

Urban One, Inc. – Philadelphia, PA
WPHI-FM, WPPZ-FM and WRNB-FM
EEO PUBLIC FILE REPORT
April 1, 2017 - March 31, 2018 [1]

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Candidates Interviewed (RS)	RS Referring Hiree
Sales Assistant (4/3/17)	1-28, 36	5[RS#28(2), RS#36(3)]	36
Promotions Assistant (5/24/17)	1-28, 36	3[RS#28(2), RS#36(1)]	36
Local Sales Manager (9/6/17)	1-29, 31, 36	4[RS#6(1), RS#29(1), RS#31(1), RS#36(1)]	6
Imaging Director (6/6/17)	1-28, 30	3[RS#28(2), RS#30(1)]	28
Board Operator (6/14/17)	1-28, 36	8[RS#28(1), RS#36(7)]	36
Radio Station Intern (5/24/17)	1-28, 36	3[RS#28(1), RS#36(2)]	36
Sales Account Executive (6/23/17)	1-28, 31	3[RS#28(2), RS#31(1)]	31
Radio Station Intern (5/24/17)	1-28, 31	3[RS#28(2), RS#31(1)]	28
Sales Account Executive (8/11/17)	1-28, 31	4[RS#28(3), RS#31(1)]	31
Board Operator/On-Air Talent (9/8/17)	1-28	3[RS#28(3)]	28
Board Operator (12/7/17)	1-28, 31	5[RS#28(3), RS#31(2)]	31
Local Sales Manager (10/5/17)	1-28, 31, 36	3[RS#31(1), RS#36(2)]	31
Mixer (11/9/17)	1-28, 31, 36	6[RS#28(2), RS#31(1), RS#36(3)]	31
Sales Account Executive (11/30/17)	1-28, 36	3[RS#36(3)]	36
Promotions Assistant (1/29/18)	1-28, 31, 36	3[RS#28(1), RS#31(1), RS#36(1)]	28
Promotions Assistant (1/3/18)	1-28, 31, 36	3[RS#14(1), RS#31(1), RS#36(1)]	14
Board Operator (1/10/18)	1-28, 31, 36	4[RS#28(2), RS#31(1), RS#36(1)]	31
		Total # of Candidates Interviewed - 66	17

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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 National@aaja.org	Y	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	Y	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@ccnma.org	Y	0
4	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 nahj@nahj.org	Y	0
5	National Association of Black College Broadcasters P.O. Box 3191 Atlanta, Georgia Phone : (404) 523-6136 Fax: (404) 523-5467 bcrrmail@aol.com	Y	0
6	National Association of Black Owned Broadcasters 1201 Connecticut Avenue N.W., Suite 200 Washington, D.C. 20036 Fax: (202) 429-0657 nabobinfo@nabob.org	Y	1
7	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 sberry@nabj.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
8	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 info@namme.org	Y	0
9	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 support@mpnmail.com	Y	0
10	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 info@nlgja.org	Y	0
11	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	Y	0
12	South Asian Journalists Association	Y	0
13	Andrews Air Force Base Airman & Family Readiness Center mfscjobs@gmail.com	Y	0
14	Employment Connection Fax: 314.333.3674 pmckinney@employmentstl.org	Y	1
15	Falls Church Skill Source Center Fax: 705.752.1609 sarah.scott@myskillsource.org	Y	0
16	Jubilee Jobs, Inc. Fax: 202.667.8833 jconerly@jubileejobs.org	Y	0
17	Michigan Veterans Foundation Fax: 313.831.7120 mvf002@earthlink.net	Y	0
18	Urban League of Philadelphia Fax: 215.468.8078 robinbailey@ucsep.org	Y	0

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19	Indianapolis Urban League, Inc. Fax: 317.693.7613 ksimmons@indplsul.org	Y	0
20	Shares, Inc. - Brandywine Industries Fax: 317.462.1535 clee@sharesinc.org	Y	0
21	Charlotte Area Fund Fax: 704.344.1655 isaacc@charlotteareafund.org	Y	0
22	The American Legion Department Of NC Fax: 919.832.6428 nclegion@nc.rr.com	Y	0
23	Urban League Fax: 614.257.6316 dowens@cul.org	Y	0
24	Mayor's Office for People with Disabilities cornelius.booker@wrksolutions.com	Y	0
25	Southern Methodist University hegicalendar@smu.edu	Y	0
26	Texas Department of Assistive & Rehabilitative Services ron.fleming@dars.state.tx.us	Y	0
27	Women's Center of Tarrant County Inc. Fax: 817.927.0694 cfannin@womenscentertc.org	Y	0
28	Corporate Website – www.urban1-one.com	N	26
29	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	1
30	Internal Promotion/ Internal Candidate	N	1
31	Internal Referral/ /Employee Referral	N	11
32	Industry Referral	N	0
33	Market Websites - http://1003thebeatphilly.com/home.asp , http://1079wrnb.com/home.asp , http://praise1039.com/home.asp	N	0
34	Local Newspaper	N	0
35	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0

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36	Internet Recruitment – - www.monster.com , www.bcfm.com www.allaccess.com , www.indeed.com , www.hotjobs.com , www.linkedin.com , www.careerbuilder.com , www.entertainmentcareers.net/ , www.ihirebroadcasting.com .	N	25
37	On-Air Recruitment	N	0
38	Temporary Agency	N	0
39	Rehire of Former Employee	N	0
40	Intern	N	0
41	Career Fair	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			66

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE	BRIEF DESCRIPTION OF ACTIVITY
1	<u>Internship Program</u>	Urban One fosters a comprehensive Internship Program for college students. This program incorporates training in all areas of the radio station: Sales, Production, Business, On-air, and Promotions and Marketing. One (1) intern participated in the program during this reporting period.
2	<u>The E. Steven Collins Scholarship Fund</u>	Founder and Chairperson of Urban One Cathy Hughes established the fund at Temple University to honor E. Steven Collins, a beloved member of the Radio One family who passed away in September of 2013. E. Steven Collins was a proud student of Temple. The scholarship will be awarded annually to deserving Philadelphia student. Its purpose is to identify, educate and prepare the next generation of journalists and media executives.
3	<u>Job Fair</u>	On January 15, 2018 Urban One Philadelphia was the Media Partner to Global Citizen’s Martin Luther King Day of Service and Career Fair with local sales manager, Eric Lynch.
4	<u>Be Healthy Expo</u>	On March 17, 2018, our recruitment initiative highlighted all Urban One job openings in Philadelphia and other Urban One markets. Staff was on hand to distribute job descriptions and to answer questions.
5	<u>Mentorship Program</u>	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.

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6	<u>Learn One Online Training (Ongoing)</u>	Learn 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.
7	<u>Sexual Harassment Training (Training)</u>	All Urban One Philadelphia Management and Staff attended a sexual harassment training session on January 26, 2018. Employees were provided with an understanding of what sexual harassment is and what to do if they experience it or observe it happening in the workplace. Managers received a better understanding of what sexual harassment is and how to handle reports as a manager.

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