

**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, 2018 – May 31, 2019 [1]**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>Number of Candidates Interviewed (RS)</b>	<b>RS Referring Hiree</b>
Account Executive (Sales) (7/31/18)	1-28, 31, 36, 41	4[RS# 31(2), RS# 36(1), RS# 41(1)]	31
Accounting Clerk (10/17/18)	1-28, 36	5[RS# 36(5)]	36
Account Executive (Sales) (2/19/19)	1-28, 36	4[RS# 28(2), RS# 36(2)]	28
Marketing Director (2/25/19)	1-28, 31	3[RS# 28(1), RS# 31(2)]	28
Accounting Clerk (2/4/19)	1-28, 36	3[RS# 28(1), RS# 36(2)]	36
Staff Accountant (2/4/19)	1-28, 36	3[RS# 36(3)]	36
Director of Sales (2/25/19)	1-28, 36	3[RS# 28(1), RS# 36(2)]	36
Account Executive (Sales) (4/22/19)	1-28, 31, 36	3[RS# 31(1), RS# 36(2)]	36
Operations Manager (5/1/19)	1-28, 30, 31	3[RS# 28(1), RS# 30(1), RS# 31(1)]	30
		<b>Total Candidates Interviewed - 31</b>	

[1] This report provides recruitment data collected from May 26, 2018 through May 24, 2019.

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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 <a href="mailto:National@aaja.org">National@aaja.org</a>	Y	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 <a href="mailto:info@womcom.org">info@womcom.org</a>	Y	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 <a href="mailto:ccnmainfo@cnma.org">ccnmainfo@cnma.org</a>	Y	0
4	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 <a href="mailto:nahj@nahj.org">nahj@nahj.org</a>	Y	0
5	National Association of Black College Broadcasters P.O. Box 3191 Atlanta, Georgia Phone : (404) 523-6136 Fax: (404) 523-5467 <a href="mailto:bcrmail@aol.com">bcrmail@aol.com</a>	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 <a href="mailto:nabobinfo@nabob.org">nabobinfo@nabob.org</a>	Y	0
7	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 <a href="mailto:sberry@nabj.org">sberry@nabj.org</a>	N	0
8	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 <a href="mailto:info@namme.org">info@namme.org</a>	N	0
9	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 <a href="mailto:support@mpnmail.com">support@mpnmail.com</a>	Y	0
10	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 <a href="mailto:info@nlgja.org">info@nlgja.org</a>	Y	0
11	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 <a href="mailto:native@unl.edu">native@unl.edu</a>	N	0
12	South Asian Journalists Association	N	0

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

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23	Columbus Urban League Fax: 614.257.6316 <a href="mailto:dowens@cul.org">dowens@cul.org</a>	Y	0
24	Mayor's Office for People with Disabilities <a href="mailto:cornelius.booker@wrksolutions.com">cornelius.booker@wrksolutions.com</a>	Y	0
25	Southern Methodist University <a href="mailto:hegicalendar@smu.edu">hegicalendar@smu.edu</a>	Y	0
26	Texas Department of Assistive & Rehabilitative Services <a href="mailto:ron.fleming@dars.state.tx.us">ron.fleming@dars.state.tx.us</a>	Y	0
27	Women's Center of Tarrant County Inc. Fax: 817.927.0694 <a href="mailto:cfannin@womenscentertc.org">cfannin@womenscentertc.org</a>	Y	0
28	Corporate Website – <a href="http://www.urban1.com">www.urban1.com</a>	N	<b>6</b>
29	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0
30	Internal Promotion/ Internal Candidate	N	<b>1</b>
31	Internal Referral/ /Employee Referral	N	<b>6</b>
32	Industry Referral	N	0
33	Market Websites - - <a href="http://ipowerrichmond.com/">http://ipowerrichmond.com/</a> , <a href="http://kissrichmond.com/">http://kissrichmond.com/</a> , <a href="http://praiserichmond.com/">http://praiserichmond.com/</a> , and <a href="http://urbanpetersburg.com">http://urbanpetersburg.com</a> .	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 – - <a href="http://www.monster.com">www.monster.com</a> , <a href="http://www.bcfm.com">www.bcfm.com</a> <a href="http://www.allaccess.com">www.allaccess.com</a> , <a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.hotjobs.com">www.hotjobs.com</a> , <a href="http://www.linkedin.com">www.linkedin.com</a> , <a href="http://www.careerbuilder.com">www.careerbuilder.com</a> , <a href="http://www.entertainmentcareers.net/">www.entertainmentcareers.net/</a> , <a href="http://www.ihirebroadcasting.com">www.ihirebroadcasting.com</a> .	N	<b>17</b>
37	On-Air Recruitment	N	0

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38	Temporary Agency	N	0
39	Rehire of Former Employee	N	0
40	Intern	N	0
41	Career Fair	N	1
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			<b>31</b>

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**III. RECRUITMENT INITIATIVES**

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	<b><u>Internship Program</u></b>	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	<b><u>Website Recruitment</u></b>	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 <a href="http://www.urban1.com">www.urban1.com</a> .
3	<b><u>Mentorship Program</u></b>	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	<b><u>Training One Online Training (Ongoing)</u></b>	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.
5	<b><u>Management Team Training</u></b>	On January 9, 2019, the Richmond Learning and Development Team facilitated two classroom training sessions. The first, entitled “Strength Finders,” educated attendees on how

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		to leverage their top five strengths in the workplace. The second, entitled “Tapping into Your Purpose,” focused on helping attendees create action steps to maximize efficiency in the workplace.
<b>6</b>	<b><u>Management/Personnel Training</u></b>	Market personnel participated in three (3) trainings during the reported period: the Virginia Association of Broadcasters’ Best of the Best Leadership Training (October 2018-June 2019), the National Association of Broadcasters’ Media Sales Institute training (May 2018), and the National Association of Black Owned Broadcasters’ Fall Conference training (October 2018).
<b>7</b>	<b><u>Career Fair</u></b>	Station personnel participated in the Virginia State University Career Fair (September 2018).
<b>8</b>	<b><u>VSU Media Communications Day</u></b>	Station personnel participated in VSU’s Media Communications Day, speaking on the topic of breaking into the field of journalism or sports (April 2019).
<b>9</b>	<b><u>VA Depart of Corrections Job and Resource Fair</u></b>	Station personnel participated in the fair, which let prisoners be interviewed and collect literature on jobs in business, communications, and manufacturing (April 2019).

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