

Urban One, Inc. – Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WNOW-FM and WDNI-TV
EEO PUBLIC FILE REPORT
March 31, 2017 – March 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
Telemundo Indy – Promotions Assistant (03/28/17)	1-28, 36, 41	4[RS#28(1), RS#36(2), RS#41(1)]	28
Mixer (07/18/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	31
On-Air Talent, Part Time (9/1/17)	1-28, 31, 36, 41	4[RS#28(1), RS#31(1), RS#36(1), RS#41(1)]	28
Promotions Assistant (5/8/17)	1-28, 36, 41	6[RS#28(3), RS#(1), RS#41(2)]	41
Promotions Assistant (6/1/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	31
Promotions Assistant (6/26/17)	1-28, 31, 36	4[RS#19(1), RS#31(1), RS#36(2)]	31
Videographer (5/1/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	36
Videographer (5/16/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	28
Board Operator/Technical Producer (4/10/17)	1-28, 31	3[RS#28(2), RS#31(1)]	28
Board Operator/Technical Producer (5/19/17)	1-28, 31, 41	4[RS#28(2), RS#31(1), RS#41(1)]	41
On-Air Talent (5/1/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), 36(1)]	31
Board Operator/On-Air Talent (4/10/17)	1-28, 31	3[RS#28(2), RS#31(1)]	28
Digital Sales Manager (3/7/18)	1-29, 31, 36	6[RS#28(1), RS#29(1), RS#31(2), RS#36(2)]	28
Executive Assistant (4/24/17)	1-28, 36	3[RS#28(1), RS#36(2)]	28
Morning Show Producer (6/12/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	31
Promotions Assistant (7/9/17)	1-28, 36	3[RS#28(1), RS#36(2)]	28
Promotions Coordinator (6/1/17)	1-28, 30	3[RS#28(2), RS#30(1)]	30
Promotions Assistant (7/17/17)	1-28, 36	3[RS#19(1), RS#36(2)]	36

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Operations Manager (8/28/17)	1-28	1[RS#28(1)]	28
Sales Account Executive (2/28/18)	1-29, 31, 36	7[RS#28(3), RS#29(1), RS#31(1), RS#36(2)]	28
Sales Account Executive (8/17/17)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	28
Sales Account Executive (9/18/17)	1-28, 31, 36	4[RS#28(2), RS#31(1), RS#36(1)]	28
Promotions Assistant (9/1/17)	1-28, 31	3[RS#31(3)]	31
Promotions Assistant (9/1/17)	1-28, 31, 36	5[RS#28(2), RS#31(2), 36(1)]	31
Promotions Assistant (11/2/17)	1-29, 36	6[RS#28(1), RS#29(1), RS#36(4)]	29
Promotions Assistant (10/20/17)	1-28, 36	5[RS#28(3), RS#36(2)]	28
On-Air Talent (12/31/17)	1-28, 31	4[RS#28(1), RS#31(3)]	31
On-Air Talent (2/26/18)	1-28, 31	9[RS#28(7), RS#31(2)]	28
Promotions Assistant (11/8/17)	1-28, 31, 41	3[RS#31(2), 41(1)]	31
Promotions Assistant (11/6/17)	1-28, 31, 41	3[RS#31(2), 41(1)]	41
Promotions Assistant (10/20/17)	1-28, 31, 41	4[RS#28(2), RS#31(1), 41(1)]	28
Board Operator/On-Air Talent (2/15/18)	1-28, 31	3[RS#31(3)]	31
Morning Show Producer (1/21/18)	1-28, 30, 36	3[RS#30(1), RS#36(2)]	30
Indy TV Account Executive (1/8/17)	1-28, 31	3[RS#28(1), RS#31(2)]	31
Indy TV Account Executive (12/18/17)	1-28, 31	3[RS#28(1), RS#31(2)]	31
Mixer (1/8/18)	1-28, 31, 36	3[RS#31(1), RS#36(2)]	31
Program Director (2/8/18)	1-28, 31	3[RS#28(2), RS#31(1)]	28
On-Air Talent/Community Affairs Host (3/12/18)	1-28, 32, 36	3[RS#32(1), RS#36(2)]	32
Producer/Community Affairs Director (2/12/18)	1-28, 30	1[RS#30(1)]	30
La Grande 105.1 and Telemundo Promotions Assistant (3/15/18)	1-29, 36, 41	3[RS#29(1), RS#36(1), RS#41(1)]	29
Promotions Assistant (2/8/18)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	36

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Promotions Assistant (2/15/18)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	31
On-Air Talent, Part Time (3/12/18)	1-28	3[RS#28(3)]	28
		Total Candidates Interviewed – 154	43

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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@aaja.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
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	0
7	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 sberry@nabj.org	Y	0

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8	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 info@namme.org	Y	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@nljja.org	Y	0
11	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	Y	0
12	South Asian Journalists Association	Y	0
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

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19	Indianapolis Urban League, Inc. Fax: 317.693.7613 ksimmons@indplsul.org	Y	2
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
23	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	54
29	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	4
30	Internal Promotion/ Internal Candidate	N	3
31	Internal Referral/ /Employee Referral	N	42
32	Industry Referral	N	1
33	Market Websites - http://hot963.com/ , http://tlcnaptown.hellobeautiful.com/ , http://praiseindy.hellobeautiful.com/ , and http://radionowindy.com/ .	N	0
34	Local Newspaper	N	0
35	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0

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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	39
37	On-Air Recruitment	N	0
38	Temporary Agency	N	0
39	Rehire of Former Employee	N	0
40	Intern	N	0
41	Career Fair	N	9
42	Butler University Career Page	Y	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			154

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program	Urban One fosters a comprehensive Internship Program with college students. This program incorporates training in all areas of the radio station: Sales, Production, Business, On-Air, Promotions & Marketing. One (1) interns participated in the program during this reporting period.
2	On-Air/Website Recruitment	For local job vacancies, stations advertise openings on-air and refer listeners and potential employees to the Corporate website. www.urban1.com Stations also provide a link to corporate job listings on the station website.
3	Mentorship Program	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	Learn One Online Training (Ongoing)	Learn 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.
5	Performance Management Review (Training)	Performance Management is a collection of online trainings that took place up until January 2018. The trainings taught managers and non-manager how to set SMART Goals, how to deal with bad performance review and other topics.
6	Emotional Intelligence (EQ) Training	Live training on Emotional Intelligence (EQ) for Sales and Management staff. Facilitated by Kristen Crockett of the Learning & Development team. EQ training aids

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		<p>participants recognize how feelings, reactions and emotions affect work relationships. All Managers required to attend on September 13, 2017 and all Sales Team members required to attend on September 14, 2017.</p>
7	<p>Market Specific Training</p>	<p>Live trainings conducted for management staff as well separate sessions with Sales, Programming, Promotions and Traffic employees. All employees were required to attend their respective sessions. Facilitated by Kristen Crockett of the Learning & Development team. Live trainings were conducted February 6-7, 2018.</p>

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