

ADAMS RADIO OF TALLAHASSEE
WHTF-FM,WQTL-FM,WVOF-FM, WXTY-FM
ANNUAL EEO PUBLIC FILE REPORT
OCTOBER 1, 2019 – SEPTEMBER 30, 2020
THIS UNIT HAS MORE THAN 11 EMPLOYEES

I. VACANCY LIST

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

Job Title	Recruitment Sources (“RS”) Used to Vacancy	Number of Interviewee’s	RS Referring Hiree
PROGRAM DIRECTOR	1,2	2	2
GENERAL SALES MANAGER	1,9,2	3	2
Total Interview’s		5	

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Has Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	All Access 28955 Pacific Coast Highway Suite 210 Malibu, CA 90265 310-457-6616 www.allaccess.com	N	3
2	Client Referrals	N	0
3	Country Aircheck 914 18th Ave. S. Second Floor Nashville, TN 37212 615-320-1450 news@countryaircheck.com www.countryaircheck.com	N	0
4	Employee Referral	N	2
5	Florida A&M University Christopher Anderson 1601 S Martin Luther King Jr. Blvd Tallahassee, FL 32301 850-599-3000 www.joinhandshake.com	N	0
6	Florida State University 600 W College Ave Tallahassee, FL 32306 850-644-2525 www.joinhandshake.com	N	0
7	Indeed 470 W. Ave. Stamford, CT 06902 203-564-2418 www.indeed.com	N	0

RS Number	RS Information	Has Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
8	Inside Radio.com PO Box 567925 Atlanta, GA 31156 800-248-4242 contact@insideradio.com	N	0
9	Linked In Network (Job Board Posting) 2029 Stierlin Ct. Mountain View, CA 94043 650-687-3600 www.linkedin.com	N	0
10	Non-Employee Referral/Industry Peer	N	0
11	Station Website Posting WHTF-FM, WQTL-FM, WWOFF-FM, WXTY-FM	N	0
12	Tallahassee Community College Catie Goodman 444 Appleyard Dr Tallahassee, FL 32304 850-201-8281 www.tcc-csm.symplicity.com	N	0
13	Traffic Directors Guild of America 26000 Avenida Aeropuerto Bldg 114 San Juan Capistrano, CA 60342 949-429-7063 tdga@cox.net	N	0
14	Walk-In/Self-Referral	N	0
15	Zip Recruiter 800-557-9015 www.ziprecruiter.com	N	0
16	MediaRecruiter.com 9457 So. University Blvd. #303 Highlands Ranch, CO 80126 303-400-5150 (Office) Art Scott Art@MediaRecruiter.com	N	0

RS Number	RS Information	Has Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
17	On Air Announcements WHTF-FM, WQTL-FM, WWOE-FM, WXTY-FM	N	0

WHTF-FM, WQTL-FM, WWOV-FM, WXTY-FM

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September 27, 2019 – September 27, 2020

III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Training Program - Sales	Throughout the period the SEU has established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions, • Sales Training – New Marketing Consultants were trained via webinar in RAB.
2	Training Program – Preventing Work Place Harassment	Our SEU required all employees to take and pass an annual webinar training class on how to prevent harassment within our stations. The course dealt with job and sexual harassment. Course Name: HR-103 Preventing Workplace Harassment for Employees (2020) • 01/2020: Inspired Learning
3	Training Program – Diversity in the Workplace	Our SEU required all employees to take and pass an annual webinar training class on Diversity. The course dealt with diversity of Race, Gender, and Sexual Orientation discrimination. Course Name HR-138-DV-Diversity in the Workplace (2020) • 01/2020: Inspired Learning
4	Internship Program – Combination of Sales and Production	Throughout the reporting period, our SEU hosted one Marketing Internship Program a current Florida State University student to the different facets of our sales department. Our intern worked inside our sales department alongside seasoned Marketing Consultants, learning the process of brainstorming for original ideas, planning and execution of ideas, including customer participation and sponsorships. Our intern shadowed our Marketing Consultants on customer calls and script writing for commercial airtime air production, and voicing commercial ads. • September 2020 – Dec 2020 -Florida State University
5	Side note	Due to current pandemic, SEU is working diligently to continue with all recruitment initiatives.

