20	Michigan Veterans Foundation Fax: 313.831.7120 mvf002@earthlink.net	Y	0
21	Texas Veterans Commission Fax: 214.819.2880 yolanda.williams@dallascounty.org	Y	0
22	Urban League of Philadelphia Fax: 215.468.8078 robinbailey@ucsep.org	Y	0

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23	Veterans Workforce Investment Program Way Station, Inc. Fax: 301.620.2925 vfuchs@waystationinc.org	Y	0
24	Indianapolis Urban League, Inc. Fax: 317.693.7613 ksimmons@indplsul.org	Y	0
25	Shares, Inc. - Brandywine Industries Fax: 317.462.1535 clee@sharesinc.org	Y	0
26	Charlotte Area Fund Fax: 704.344.1655 isaacc@charlotteareafund.org	Y	0
27	The American Legion Department Of NC Fax: 919.832.6428 nclegion@nc.rr.com	Y	0
28	Columbus Urban League Fax: 614.257.6316 dowens@cul.org	Y	0
29	Mayor's Office for People with Disabilities cornelius.booker@wrksolutions.com	Y	0
30	Southern Methodist University hegicalendar@smu.edu	Y	0
31	Texas Department of Assistive & Rehabilitative Services ron.fleming@dars.state.tx.us	Y	0
32	Women's Center of Tarrant County Inc. Fax: 817.927.0694 cfannin@womenscentertc.org	Y	0
33	Texas Association of Broadcasters Teresa@tab.org	Y	0
34	Corporate Website – www.urban1.com	N	11
35	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0

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36	Internal Promotion/ Internal Candidate	N	1
37	Internal Referral/ /Employee Referral	N	9
38	Industry Referral	N	0
39	Market Websites - http://mypraiseatl.hellobeautiful.com/ , http://hotspotatl.com/ , and http://majicatl.hellobeautiful.com/ ,	N	0
40	Local Newspaper	N	0
41	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0
42	Internet Recruitment – - www.monster.com , www.bcfm.com www.allaccess.com , www.indeed.com , www.hotjobs.com , www.linkedin.com , www.careerbuilder.com .	N	7
43	On-Air Recruitment	N	0
44	Temporary Agency	N	0
45	Rehire of Former Employee	N	
46	Intern	N	0
47	Career Fair	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			29

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	<u>Internship Program</u>	The market 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 various areas of the radio stations operation: Sales, Production, Business, On-air, and Marketing/Promotions.
2	<u>Website Recruitment</u>	For local job vacancies, WHTA-FM, WUMJ-FM, WPZE-FM and WAMJ-FM referred listeners and potential employees to the Corporate website www.urban1.com .
3	<u>Mentorship Program</u>	Urban One Mentorship Program – is 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>Career Fairs</u>	<u>April 13th</u> : Congressman David Scott 15th Annual Jobs Fair at Georgia International Convention Center. <u>April 13th</u> : Clark Atlanta CREATE – Career Ready for Entertainment, Arts, Technology and Education at Clark Atlanta University. <u>June 6th</u> : 18th Annual Diversity Employment Day Career Fair at Ramada Plaza Atlanta Downtown. <u>September 13th</u> : Clayton State University Job Fair at Clayton State University.

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5	<u>Management Training</u>	<p><u>S.M.A.R.T. Goals:</u> This online training through Training One provided tools and techniques on how to set SMART Goals. Required watching for managers by March 9, 2018.</p> <p><u>Preparing for Your Review:</u> This online training through Training One provided guidelines for preparing for your review all year long through record keeping, having regular meetings and creating obtainable goals. Required watching for managers by February 1, 2018.</p> <p><u>Handling a Bad Performance Review:</u> This online training through Training One provided tools and techniques on how to handle a bad performance review.</p> <p><u>Building and Breaking Trust with your team:</u> This webinar provided tools and techniques for managers to better understand the relationship between trust, credibility, and respect. This training was facilitated March 15, 2018 by Learning and Development Team.</p> <p><u>Leadership Values:</u> This webinar provided training for managers to elevate their leadership skills as an individual contributor and/or team lead and integrate their leadership values in their management style. This training was facilitated March 15, 2018 by Learning and Development Team.</p> <p><u>Management Training:</u> Breaking and building trust with your team and Improving communication through disc</p>
6	<u>Non-Management Training</u>	<p><u>Effective Performance Reviews for Managers:</u> This online training through Training One provided tools and techniques on how to successfully conduct a performance review, turning it into a positive experience for both the manager and employee. This was required by February 1, 2018.</p> <p><u>Preparing for Your Review:</u> This online training through Training One provided</p>

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		<p>guidelines for preparing for your review all year long through record keeping, having regular meetings and creating obtainable goals. This was required by February 1, 2018.</p> <p><u>Self-Assessments:</u> This online training through Training One provided discussion and tips on what needs to be included in a self-assessment and how to write it. Required watching for non-managers by February 1, 2018.</p> <p><u>S.M.A.R.T. Goals:</u> This online training through Training One provided tools and techniques on how to set SMART Goals. This was required by March 9, 2018.</p> <p><u>Handling a Bad Performance Review:</u> This online training through Training One provided tools and techniques on how to handle a bad performance review.</p>
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