## NEWARK PUBLIC RADIO, INC., (WBGO-FM)

# Equal Employment Opportunity Public File Report February 1, 2013 – January 31, 2014

The purpose of this report is to comply with Section 73.2080(c)(6) of the Federal Communications Commissions' EEO rules. The report can be found in the public inspection file at 54 Park Place, Newark, New Jersey and on the station's website, <a href="https://www.wbgo.org">www.wbgo.org</a>. This report contains the following information:

- 1) A list of the full time vacancies filled by the Reporting Station during the Reporting Period.
- 2) For each such vacancy, the recruitment source(s) utilized to fill the vacancy identified by name, address contact person and telephone number.
- 3) The recruitment source that referred the hiree for each full-time vacancy during the Reporting Period.
- 4) Data reflecting the total number of persons interviewed for full time vacancies during the Reporting Period and the total number of interviews referred by each recruitment source utilized in connection with such vacancies.
- 5) A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(6) of the FCC's EEO Rules during the Reporting Period.

Six (6) - full-time position were filled at WBGO during the reporting period.

## (1) Director of Membership

In October of 2012, WBGO began recruitment for the position described above. As a recruitment tool we placed job ads on AFP, PRADO, Chronicle of Philanthropy, Playbill, Idealist, Bridgespan, NYFA, Indeed, viral email and the WBGO website (www.wbgo.org).

106 resumes were received2 candidates were interviewed via telephone11 candidates were interviewed in person

Of the 13 candidates interviewed:

3 resumes came from referrals

2 resumes came from PRADO

1 resume came from Chronicle of Philanthropy

The balance did not specify where they found the job posting.

The candidate selected was recruited from a referral and began work on May 6, 2013.

## (2) Marketing Assistant

In December of 2012, WBGO began recruitment for the position described above. As a recruitment tool we placed job ads on Idealist, Craigslist and the WBGO website (www.wbgo.org).

103 resumes were received

7 candidates were interviewed by telephone

4 candidates were interviewed in person

All resumes came from www.iealist.com.

The candidate selected was recruited from resumes received from Idealist.com and started March 3, 2013.

## (3) Operations Assistant

In May of 2013, WBGO began recruitment for the position described above. As a recruitment tool we placed job ads on Craigslist.com and the WBGO website (www.wbgo.org).

144 resumes were received

6 candidates were interviewed by telephone

3 candidates were interviewed in person

All resumes came from craigslist.com

The candidate selected was recruited from resumes received from Craigslist.com and started July 15, 2013.

## (4) Corporate Account Executive

In August of 2013, WBGO began recruitment for the position described above. As a recruitment tool we placed job ads on Radio Business Report, Inside Radio and the WBGO website (www.wbgo.org).

53 resumes were received.

5 candidates were interviewed in person.

All 5 resumes came from referrals.

The candidate selected was recruited from a referral and started on May 6, 2013.

## (5) Vice President of Content

In April 2013, WBGO began recruitment for the position described above. As a recruitment tool we placed job ads on CPB Jobline, Current.org, Radio Business Report, ZipRecruiter.com (which posts resumes on Indeed.com, Career Builder.com, Monster.com) and the WBGO website (www.wbgo.org).

28 resumes were received

4 candidates were interviewed by telephone

2 candidates were interviewed in person

Of the 6 candidates interviewed:

4 resumes came from current.com

1 resume came from a WBGO employee

1 resume did not specify where they found the job posting

The candidate was selected as an internal promotion and started on August 1, 2013.

## (6) Assistant to President and CEO

In August of 2013, WBGO began recruitment for the position described above. As a recruitment tool we placed job ads on Idealist, Playbill, NRBP, Berkeley College, Rutgers, viral e-mail and the WBGO website (www.wbgo.org).

111 resumes were received

5 candidates were interviewed in person

Of the 5 candidates interviewed:

1 resume came from idealist.com

1 resume came from indeed.com,

1 resume came from a referral

The balance did not specify where they found the job posting.

The candidate selected was an internal promotion as candidate was temp employee working at WBGO for several months and became a full time employee on September 3, 2013.

## ANNUAL EEO PUBLIC FILE REPORT FOR BROADCAST STATIONS

Reporting Station(s) WBGO-FM Call Sign(s)

## **Summary of Full-Time Job Vacancy Information**

FULL TIME POSITIONS FILLED	TOTAL # OF INTERVIEWEES FROM ALL RECRUITMENT SOURCES FOR POSITION	RECRUITMENT SOURCES USED
DIRECTOR OF MEMBERSHIP	13	wbgo website, AFP, PRADO, Chronicle of Philanthropy, Playbill, Idealist, Bridgespan, NYFA, Indeed, viral e-mail
MARKETING ASSISTANT	11	wbgo website, Idealist, Craigslist
OPERATIONS ASSISTANT	9	wbgo website, craigslist,
CORPORATE ACCOUNT EXECUTIVE	5	wbgo website, Radio Business Report, Inside Radio
Vice President of Content	6	wbgo website, CPB Jobline,, Radio Business Report, ZipRecruiter.com ( posts resumes on Indeed.com, Career Builder.com, Monster.com)
Assistant to President and CEO	5	wbgo website, Idealist, Playbill, NRBP, Berkeley College, Rutgers, viral e-mail

## Appendix B

## ANNUAL EEO PUBLIC FILE RADIO REPORT FOR WBGO (FM)

COVERING THE PERIOD FROM 02/01/2013 TO 01/31/2014

## **Recruitment Source Information**

Newark Public Radio, Inc.

www.wbgo.org

54 Park Pl., Newark, NJ 07102

973-624-8880

Newark Regional Business Partnership

www.nrbp.org

744 Broad Street, 26<sup>th</sup> Fl.

Newark, NJ 07102

973-522-0099

Zip Recruiter

www.ziprecruiter.org

1463 3<sup>rd</sup> St., Ste 335

Santa Monica, CA 90401

877-252-1062

**NYFA** 

www.nyfa.org

100 E. 17<sup>th</sup> Street

New York, NY

212-674-4300

Radio Business Report

www.rbr.com

April McLynn

P.O. Box 6633

Woodbridge, VA 22195

Association of Fundraising Professionals

www.afp.com

4300 Wilson Bldv.Suite 300

Arlington, VA 22203

703-684-0410

Idealist

www.idealist.org

302 5<sup>th</sup> Ave., 11<sup>th</sup> Fl.

New York, NY 10001

646-786-6886

Inside Radio

www.insideradio.com

P.O. Box 567925

Atlanta, GA 31156

800-248-4242

Craig's List

www.craigslist.org

1381 9<sup>th</sup> Ave.

San Francisco, CA 94122

(415) 566-6394

**CPB JOBLINE** 

www.cpb.org

401 Ninth Street, NW

Washington, DC 20004-2129

202-879-9600

Berkeley College

https://berkeleycollege.edu

12 E 43 Street School of

Liberal Arts

New York, NY 10022

212-805-4991

Indeed.com

www.indeed.com

7501 N Capital of Texas

Bldg. B

Austin, TX 78731

203-328-22691

PRADO www.pradoweb.org

Chronicle of Philanthropy
<a href="https://www.philanthropy.com">www.philanthropy.com</a>
1255 Twenty-Third Street, NW, 7<sup>th</sup> Fl.
Washington, D.C. 20037
202-466-1200

Creative Jobs Central www.creativejobscentral.com

Playbill www.playbill.com/jobs

## Appendix C

#### ANNUAL EEO PUBLIC FILE REPORT FOR BROADCAST STATIONS

Reporting Station(s) WBGO-FM
Call Sign(s)

## Description of long-term/supplemental recruitment activities

Newark Public Radio, Inc. offers an Internship program and reaches out to local community educational institutions (high schools and colleges) inviting students to apply for intern positions in various departments of the organization, including Administration, Content, Engineering and Operations, Finance and Marketing, WBGO's Volunteer Coordinator reaches out to Career Services, Deans of Student, Student Counselors beginning in January of each year and going through May to begin the internship in June when the school semester end. There is an established procedure for students to apply and all information and forms are sent to the appropriate personnel at the educational institutions.

Newark Public Radio, Inc. also mentors currents employees, through on the job training conducted by management personnel, to provide employees with the tools and skills to advance through the organization. Actual employees who have benefited from this training are the VP Engineering and Operations, the VP of Content and the Assistant to the President and CEO.

Newark Public Radio, Inc. has, at times, created on air spots advertising Upper Level Category openings and participated in job fairs sponsored by area educational institutions. These recruiting tools have not realized results.

Human Resources conducts training for management level personnel on Equal Employment Opportunity and Anti- Discrimination through onsite seminars which are available on the organization's intranet.