

ADAMS RADIO OF DELMARVA PENINSULA
WGBG-FM, WUSX-FM, WOCQ-FM, WZBH-FM, WOCQ-HD2

ANNUAL EEO PUBLIC FILE REPORT
April 01, 2018- March 31, 2019

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 Interviewee’s	RS Referring Hiree
Account Executive ****	2,3,4,5,8,9,11,14,15,20	3	11
Director of Sales	12,13,21	7	12
On-Air Personality	1,15,18	4	18
Account Executive	2,3,4,5,8,9,13,14,15,20	5	13,14,15
Director of Sales	16**	1	**
On-Air Personality	1,15,21	3	21
Account Executive	2,3,4,5,8,9,15,21	3	15,21,21
*** HIRED 7 AE’S			
** Exigent Hire			
Total Interviews		26	

** Exigent Hire: The prior successful candidate for this position resigned in 2019 without adequate notice leaving the company with an urgent need to fill this position. A review of the prior may 2018 applicants did not produce a useful candidate. A salesman for one of our clients and for whom we had great respect learned about this urgent situation and was interested in filing it. Given the exigencies of the circumstances, the position was offered to him and he accepted.

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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	1
2	Salisbury University 1101 Camden Ave, Ste 101 Salisbury, MD 21801 410-677-5068	N	0
3	Coppin State University Career Development 2500 W North Ave Baltimore, MD 21216 410-951-3666	N	0
4	University of Maryland Eastern Shore Career Services 30665 Student Services Center Princess Anne, MD 21853 410-651-7747	N	0
5	Morgan State University 1700 E Cold Spring Lane Montebello Complex C-11 Baltimore, MD 21251	N	0
6	Client Referrals	N	0
7	Delaware Dept. of Labor 600 N. Dupont Highway, Ste 207 Georgetown, DE 19947 Joblink.delaware.gov	N	0
8	Delaware Technical College PO Bo 610 Georgetown, DE 19947 302-857-1027	N	0

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RS Number	RS Information	Has Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
9	Wor-Wic Community College-Career Center 32000 Campus Drive Salisbury MD 21804 410-334-2903	N	0
10	Lower Shore American Job Center 31901 Tri-County Way, Suite 111, Salisbury, Maryland 21804 Telephone: 410-341-8533 dlwdalsalisbury-dllr@maryland.gov	N	0
11	Indeed 470 W. Ave. Stamford, CT 06902 203-564-2418 www.indeed.com	N	3
12	Linkedin Network (Job Board Posting) 1000 W. Maude Avenue. Sunnyvale CA 94085 650-687-3600 www.linkedin.com	N	5
13	Non-Employee Referral/Industry Peer	N	2
14	On-Air Announcements WGBG-FM, WUSX-FM, WOCQ-FM, WZBH-FM, WOCQ-HD2	N	2
15	Station Website/Facebook Posting WGBG-FM, WUSX-FM, WOCQ-FM, WZBH-FM, WOCQ-HD2	N	5
16	Self-Referral/Walk In	N	1
17	Zip Recruiter 800-557-9015 www.ziprecruiter.com	N	0
18	Internal posting/Advancement within/Part-time to Full-time position/Internship hire	N	1
19	Traffic Directors Guild of America	N	0
20	Job Fair Applicant	N	1

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RS Number	RS Information	Has Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
21	Employee Referral	N	5

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1.	Attended a Job Fair	On April 26, 2018 the SEU participated in Delaware's Congressional Delegation Job Fair. The SEU participated by working in designated booth collecting resumes and interviewing qualified candidates. The event was attended by Business Manager and Account Executive.
2.	Training Program – Sales Department	<p>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.</p> <ul style="list-style-type: none"> • Sales Training – All Sales and New Marketing Consultants – Radio Advertising Bureau (RAB). Done through Webinars and in-person training sessions. This was to aid them with selling tools, to better learn our audience, and the needs of their clients. • Sales Training – All Sales and New Marketing Consultants – The Center for Sales Strategy (CSS). Done through in-person training sessions and online courses. This was to aid them with proper selling tools and techniques.
3.	Attended a Job Fair	On September 25, 2018 the SEU participated in Salisbury University's 2018 Fall Job/Internship Fair. The SEU participated by setting up OC104 van and collecting resumes and interviewing qualified candidates. The event was attended by Business Manager and three Account Executives.

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
4.	Attended a Job Fair	On October 5, 2018 the SEU participated in the Mid-Atlantic Sales & Marketing Institute (MASMI) Sales Job & Internship Fair at Salisbury University. The SEU participated by performing in the Sponsors Elevator Pitch Competition, working in the booth collecting resumes, and interviewing qualified students. The event was attended by Business Manager and Senior Sales Executive.
5.	Attended a Job Fair	On October 12, 2018 the SEU participated in 13 th Annual Job and Career Fair presented by Lower Shore American Job Center & Salisbury Area Chamber of Commerce. The SEU participated by working in the booth collecting resumes and interviewing qualified candidates. The event was attended by Business Manager and Senior Account Executive.
6.	Attended a Job Fair	On October 22, 2018 the SEU participated in the Laurel DE Public Library's Job Fair. The SEU participated by working in the booth collecting resumes and interviewing qualified candidates. The event was attended by Business Manager.
7.	Attended a Job Fair	On March 8, 2019 the SEU participated in the Mid-Atlantic Sales & Marketing Institute (MASMI) Sales Job & Internship Fair at Salisbury University. The SEU participated by performing in the Sponsors Elevator Pitch Competition, working in the booth collecting resumes, and interviewing qualified students. The event was attended by Business Manager and Director of Sales.
8.	Attended a Job Fair	On March 30, 2019 the SEU participated in 34th Annual Ocean City, MD Job Fair hosted by the Greater Ocean City Chamber of Commerce. The SEU participated by setting up station van and collecting resumes and interviewing qualified candidates. The event was attended by Business Manager and Senior Account Executive.

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
9.	Training Program – All Employees	Throughout the period the SEU has established training programs designed to enable station personnel to acquire knowledge of proper Human Resources behavior and activities. Mandatory Training to include: Preventing Workplace Harassment for Employees Preventing Workplace Harassment (Supervisor Standard) Diversity in the Workplace
10.	Internship Program	Internships offered to students attending local universities. Our internship program offers an opportunity to experience the day-to-day activities of a commercial radio station. Receive hands-on education and training on the planning, coordination, and execution of the radio business. Sales and account management training as appropriate. Interns receive educational/college credit. Summer Semester 2018 – 3 interns Fall Semester 2018 – 6 one-day MASMI sales internships Spring Semester 2019 – 4 interns Spring Semester 2019 – 5 one-day MASMI sales internships