

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: January 23, 2011 – January 22, 2012.

1) **Employment Unit:** Greater Media New Jersey (Morristown)

2) **Unit Members (Stations and Communities of License):** WDHA-FM; Dover, NJ
WMTR; Morristown, NJ
WWTR; Bridgewater, NJ*

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

Mailing Address: 55 Horsehill Road Cedar Knolls, NJ 07927	Telephone Number: 973-538-1250
	Contact Person/Title: Mary-Kaye Dombrowski/ Receptionist
	E-mail Address: mdombrowski@greatermedianj.com

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

<u>Job Title</u>	<u>Recruitment Source Referring Hiree</u>
1. WDHA/WMTR Promotions Coordinator	Internal Posting
2. WDHA/WMTR Promotions Assistant	Internal Posting
3. WDHA/WMTR Chief Engineer	Society of Broadcast Engineers Website (www.sbe.org)
4. WDHA/WMTR Sales Assistant	Internal Posting
5. WDHA/WMTR Account Executive	Employee Referral
6. WDHA/WMTR Account Executive	WDHA Website

* Station WWTR was sold to a third party, effective October 18, 2011. Consequently, this EEO public file report contains information for station WWTR for the reporting period only through October 18, 2011.

5) Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

Job Title: WDHA/WMTR Promotions Coordinator

Referral Source(s) of Hiree: Internal Posting

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
NJBA Website	www.njba.com	348 Applegarth Rd Monroe, NJ 08831	609-860-0111	2	N
EEO Distribution List	See attached list	--	--	0	N
Greater Media Website	IT Director	35 Braintree Hill Park, Suite 300 Braintree, MA 02184 www.greatermedia.com	781-348-8600	3	N
WDHA-WMTR-WCTC-WMGQ-WRAT-WJRZ Internal Posting	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	5	N
WDHA-WMTR Station Websites	IT Director	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	2	N

Job Title: WDHA/WMTR Promotions Assistant

Referral Source(s) of Hiree: Internal Posting

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
NJBA Website	www.njba.com	348 Applegarth Rd Monroe, NJ 08831	609-860-0111	0	N
EEO Distribution List	See attached list	--	--	0	N
Greater Media Website	IT Director	35 Braintree Hill Park, Suite 300 Braintree, MA 02184 www.greatermedia.com	781-348-8600	0	N
WDHA-WMTR-WCTC-WMGQ-WRAT-WJRZ Internal Posting	Scott Kohlhepp	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	1	N
WDHA-WMTR Station Websites	Scott Kohlhepp	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	0	N
NewJerseyHelpWanted.com	Shelby Marion	RegionalHelpWanted.com, Inc. 9100 East Panorama Drive Suite 250 Englewood, CO 80112	888-884-8242	0	N
WRAT Website	IT Director	1731 Main Street, Lake Como, NJ	732-681-9591	0	N

Job Title: WDHA/WMTR Chief Engineer**Referral Source(s) of Hiree: Society of Broadcast Engineers Website (www.sbe.org)**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
NJBA Website	www.njba.com	348 Applegarth Rd Monroe, NJ 08831	609-860-0111	0	N
EEO Distribution List	See attached list	--	--	0	N
Greater Media Website	Ed McCormick	35 Braintree Hill Park, Suite 300 Braintree, MA 02184 www.greatermedia.com	781-348-8622	2	N
WDHA-WMTR-WCTC-WMGQ-WRAT-WJRZ Internal Posting	Keith Smeal	78 Veronica Ave Somerset, NJ 08873	732-249-2600	1	N
WCTC-WMGQ Station Websites	Keith Smeal	78 Veronica Ave Somerset, NJ 08873	732-249-2600	0	N
Society of Broadcast Engineers Website	n/a	9102 N. Meridian St., Suite 150 Indianapolis, IN 46260 www.sbe.org	317-846-9000	2	N

Job Title: WDHA/WMTR Sales Assistant**Referral Source(s) of Hiree: Internal Posting**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
NJBA Website	www.njba.com	348 Applegarth Rd Monroe, NJ 08831	609-860-0111	1	N
EEO Distribution List	See attached list	--	--	0	N
Greater Media Website	Ed McCormick	35 Braintree Hill Park, Suite 300 Braintree, MA 02184 www.greatermedia.com	781-348-8622	1	N
WDHA-WMTR-WCTC-WMGQ-WRAT-WJRZ Internal Posting	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	2	N
WDHA-WMTR Station Websites	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	3	N

Job Title: WDHA/WMTR Account Executive[†]**Referral Source(s) of Hiree: Employee Referral**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
NJBA Website	www.njba.com	348 Applegarth Rd Monroe, NJ 08831	609-860-0111	2	N
EEO Distribution List	See attached list	--	--	0	N
Greater Media Website	Ed McCormick	35 Braintree Hill Park, Suite 300 Braintree, MA 02184 www.greatermedia.com	781-348-8622	1	N
WDHA Radio Announcement	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	1	N
WDHA-WMTR Station Websites	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	4	N
Employee Referral	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	1	N

Job Title: WDHA/WMTR Account Executive[†]**Referral Source(s) of Hiree: WDHA Website**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
NJBA Website	www.njba.com	348 Applegarth Rd Monroe, NJ 08831	609-860-0111	2	N
EEO Distribution List	See attached list	--	--	0	N
Greater Media Website	Ed McCormick	35 Braintree Hill Park, Suite 300 Braintree, MA 02184 www.greatermedia.com	781-348-8622	1	N
WDHA Radio Announcement	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	1	N
WDHA-WMTR Station Websites	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	4	N
Employee Referral	Office Manager	55 Horsehill Road Cedar Knolls, NJ 07927	973-538-1250	1	N

[†] Vacancies (5) and (6) were filled using the same recruitment process and the same pool of nine (9) interviewees.

6) **Total # of Interviewees Referred:** For the period from January 23, 2011, through January 22, 2012, this Employment Unit interviewed 34 interviewees for full-time job vacancies.

7) **Supplemental Recruitment Initiatives.**

- (a) **Initiative: Establish an internship program designed to help members of the community acquire skills needed for broadcast employment.**

Date: Ongoing

The Employment Unit has an ongoing internship program, which is advertised on Employment Unit station websites and at career fairs that the Employment Unit attends, which are sponsored by local colleges.

Internships are offered in the Promotions, Sales, Programming and Production departments. Interns generally work at the Employment Unit for one semester for college credit.

During the reporting period, the following colleges have had or currently have interns at one of the stations in the Employment Unit: Boston College, William Paterson University, Montclair State University, Connecticut School of Broadcasting, Caldwell College, Seton Hall University, University of Massachusetts – Amherst, and Ramapo College. Approximately 14 interns worked with the stations during the reporting period.

- (b) **Initiative: Participate in events or programs sponsored by educational institutions relating to career opportunities in broadcasting**

Rutgers Career Fair 2/4/11

Career Fair held at the Livingston Student Center at Rutgers University in New Brunswick, NJ. WMTR Program Director attended with representatives from the Promotions Department. Greater Media New Jersey hiring practices and careers in radio were discussed and resumes were accepted.

Fairleigh Dickenson University Career Fair 3/30/11

Career Fair held at the FDU Rothman Center at Fairleigh Dickinson University in Hackensack, NJ. WMTR Program Director attended with representatives from the Promotions Department. Greater Media New Jersey hiring practices and careers in radio were discussed and resumes were accepted.

Middlesex County Youth Opportunities Unlimited Career Fair 8/8/11

New Jersey Radio Group HR participated in the Middlesex County Workforce Development Youth Opportunities event. At risk youth between the ages of 16 and 21 were given an introduction to various industries and employment opportunities. Radio station personnel discussed careers in broadcasting; explaining their job duties and educational and experience requirements. Information on internships at the Employment Unit was also provided.

Centenary College Internship Fair 10/4/11

Internship Fair held at Centenary College in Hackettstown, NJ. The WDHA/WMTR Promotions Department attended to accept resumes and discuss internship opportunities at the Employment Unit.

Montclair State Career and Internship Fair 11/1/11

Career and Internship Fair held at Montclair State College in Montclair, NJ. WDHA/WMTR Promotions Department attended and answered questions about internship and career opportunities at the Employment Unit and accepted resumes.

Fairleigh Dickenson Career and Internship Fair 11/2/11

Career and Internship Fair held at the Metropolitan Campus of Fairleigh Dickenson University. WDHA/WMTR Promotions Department attended. Prospective employees and interns were provided with information regarding available Employment Unit job openings and internship requirements. Resumes were also accepted.

- (c) **Initiative: Participate in job fairs with station personnel who have substantial responsibility and authority in the making of hiring decisions.**

Work Connections Career and Job Fair 9/22/11

WMTR Program Director, who has substantial responsibility in the making of hiring decisions, and a Promotions Coordinator attended this job fair in Sussex, NJ, to provide prospective employees with information regarding Greater Media NJ job openings. Resumes were accepted and questions regarding career opportunities and the application process at the Employment Unit were answered.

Job Fair for Veterans 10/13/11

Job Fair held at the Middlesex County One Stop Career Center. The NJ Radio Regional Human Resource Manager, who has substantial responsibility in the making of hiring decisions, assisted by WCTC/WMGQ Promotion Coordinator, attended this job fair to provide information on available Employment Unit job openings. Resumes were accepted and questions regarding career opportunities and the application process were answered.

- (d) **Initiative: Host a Job Fair**

Hire a Hero Job Fair 11/9/11 (Job Fair for Veterans Hosted by Greater Media NJ Radio Group)

Greater Media NJ Radio Group hosted a job fair held at the PNC Reception Center in Holmdel, NJ. NJ Radio Group Station Managers, Sales Managers, Promotion Directors and station personnel attended. Veterans had the opportunity to connect with prospective employers and learn vital skills through various workshops. More than 40 companies participated in the event. Resumes were accepted and personnel in attendance conducted an interview for a radio Account Executive position at the Employment Unit.

- (e) **Initiative: Provide training to management level personnel as to methods of ensuring equal employment opportunities and preventing discrimination.**

Media Finance Conference 5/17/11

NJ Radio Controller attended the EEO Compliance session at the Media Finance Conference in Atlanta, GA. Discussion topics included: posting jobs and notifying openings, what a "broad outreach" really means, how to get EEO credit, public file management and how to conduct a self-audit.

Employment Law Webinar 7/20/11

NJ Regional HR Manager attended a National Association of Broadcasters Education Webinar on "EEO Updates: What You Need to Know" presented by Attorney Elizabeth Golden and Lewis Pulley, Asst. Chief FCC Policy Division. Topics covered included: the who, what and why of EEO regulation, how current EEO changes impact business practices, and how to administer an effective, viable and comprehensive EEO plan.

- (f) **Initiative: Participate in events sponsored by organizations representing community groups interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.**

Mentoring Inspired Women Workshop 9/14/11

WDHA/WMTR Station Manager attended a speed mentoring workshop hosted by Mentoring Inspired Women at the NAB Radio Show in Chicago. This organization works to help women and men get jobs and/or get promoted in broadcasting.

- (g) **Initiative: Participate in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information on broadcasting employment opportunities to job candidates or future job candidates who might otherwise be unaware of such opportunities.**

EEO Self Assessment Meeting

WDHA/WMTR held an EEO Self Assessment Meeting on June 7, 2011, to conduct an internal analysis of the effectiveness of the stations' EEO programs. Recruitment sources and outreach efforts were evaluated and discussed. All employees in management positions attended and participated in the discussions.

WDHA/WMTR Radio Station Tours/ Ongoing

The WDHA/WMTR Promotions Department coordinates and conducts radio station tours with various community groups in order to expose them to the broadcasting industry and the various careers available in the broadcast medium. There were approximately 17 tours with a total of over 220 participants during the reporting period. Tours were held on 1/24/11, 1/31/11, 2/7/11, 3/1/11, 3/7/11, 3/14/11, 3/21/11, and 3/28/11.

2011 WDHA/WMTR EEO Distribution List*±

#	Recruiting Agency Name	Email	Fax
1.	Army Career and Alumni Program	monmouthacap@resourceconsultants.com	17325326124
2.	Bergen Community College	cecd@bergen.edu	12016129865
3.	Bergen Workforce Center Career & Life Counseling Program	patsci@bergen.org	12014408647
4.	Bloomfield College	teri_corso@bloomfield.edu	19732590411
5.	Brookdale Community College	lmass@brookdalecc.edu	17322242580
6.	Caldwell College	jc Casey@caldwell.edu	19736183425
7.	Center of Hispanic Policy	aarmand@dca.state.nj.us	(609) 633-7141
8.	College of St. Elizabeth	kwillard@cse.edu	19732904221
9.	Community Relations & Social Service	---	19087533540
10.	Community Resource Council *	CRC-Helpline@RCN.com	12013436909
11.	Connecticut School of Broadcasting	csbcherryhill@gocsb.com	18567550865
12.	County College of Morris	womenscenter@ccm.edu	19733285146
13.	County of Essex Department of Economic Development Training & Employment	yrappapo@oel.state.nj.us	19733955709
14.	Connecticut School of Broadcasting	kfoley@gocsb.com	12012887966
15.	DeVry College of Technology	ccpo@nj.devry.edu	17324354889
16.	Douglass Cook Career Center	joscott@rci.rutgers.edu	17329321541
17.	Drew University	lpaul@drew.edu	19734083535
18.	Essex County College	dbrooks@essex.edu	19738773555
19.	Fairleigh Dickinson University	vitale@fdu.edu	
20.	Georgian Court College	todd@georgian.edu	17323644797
21.	Hispanic Affairs & Resource Centers of Monmouth County Inc.	programdirector@harcmonmouthnj.org	(732) 502-5589
22.	Hudson County Community College	cpp@mail.hccc.edu	12017147231
23.	Ironbound Community Corp.	---	19735893637
24.	Jewish Vocational Service-Emigrant Resettlement Center	cbloom@jvsnj.org	(973) 674-7773
25.	Kean College of NJ	---	19087375835
26.	Livingston College Dean's Office	dubose@rci.rutgers.edu	17324452175
27.	Middlesex County College	evelyn_rosa@middlesexcc.edu	17322497306
28.	Montclair State University	freedmand@mail.montclair.edu	19736557979

29. Morristown One Stop Workforce NJ	---	19736316327
30. NCJW Center for Women	ckenny@ncjwessex.org	19739947412
31. New Jersey Department of Labor	matthew.wolf@dol.state.nj.us	17327756125
32. New Jersey Division of Vocational Rehabilitation	rpassucc@dol.state.nj.us	19732795895
33. Occupational Center of Essex County	kathy.brown@ocnj.org	19736720065
34. Plainfield Urban Women's Center	ywcaplfd@msn.com	19087568909
35. Professional Services Group	cynthia.flaherty@dol.state.nj.us	19733615846
36. Project Self-Sufficiency	---	19733830937
37. Puerto Rican Action Board	prabsocialserv@aol.com	17328284546
38. Ramapo College of New Jersey	dstark@ramapo.edu	12016847452
39. Raritan Valley College	wschnall@raritanval.edu	19085262965
40. Rutgers University	thopkins@andromeda.rutgers.edu	19733531853
41. Seton Hall University	chaffija@shu.edu	19737619009
42. State of New Jersey Employment Center	---	19733838350
43. Sussex County Community College	ggustavson@sussex.edu	19733002274
44. Urban League of Morris County	wprimus@ulmcnj.org	19736449496

*No organizations have requested notice of WDHA/WMTR job vacancies.

*The Employment Unit distributes notice to the recruitment sources on this list variously by email and fax using the EEO 1 Source service provided to members of the New Jersey Broadcasters Association.