

**EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period: **March 23, 2020 – March 22, 2021.**

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

2) **Unit Members (Stations and Communities of License):** **WAJI (FM), Fort Wayne, IN**  
**WAJI-HD2 (FM), Fort Wayne, IN**  
**WLDE (FM), Fort Wayne, IN**  
**WGBJ (FM), Auburn, IN**

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

Mailing Address:  Stations WAJI, WAJI-HD2, WLDE and WGBJ 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:**

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
(a) <u>Account Executive</u>	<u>Indeed</u>
(b) <u>Account Executive</u>	<u>Employee Referral</u>
(c) <u>Morning Show Host</u>	<u>Exigent Circumstances</u>

**Stations WAJI, WAJI-HD2, WLDE and WGBJ are Equal Opportunity Employers.**

[Prepare one (1) chart for every full-time job vacancy filled during the reporting period.]

5)a Job Title: Account Executive Referral Source(s) of Hire: Indeed

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 <sup>th</sup> 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
PFW – 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
Ohio Media School	Alvis Moore	530 E. Main Street Whitehall, OH 43213			No
Fort Wayne Ink Spot	Adrian Williams	2513 South Calhoun Street Fort Wayne, IN 46807			No
LinkedIn					No
Zip Recruiter					No
Monster.com					No
Station Ad/Website				2	No
Indeed				4	No
Employee Referral				2	No

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5)b Job Title: Account Executive

Referral Source(s) of Hire: Employee Referral

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Fort Wayne Ink Spot	Adrian Williams	2513 S Calhoun Street Fort Wayne, IN 46807			No
Zip Recruiter					No
Monster.com					No
Station Ad/Website					No
Referral				1	No
Indeed					No
Employee					No

5)c Job Title: Morning Show Host

Referral Source(s) of Hire: Exigent Circumstances

WJJI hired a new morning show host in August 2020. A job search was not performed for this position as it was an unexpected hiring. The talent had been a host in the market for many years and suddenly became available.

**Stations WJJI, WJJI-HD2, WLDE and WGBJ are Equal Opportunity Employers.**

**6) Total # of Interviewees Referred:** For the period from March 23, 2020 through March 22, 2021 this Employment Unit interviewed 09 interviewees for full-time job vacancies.

**7) Supplemental Recruiting Initiatives. List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this report.**

**Initiative: ITECS Career Fair, February 23, 2021, Fort Wayne, IN**

The Employment Unit participated in the ITECS Career fair presented by Indiana Tech University on Tuesday, February 23, 2021, in Fort Wayne, IN. The Director of Engineering, who has substantial hiring responsibility, represented the Division at the Career Fair. Due to the pandemic, the career fair was done virtually, and the Director of Engineering participated with students via Zoom.

**Initiative: Indiana Broadcasters Association Career Fair, February 25, 2021, Carmel, IN.**

The General Manager for the Employment Unit, who has substantial responsibility in hiring decisions, participated in the Indiana Broadcasters Association Career Fair on Thursday, February 25, 2021, in Carmel, IN. The Career Fair was done virtually, and the General Manager participated via Zoom. Students were interviewed by the General Manager and the students, in turn, asked questions about current job openings and career information regarding radio broadcasting. WAJI, WAJI-HD-3, WLDE, and WGBJ aired a combined 400 on-air announcements in support of the event. Information regarding the event was also posted on the web page of each of the stations.

**Initiative: Job Banks and Internet Programs**

The Employment Unit posts all job openings that require external recruitment on the Job Opportunity/EEO sections of the respective station websites, [www.majic951.com](http://www.majic951.com), [www.classichits1017.com](http://www.classichits1017.com), [www.alt1023fm.com](http://www.alt1023fm.com) and [thetwentyfm.com](http://thetwentyfm.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 often posted on the following job banks/websites: IBA website, Indeed.com, ziprecruiter.com, Monster.com, LinkedIn.com, and the Specs Howard School of Broadcast Arts. The Fort Wayne Journal Gazette and News-Sentinel also include us on their internet listings, as do many of the schools we notify.

**Initiative: Indiana Broadcasters Association 2021 Scholarship Fund**

WAJI FM, WAJI-HD3, WLDE FM and WGBJ-FM participated in the Indiana Broadcasters Association 2021 Scholarship Fund by airing 399 scholarship PSA's, and donating cash. The Morning Show Host of WLDE, an employee of the Division, judged applications submitted for scholarships.

**Initiative: Employee Training Programs**

The Employment Unit provided on-the-job training from external sources for the following individuals in the indicated areas:

1. The General Manager, the Director of Sales, the Digital Marketing Specialist and all Account Executives were trained at additional expense to the Division on the topics of sales and marketing.
2. The General Manager, the Director of Sales, the Digital Marketing Specialist and all Account Executives were trained at additional expense to the Division on the topics of digital sales, analytics and marketing.
3. The General Manager was provided with sales and management training at additional expense to the Division.
4. The Operations Manager and On-Air Performers were provided with programming, promotions, and marketing training at additional cost to the Division.
5. Account Executives were provided with sales training through the Division.

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**Initiative: Other Activities Designed to Disseminate Information about Employment Opportunities in Broadcasting**

Sarkes Tarzian-Fort Wayne, Indiana aired Recruitment Announcements 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 624 announcements aired during the entire reporting period, March 23, 2020 through March 22, 2021.

The following is the script used for all four 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 leetobin@(station).com.”