

Radio One, Inc. – Houston, TX
KBXX-FM, KMJQ-FM and KROI-FM
EEO PUBLIC FILE REPORT
March 23, 2012-March 22, 2013

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Candidates Interviewed (RS)	RS Referring Hiree
Assignment Editor	1-14, 16, 20	3[RS # 20 (1), RS#14 (1), RS#16 (1)]	14
Assistant Chief Engineer	1-14, 16, 20	3[RS # 12 (1), RS# 14 (2)]	14
Assistant Editor	1-14, 16, 20	7[RS # 14 (3), RS# 13 (2), RS# 16 (1), RS# 12 (1)]	14
Board Operator (Technical)	1-14, 16, 20	10[RS # 20 (6), RS# 14 (2), RS# 16 (1), RS# 13 (1)]	16
Editor	1-14, 16, 20	9[RS # 14 (5), RS# 20 (1), RS# 13 (1), RS# 16 (1), RS# 12 (1)]	14
Editor	1-14, 16, 20	6[RS # 20 (1), RS# 13 (1), RS# 12 (1), RS# 14 (2), RS# 16 (1)]	16
National Sales Assistant	1-14, 16, 20	4[RS # 13 (1), RS# 20 (2), RS# 16 (1)]	16
On-Air Talent/News	1-14, 16, 20	6[RS # 16 (2), RS# 14 (3), RS# 12 (1)]	16
On-Air Talent/News	1-14, 16, 20	6[RS # 14 (4), RS# 16 (1), RS# 12 (1)]	14
Program Director – News92	1-14, 16, 20	8[RS # 14 (2), RS# 16 (2), RS# 12 (3), RS# 20 (1)]	12
Promotions Coordinator	1-14, 16, 20	7[RS # 20 (2), RS# 13 (2), RS# 14 (2), RS# 16 (1)]	14
Promotions Coordinator	1-14, 16, 20	5[RS # 13 (1), RS# 20 (1), RS# 14 (2), RS# 16 (1)]	16
Reporter / Assistant Editor	1-14, 16, 20	4[RS # 13 (1), RS# 12 (1), RS# 16 (2)]	16
Sales Assistant	1-14, 16, 20	4[RS # 20 (1), RS# 16 (2), RS# 13 (1)]	20
Sales Assistant	1-14, 16, 20	5[RS # 14 (3), RS#20 (1), RS# 13 (1)]	14
Sales Assistant	1-14, 16, 20	5[RS # 14 (2), RS# 20 (1), RS# 16 (2)]	16
Sales Assistant	1-14, 16, 20	8[RS # 14 (5), RS# 13 (1), RS# 20 (2)]	20
Traffic Director	1-14, 16, 20	3[RS # 20 (2), RS# 16 (1)]	16

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Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Candidates Interviewed (RS)	RS Referring Hire
		Total Candidates Interviewed –	103

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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	American Women in Radio and Television 8405 Greensboro Drive, Ste. 800 McLean, VA 22102 info@allwomeninmedia.org	Y	0
2	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 National@aaja.org	Y	0
3	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	Y	0
4	Black Broadcasters Alliance 3474 William Penn Hwy. Pittsburgh, PA 15235 webmaster@thebba.org	Y	0
5	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@cnma.org	Y	0
6	National Association of Black Owned Broadcasters nabobinfo@nabob.org	Y	0
7	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 nahj@nahj.org	Y	0
8	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 info@nljga.org	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
9	Native American Journalist Association University of South Dakota 414 E. Clark Street Vermillion, SD 57069 Najaconf2011@yahoo.com	Y	0
10	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	Y	0
11	Ohio Center for Broadcasting gary@beonair.com	Y	0
12	Local Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	10
13	Company Website (www.radio-one.com)	Y	13
14	Internal Referral	Y	38
15	Internal Promotion	Y	0
16	Internal Employee	Y	18
17	Trade Publication	Y	0
18	Intern	Y	0
19	Walk In	Y	0
20	Indeed.com	Y	22
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			103

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	On-Air/Website Recruitment	For local job vacancies, stations advertise openings on air and refer listeners and potential employees to the corporate website www.radio-one.com . Stations also provide a link to the corporate job listings on the station website.
2	Internship Program	Radio One fosters a comprehensive Internship program with college students. This program incorporates training in all areas of the radio stations: Sales, Production, Business, On-Air and Promotions and Marketing. 8 interns participated in the program during this reporting period.
3	Basic Management Workshop - September 4 – 7, 2012; September 17 – 19, 2012; October 1 – 5, 2012; October 15 – 20, 2012	Participants were taught tools to lead, coach and be an integral part of their work team. Strategic tools for improving team effectiveness were learned and practiced in this hands-on workshop.
4	Recruitment Process Training – June 20, 2012	All hiring managers were provided with training on the recruitment process and the company’s automated recruiting tool. The training covered various aspects of the recruitment process, to include: requisitions, background checks, offer letters and managing their candidates.
5	Performance Management Training – January 29, 2013	The purpose of the training was to provide managers with an overview of Company's Performance Management process to include writing Fair, Specific and Concise performance evaluations.
6	Recruit Military Veteran Opportunity Expo Minute Maid Park 501 Crawford Street, Houston, TX April 5, 2012	Station presence in support of job applicants looking for work. Public service announcements made to get message out to listeners.
7	Precinct 7 Bigger Better Job Fair Third Ward Multi-Service Center 3611 Ennis Street, Houston, TX May 1, 2012	Station presence in support of job applicants looking for work. Public service announcements made to get message out to listeners.

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8	Coast to Coast Houston Career Fair Houston Marriott West Loop, 1750 W. Loop South, Houston, TX May 7, 2012	Station presence in support of job applicants looking for work. Public service announcements made to get message out to listeners.
9	Fallbrook Church Job Fair 12512 Walters Road, Houston, TX 77014 October 18, 2012	Station presence in support of job applicants looking for work. Public service announcements made to get message out to listeners.

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