

Urban One, Inc.
Radio One of Richmond, VA
WCDX-FM, WKJM-FM, WKJS-FM, WPZZ-FM, WTPS-FM and WXGI-AM
EEO PUBLIC FILE REPORT
June 1, 2019 – May 31, 2020 [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
Account Executive (Sales) (2/5/20)	1-28, 31, 36	5[1 RS #(6), 2 RS #(28), 1 RS #(31), 1 RS #(36)]	28
Integrated Marketing Sales Coordinator (9/5/19)	1-28, 31, 36	4[2 RS #(28), 1 RS #(31), 1 RS #(36)]	28
On-Air Talent (6/21/19)	1-28, 31, 36	3[1 RS #(28), 1 RS #(31), 1 RS #(36)]	31
		Total Candidates Interviewed -	12

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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	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 National@aaaja.org	Y	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	Y	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@ccnma.org	Y	0
4	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 nahj@nahj.org	Y	0
5	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

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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
6	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
7	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 sberry@nabj.org	N	0
8	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 info@namme.org	N	0
9	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 support@mpnmail.com	Y	0
10	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 info@nlgja.org	Y	0
11	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	N	0
12	South Asian Journalists Association	N	0

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13	Andrews Air Force Base Airman & Family Readiness Center mfscjobs@gmail.com	Y	0
14	Employment Connection Fax: 314.333.3674 pmckinney@employmentstl.org	Y	0
15	Falls Church Skill Source Center Fax: 705.752.1609 sarah.scott@myskillsource.org	Y	0
16	Jubilee Jobs, Inc. Fax: 202.667.8833 jconerly@jubileejobs.org	Y	0
17	Michigan Veterans Foundation Fax: 313.831.7120 mvf002@earthlink.net	Y	0
18	Urban League of Philadelphia Fax: 215.468.8078 robinbailey@ucsep.org	Y	0
19	Indianapolis Urban League, Inc. Fax: 317.693.7613 ksimmons@indplsul.org	Y	0
20	Shares, Inc. - Brandywine Industries Fax: 317.462.1535 clee@sharesinc.org	Y	0
21	Charlotte Area Fund Fax: 704.344.1655 isaacc@charlotteareafund.org	Y	0
22	The American Legion Department Of NC Fax: 919.832.6428 nclegion@nc.rr.com	Y	0

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23	Columbus Urban League Fax: 614.257.6316 dowens@cul.org	Y	0
24	Mayor's Office for People with Disabilities cornelius.booker@wrksolutions.com	Y	0
25	Southern Methodist University hegicalendar@smu.edu	Y	0
26	Texas Department of Assistive & Rehabilitative Services ron.fleming@dars.state.tx.us	Y	0
27	Women's Center of Tarrant County Inc. Fax: 817.927.0694 cfannin@womenscentertc.org	Y	0
28	Corporate Website – www.urban1.com	N	5
29	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0
30	Internal Promotion/ Internal Candidate	N	0
31	Internal Referral/ /Employee Referral	N	3
32	Industry Referral	N	0
33	Market Websites - http://ipowerrichmond.com/ , http://kissrichmond.com/ , http://praiserichmond.com/ , and http://urbanpetersburg.com	N	0
34	Local Newspaper	N	0
35	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0
36	Internet Recruitment – - www.monster.com , www.bcfm.com www.allaccess.com , www.indeed.com , www.hotjobs.com , www.linkedin.com , www.careerbuilder.com , www.entertainmentcareers.net/ , www.ihirebroadcasting.com .	N	3
37	On-Air Recruitment	N	0
38	Temporary Agency	N	0
39	Rehire of Former Employee	N	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
40	Intern	N	0
41	Career Fair	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			12

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	<u>Internship Program</u>	WCDX-FM, WKJM-FM, WKJS-FM, WPZZ-FM, WTPS-FM and WXGI- AM 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 all areas of the radio station: Sales, Production, Business, On-air, and Marketing/Promotions. One (1) intern participated in the program during the reported period
2	<u>Website Recruitment</u>	For local job vacancies, WCDX-FM, WKJM-FM, WKJS-FM, WPZZ-FM and WTPS-FM and WXGI-AM referred listeners and potential employees to the Corporate website www.urban1.com
3	<u>Mentorship Program</u>	On-going Urban One Mentorship Program - 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>Training One Online Training</u>	Training One is an in-house online learning resource designed to target growth and enhance learning for Company employees. The training provides courses including time management, effective interviewing, and various other topics (Ongoing)

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5	<u>Leadership Program</u>	The Urban One Leadership Development Program is dedicated to helping leaders and managers develop the leadership skills necessary to grow into new levels of responsibility (10 month program)
6	<u>Active Shooter Training</u>	Managers and non-managers participated in an active shooter training webinar to promote office safety and prevent discrimination (July 11, 2019)
7	<u>Anti-Harassment Training</u>	Managers and non-managers participated in an anti-harassment training session to educate on what is harassment and what to do if they observe or experience it in the workplace (October 29, 2019)
8	<u>VAB/VCU Career Fair</u>	The Richmond market participated at the VAB/VCU Career Fair (September 17, 2019)
9	<u>Radio One Career Fair</u>	The Richmond market hosted a career fair for prospective candidates to learn more about job opportunities available at Radio One (October 10, 2019 and March 10, 2020)

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