

**EEO PUBLIC FILE REPORT**  
**GREATER MEDIA/NEW JERSEY**

**Stations covered by this report:** WDHA-FM; Dover, NJ  
 WMTR; Morristown, NJ  
 WWTR; Bridgewater, NJ

**EEO Contact Person:** Robin J. Carter, 55 Horsehill Road, Cedar Knolls, NJ 07927, (973) 538-1250

**Reporting Period:** January 23, 2009 – January 22, 2010

**A. Full-time Vacancies Filled During Reporting Period:**

	<u>Title</u>	<u>Station</u>	<u>Date Filled</u>	<u>Recruitment Source</u>
1	Promotions Coordinator	WMTR/WDHA	7/22/09	Posting at Affiliated Stations – WRAT/WCTC/WMGQ/WJRZ*

**B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy:**

1. *Promotions Coordinator – WMTR/WDHA*

*Recruitment Source: Posting at Affiliated Stations*

<u>Referral Source</u>	<u>Contact</u>	<u>Address</u>	<u>Phone #</u>	<u>Interviewees Referred</u>
New Jersey Broadcasters Association Website	<a href="http://www.njba.com">www.njba.com</a>	348 Applegate Rd. Monroe, NJ	609-860-0111	0
EEO Distribution List	See Attached List	---	---	0
Greater Media Corporate	Director of IT	www.greatermedia.com	781-348-8600	0
Internal Posting	HR Coordinator	55 Horsehill Road Cedar Knolls, NJ	973-538-1250	0
Posting at Affiliated Stations – WRAT/WCTC/WMGQ/WJRZ	HR Coordinator	WRAT 1731 Main St. S. Belmar, NJ	732-681-9591	1*

**C. Total number of persons interviewed for all full-time vacancies filled during the reporting period: 1**

**D. Total number of persons interviewed from identified recruitment sources for all full-time vacancies filled during the reporting period:**

<u>Referral Source</u>	<u>Contact Person</u>	<u>Address</u>	<u>Phone #</u>	<u># of Interviewees Referred</u>
Posting at Affiliated Stations – WRAT/WCTC/WMGQ/WJRZ	HR Coordinator	WRAT 1731 Main St. S. Belmar, NJ	732-681-9591	1

\* Part-time employee hired on a full-time basis. The Employment Unit conducted full EEO recruitment for this job vacancy, eventually interviewing and hiring a part-time employee for the job vacancy on a full-time basis.

**E. Supplemental Recruitment Initiatives**

**1. 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 our websites and at career fairs that the Employment Unit attends, which are sponsored by local colleges.

Internships are offered in the Promotions, Sales, News and Production departments. Interns generally work at the Employment Unit for one semester for college credit. Approximately nine interns worked with the stations during the reporting period.

During the reporting period, the following colleges have had or currently have interns at one of the stations in the Employment Unit: The Connecticut School of Broadcasting, William Paterson University, Roanoke College, Clemson University, Rutgers University, Muhlenburg College, Davidson University, Montclair State University, and Seton Hall University.

**2. Establish training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.**

**Public File Seminar**

Date: 3/4/09

A Public Information Training Seminar was held in the Somerset Office for employees in the New Jersey Radio Group. Two educational sessions concerning a critical compliance issue in broadcasting (*i.e.*, proper compliance with the public file requirement) were presented by Dale Gehman of Gehman Compliance and Consulting. The sessions were attended by Station Managers, Office Managers, HR Manager, Controller, Station Engineers, Receptionists, Production Coordinator, Promotions, IT, and part-time On-Air employees. It was open to all employees wanting to increase their knowledge of the broadcast industry and improve their skill sets.

**3. Participate in events or programs sponsored by educational institutions relating to career opportunities in broadcasting.**

**Rutgers University Career Day, New Brunswick, New Jersey**

Date: 5/28/09

The New Jersey Regional Human Resource Manager attended the Rutgers University Career Day on behalf of the Employment Unit and Greater Media New Jersey. Students and prospective employees were provided information regarding available Greater Media New Jersey job openings, including job openings at the Employment Unit. Resumes were accepted and questions were answered regarding the hiring process at the Employment Unit and Greater Media New Jersey.

**William Paterson University Job Fair, Wayne, New Jersey**

Date: 11/13/09

The WDHA/WMTR Promotions Department attended the William Paterson University Job Fair. The Employment Unit distributed information about careers in broadcasting. Resumes and applications were accepted with 100 people attending this event.

### **Seton Hall University Student Mentoring**

Date: Ongoing

WDHA/WMTR's General Sales Manager is on the Advisory Board of Seton Hall University. Once per month he spends an evening mentoring students on the business aspects of the radio industry. During this reporting period, the General Sales Manager participated in approximately 12 mentoring sessions.

### **Media Career Day Montclair State University, Montclair, New Jersey**

Date: 4/3/09

WDHA/WMTR's General Sales Manager took part in the New Jersey Ad Club's "Get the Formula For Success" Media Career Day at Montclair State University as a guest panelist. He spoke with 60 students about careers in the broadcast industry and accepted resumes for full-time positions and internships.

#### **4. Participate in job fairs with station personnel who have substantial responsibility and authority in the making of hiring decisions.**

### **Somerset Career Day, Somerset, New Jersey**

Date: 5/28/09

WMTR's Program Director and WDHA/WMTR's General Manager attended the Somerset Career Day job fair. Over 200 people inquired about opportunities within our Employment Unit and resumes were accepted.

### **Somerset County Veterans Services Job Fair, Somerville, New Jersey**

Date: 6/15/09

Greater Media New Jersey's Human Resource Manager attended the Somerset County Veterans Services Job Fair on behalf of the Employment Unit and Greater Media New Jersey. Prospective employees were made aware of job opportunities available with Greater Media New Jersey and the Employment Unit. Applications were accepted and questions were answered regarding the hiring process at Greater Media New Jersey and at the Employment Unit.

### **Somerset County Career Day, Somerset, New Jersey**

Date: 8/26/09

The WDHA/WMTR Promotions Department attended the Somerset County Career Day job fair. 150 people attended this event. Resumes and applications were accepted.

### **New Jersey Department of Labor (NJ DOL) Career Day, New Brunswick, New Jersey**

Date: 10/21/09

Greater Media New Jersey's Human Resource Director attended the NJ DOL Job Fair. Prospective employees and interns were provided with information regarding available job openings at Greater Media New Jersey and at the Employment Unit. Greater Media New Jersey's Human Resource Director accepted resumes and answered questions regarding career opportunities and the application process at Greater Media New Jersey and at the Employment Unit.

### **Somerset County Job Fair, Somerset, New Jersey**

Date: 11/2/09

The WDHA/WMTR Promotions Department attended the Somerset County Job Fair. Resumes and applications were accepted. The Production/Promotions Director attended this event with 150 people in attendance.

- 4. 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.**

### **School/Community Tours**

Date: Ongoing

Throughout the period covered by this report, WDHA/WMTR Staff have conducted tours for various community groups in order to expose them to the broadcasting industry and the various careers available in the broadcast medium. During the reporting period, Employment Unit conducted approximately eight tours, which took place on the following dates:

January 26, 2009  
February 2, 2009  
February 9, 2009  
February 23, 2009  
March 9, 2009  
March 16, 2009  
March 23, 2009  
March 30, 2009

A total of 328 people took part in our tours in 2009-10 reporting period. The Promotions Department conducted the tours emphasizing the various responsibilities of each department. The tour groups were also introduced to the "excitement" of hearing themselves recorded in the production studios. The importance of teamwork within the radio staff was stressed to the participants. The groups were diverse; representing the Boy Scouts, Girl Scouts, Vocational Schools, a High School, and the County Youth Shelter.

### **New Jersey Business Fair, Whippany, New Jersey**

Date: 9/24/09

Representatives from the WDHA/WMTR Sales and Promotions Departments attended this networking event. Sales representatives spoke about careers in radio sales.

## EEO DISTRIBUTION LIST\*

*\*None of the listed organizations requested notice of vacancies.*

1.	Army Career and Alumni Program	monmouthacap@resourceconsultants.com	732-532-6124
2.	ASPIRA Inc. of New Jersey	wcolon@nj.aspira.org	973-484-0184
3.	Bergen Community College	cecd@bergen.edu	201-612-9865
4.	Bergen Workforce Center Career & Life Counseling Program	patsci@bergen.org	201-440-8647
5.	Bloomfield College	teri_corso@bloomfield.edu	973-259-0411
6.	Brookdale Community College	lmass@brookdaleecc.edu	732-224-2580
7.	C.O.R.E. Job Bank	corenyc@aol.com	--
8.	Caldwell College	jcasey@caldwell.edu	973-618-3425
9.	Centenary College	pelletierh@centenarycollege.edu	908-813-2603
10.	Center of Hispanic Policy	aarmand@dca.state.nj.us	--
11.	College of St. Elizabeth	kwillard@cse.edu	973-290-4221
12.	Community Relations & Social Service	---	908-753-3540
13.	Community Resource Council	CRC-Helpline@RCN.com	201-343-6909
14.	Connecticut School of Broadcasting	csbcherryhill@gocsb.com	856-755-0865
15.	Connecticut School of Broadcasting	stratcsb@aol.com	203-378-4330
16.	County College of Morris	womenscenter@ccm.edu	973-328-5146
17.	County of Essex Department of Economic Development Training & Employment	yrappapo@oel.state.nj.us	973-395-5709
18.	CSB School of Broadcasting	kfoley@gocsb.com	201-288-7966
19.	DeVry College of Technology	ccpo@nj.devry.edu	732-435-4889
20.	Douglass Cook Career Center	joscott@rci.rutgers.edu	732-932-1541
21.	Drew University	lpaul@drew.edu	973-408-3535
22.	Essex County College	dbrooks@essex.edu	973-877-3555
23.	Fairleigh Dickinson University	vitale@fdu.edu	--
24.	Georgian Court College	todd@georgian.edu	732-364-4797

25. Hispanic Affairs & Resource Centers of Monmouth County Inc.	programdirector@harcmonmouthnj.org	--
26. Hudson County Community College	cpp@mail.hccc.edu	201-714-7231
27. Ironbound Community Corp.	---	973-589-3637
28. Jewish Vocational Service-Emigrant Resettlement Center	cbloom@jvsnj.org	--
29. Kean College of NJ	---	908-737-5835
30. Livingston College Dean's Office	dubose@rci.rutgers.edu	732-445-2175
31. Middlesex County College	evelyn_rosa@middlesexcc.edu	732-249-7306
32. Montclair State University	freedmand@mail.montclair.edu	973-655-7979
33. Morristown One Stop Workforce NJ	---	973-631-6327
34. NCJW Center for Women	ckenny@ncjwessex.org	973-994-7412
35. New Jersey Department of Labor	matthew.wolf@dol.state.nj.us	732-775-6125
36. New Jersey Division of Vocational Rehabilitation	rpassucc@dol.state.nj.us	973-279-5895
37. Newark Business Training Institute	jdmorrison1217@aol.com	973-482-7591
38. NYMRAD	db@nymrad.org	646-254-4498
39. Occupational Center of Essex County	kathy.brown@ocnj.org	973-672-0065
40. Plainfield Urban Women's Center	ywcaplfd@msn.com	908-756-8909
41. Professional Services Group	cynthia.flaherty@dol.state.nj.us	973-361-5846
42. Project Self-Sufficiency	---	973-383-0937
43. Puerto Rican Action Board	prabsocialserv@aol.com	732-828-4546
44. Ramapo College of New Jersey	dstark@ramapo.edu	201-684-7452
45. Raritan Valley College	wschnall@raritanval.edu	908-526-2965
46. Rutgers University	thopkins@andromeda.rutgers.edu	973-353-1853
47. Seton Hall University	chaffija@shu.edu	973-761-9009
48. State of New Jersey Employment Center	---	973-383-8350
49. Sussex County Community College	ggustavson@sussex.edu	973-300-2274
50. Urban League of Morris County	wprimus@ulmcnj.org	973-644-9496