

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: **March 23, 2017 – March 22, 2018.**

1) **Employment Unit: Fort Wayne, Indiana**

2) **Unit Members (Stations and Communities of License): WAJI (FM), Fort Wayne, IN
WLDE (FM), Fort Wayne, IN**

3) **EEO Contact Information for Employment Unit:**

Mailing Address: Stations WAJI and WLDE 347 W. Berry Street, Suite 600 Fort Wayne, IN 46802	Telephone Number: 260-423-3676
	Contact Person/Title: Lee Tobin
	E-mail Address: ltobin@stfortwayne.com

4) **Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

Job Title	Recruitment Source Referring Hiree
(a) Account Executive (5 positions)	Journal Gazette Newspaper (1), Internal Referral (2), Former Employee (1), Station Website (1)
(b) Promotions Director	Linked In

Stations WAJI and WLDE are Equal Opportunity Employers.

5)a Job Title: Account Executive

Referral Source(s) of Hire: Journal Gazette Newspaper (1), Internal Referral (2), Former Employee (1), Station Website (1)

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Alliance for Women in Media		2365 Harrodsburg Road, A325 Lexington, KY 40504	703-506-3290		No
Anderson University	Jo DuMontelle	1100 E. 5 th Street Anderson, IN 46012	765-641-4196		No
Ball State University	Cindy Hersman	Lucina Hall Career Center Room 351 Muncie, IN 47306	765-285-2436		No
Central State University	Lesa DeVond	840 Germantown Street Dayton, OH 45402	937-376+6383		No
Employment Weekly	Shaquana Hamilton	600 W. Main Street Fort Wayne, IN 46802	260-461-8444		No
Fort Wayne Urban League	Rufus Hamilton	2135 S. Hanna Street Fort Wayne, IN 46803	260-424-6326		No
Fort Wayne Women's Bureau		2417 Fairfield Avenue Fort Wayne, IN 46835	260-424-7977		No
Hampton Institute Career Counseling & Planning	Kelly Wilken/Jason Robertson	114 Wigwam Building HU Hampton, VA 23668	757-531-5831		No
Howard University--Career Services	Placement Director	528 Bryant N.W. Washington, DC 20059	202-806-7513		No
Illinois Center for Broadcasting	Mike Kendall	455 Eisenhower Lane, Suite 200 Lombard, IL 60148	312-884-8000		No
IN Dept. of Workforce Development	Frankie/Andrea	201 E. Rudisill Blvd., Suite 200 Fort Wayne, IN 46806	260-745-3555		No
Indiana University	Student Employment Office	625 North Jordan Avenue Bloomington, IN 47405	812-855-1556		No
Indiana Wesleyan University	Janet Clawson	8211 W. Jefferson Boulevard Fort Wayne, IN 46804	260-436-7874		No
International Business Collage	Melissa Schwartz	5699 Coventry Lane Fort Wayne, IN 46804	260-459+4590		No
IPFW – Center for Women & Returning Adults	Robin Newman	2101 East Coliseum Boulevard Fort Wayne, IN 46805	260-481-6029		No
Ivy Tech State College	Jim Aschliman	3800 North Anthony Boulevard Fort Wayne, IN 46805	260-480-4223		No
Job Works	Rita Bennett	7832 Bluffton Road Fort Wayne, IN 46806	260-458-7136		No
Manchester College WBKE	Dan Kimbrough	604 E. College Ave., MC Box 19 N. Manchester, IN 46962	219-982-5424		No
McVay Media	Mike McVay	377 B Lear Road, #293 Avon Lake, OH 44012			No
NAACP of Allen County		P.O. Box 10956 Fort Wayne, IN 46854			No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Specs Howard School of Broadcast Arts	Dick Kermen/Kevin	19900 West Nine Mile Road Southfield, MI 48075			No
Taylor University	Dusty DiSanto	236 West Reade Avenue Upland, IN 46989			No
Tri-State University	Nita Kissick	9910 Dupont Circle Drive East Fort Wayne, IN 46825			No
University of St. Francis	William Brune	2701 Spring Street Fort Wayne, IN 46808			No
Vincennes University	Stephen Simonds	1002 N. First Street Vincennes, IN 47951			No
El Mexicano Newspaper	Fernando	2301 Fairfield Avenue, Suite 102 Fort Wayne, IN 46807			No
Illinois Media School	Carl Jackson	455 Eisenhower Lane S., #200 Lombard, IL 60148			No
Journal Gazette Newspaper		P.O. Box 88 Fort Wayne, IN 46801-0088		1	No
Frost Illustrated	Adrian Williams	3121 S. Calhoun Street Fort Wayne, IN 46807			No
Station Ad/Website				1	No
Indiana Tech Engineering and Computer Science Career Fair					No
Monster.com				5	No
Ball State University Job Fair				11	No
Linked In				1	No
Former Employee				1	No
Internal Referral				6	No

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5f Job Title: Promotions Director

Referral Source(s) of Hire: Linked In

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Illinois Media School	Carl Jackson	455 Eisenhower Lane S., #200 Lombard, IL 60148			No
Journal Gazette Newspaper		P.O. Box 88 Fort Wayne, IN 46801-0088			No
Internal Referral				6	No
Station Ad/Website					No
Monster.com					No
AllAccess.com					No
RAMP					No
Former Employee				2	No
Linked In				1	No

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6) Total # of Interviewees Referred: For the period from March 23, 2017 through March 22, 2018 this Employment Unit interviewed 35 interviewees for full-time job vacancies.

7) Supplemental Recruiting Initiatives.

(a) Initiative: Ball State University Job Fair, March 23, 2017, Muncie, IN.

The Employment Unit participated in the Ball State University Job Fair on March 23, 2017, on the Ball State University campus represented by the division Director of Sales, who has substantial responsibility in hiring decisions. The Director of Sales displayed current job search information discussed such with the attendees and conducted interviews. Employment applications were also accepted.

(b) Initiative: Indiana Tech Engineering and Computer Science Career Fair, March 24, 2017, Fort Wayne, IN.

The Employment Unit participated in the Engineering and Computer Science Career Fair in Fort Wayne on March 24, 2017. The Division Chief Engineer, who has substantial responsibility in hiring decisions, represented both WAJI & WLDE. Information about current employment opportunities was shared and employment applications were available.

(c) Initiative: Indiana Black Expo Employment Opportunity Fair, July 13, 2017, Indianapolis, IN.

Sarkes Tarzian, Incorporated's Fort Wayne division participated in the Employment Opportunity Fair on July 13, 2017, at the Indiana Convention Center in Indianapolis. The Division Controller, who has substantial responsibility in hiring decisions, shared current information about job openings. Employment applications were also available. WAJI, WAJI-HD2, and WLDE aired a total of 150 announcements in support of the event. Information was also posted on each station's web site.

(d) Initiative: Indiana University-Purdue University, Fort Wayne (IPFW) Mastodon Job & Internship Fair, September 21, 2017, Fort Wayne IN.

The Division Controller, who has substantial hiring responsibility, represented the Employment Unit at the IPFW Mastodon Job & Internship Fair, on September 21, 2017, in Fort Wayne, IN. The Controller discussed careers in radio with the attendees, as well as current job openings. Employment applications were available. Information about the job fair was posted to each station's web site.

(e) Initiative: Indiana Broadcasters Association Career & Internship Fair, October 7, 2017, Indianapolis, IN.

The Division Chief Engineer for the Employment Unit, who has substantial responsibility in hiring decisions, represented both WAJI and WLDE at the Career and Internship Fair on October 7, 2017, at the Marriott Indianapolis North in Indianapolis, IN. Information regarding current job opportunities as well as employment applications were available. WAJI, WAJI-HD2, and WLDE aired a total of 150 announcements in support of the event. Information was also posted on each station's web site.

(f) Initiative: Ball State University Sales Career Fair, January 29, 2018, Muncie, IN.

The Division Director of Sales for the Employment Unit, who has substantial responsibility in hiring decisions, represented both WAJI and WLDE at the Career and Internship Fair on January 29, 2018, at the Ball State University Sales Career Fair on the Ball State University campus in Muncie, IN. Information regarding current job opportunities, especially sales, as well as employment applications were available. The Director of Sales spent time discussing the industry and positions available at the Employment Unit and conducted some interviews.

(g) Initiative: Indiana Tech Engineering and Computer Science Career Fair, February 23, 2017, Fort Wayne, IN.

The Employment Unit participated in the Engineering and Computer Science Career Fair in Fort Wayne on February 23, 2017. The Division Chief Engineer, who has substantial responsibility in hiring decisions, represented both WAJI & WLDE. Information about current employment opportunities was shared and employment applications were available.

h. Job Banks and Internet Programs

The Employment Unit posts job openings that require external recruitment on the Job Opportunity/EEO sections of the respective station websites, www.waji.com and www.wlde.com. These sites also give interested community organizations the ability to notify us should they wish to receive notification of job openings when they occur. In addition, job openings are posted on the following job banks/websites: IBA website and NAB website. The Fort Wayne Journal Gazette and News-Sentinel also include us on their internet listings, along with many of the schools we notify.

i. Indiana Broadcasters Association 2018 Scholarship Fund

Waji FM, Waji-HD2, and WLDE FM participated in the Indiana Broadcasters Association 2018 scholarship fund by running 300 scholarship PSA's, donating cash, and making scholarship applications available upon request.

j. Employee Training Programs

The Employment Unit provided on-the-job training from external sources for the following individuals in the indicated areas. These programs help enable station personnel to acquire skills that may qualify them for higher level positions.

1. The Director of Sales and all Account Executives were trained at additional expense to the Division on the topics of sales and marketing.
2. The General Manager was provided with sales and management training at additional expense to the Division.
3. The Program Directors and an On-Air Performer were provided with programming, promotions, and marketing training at additional cost to the Division.
4. The Director of Sales was provided with management training at additional expense to the Division.

k. Other Activities Designed to Disseminate Information about Employment Opportunities in Broadcasting

Sarkes Tarzian-Fort Wayne, Indiana aired Recruitment Announcements on the stations designed to help disseminate information about employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities. The announcements are on-going, and 474 announcements aired during the entire reporting period, March 23, 2017 through March 22, 2018.

The following is the script used for all three stations:

“(Station), an equal opportunity employer, is dedicated to providing broad outreach regarding qualified applicants to our stations. We seek the help of local organizations in referring qualified applicants to our stations. Organizations that wish to receive our vacancy information should contact Lee Tobin at (station) by calling 260-423-3676 extension 9983 or email [lectobin@\(station\).com](mailto:lectobin@(station).com).”