

EEO PUBLIC FILE REPORT

Stations covered by this report: WMGQ; New Brunswick, NJ
WCTC; New Brunswick, NJ

EEO Contact Person: Jamie Marino Promotions Manager, WMGQ/WCTC, 78 Veronica Ave, Somerset, NJ 08873
jmarino@greatermedianj.com, 732-249-2600

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	Account Executive	WCTC/WMGQ	2/23/2009	WCTC/WMGQ Sales Job Fair
2	Account Executive	WCTC/WMGQ	4/21/2009	Industry Referral
3	Receptionist/Office Administrator	WCTC/WMGQ	6/29/2009	Internal Posting
4	Account Executive	WCTC/WMGQ	9/08/2009	Industry Referral

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

1.-2. Account Executive– WCTC/WMGQ Recruitment Source: WCTC/WMGQ Job Fair and Industry Referral*

Source	Contact	Address	Phone #	Interviewees Referred
New Jersey Broadcasters Association	N/A	348 Applegate Rd. Monroe, NJ www.njba.com	609-860-0111	0
WCTC/WMGQ Website	H/R Department	78 Veronica Ave Somerset, NJ www.wctcam.com www.wmgqfm.com	732-249-2600	0
EEO 1 Source Notification List	See Attached	N/A	N/A	0
Greater Media Website	Director of IT	35 Braintree Hill Park Braintree, MA 02184 www.greatermedia.com	784-348-8600	1
Internal Posting	WJRZ	1001 Beach Ave. Manahawkin, NJ 08050	609-597-1101	0
	WRAT	610 Main St. Belmar, NJ 07719	732-681-9591	
	WDHA/WMTR	55 Horsehill Rd. Cedar Knolls, NJ 07927	973-538-1250	
	WCTC/WMGQ	78 Veronica Ave. Somerset, NJ 08873	732-249-2600	
New York Market Radio	Debra Beyan	125 West 55th Street, 21st Floor New York, NY 10019 www.nymrad.com	646-254-4493	0
New Jersey Job Exchange	State of NJ Dept. of Labor	www.americasjobexchange.com/NJ	866-926-6284	0

* The station employment unit used the same pool of interviewees to fill vacancies (1) and (2).

WCTC/WMGQ Sales Job Fair	Sales Manager	Crowne Plaza Somerset Hotel 110 Davidson Ave. Somerset, NJ 08873	732-249-2600	2
On-Air Advertisement	Sales Manager	WMGQ/WCTC 78 Veronica Ave. Somerset, NJ 08873	732-249-2600	3
Industry Referrals	N/A	78 Veronica Ave Somerset, NJ	732-249-2600	3

3. Receptionist/Office Administrator– WCTC/WMGQ

Recruitment Source: Internal Posting

Source	Contact	Address	Phone #	Interviewees Referred
New Jersey Broadcasters Association	N/A	348 Applegate Rd. Monroe, NJ www.njba.com	609-860-0111	0
WCTC/WMGQ Website	H/R Department	78 Veronica Ave. Somerset, NJ www.wctcam.com www.wmgqfm.com	732-249-2600	0
EEO 1 Source Notification List	See Attached	N/A	N/A	2 [†]
Greater Media Website	Director of IT	35 Braintree Hill Park Braintree, MA 02125 www.greatermedia.com	781-348-8600	0
Internal Posting	WJRZ	1001 Beach Ave. Manahawkin, NJ 08050	609-597-1101	1
	WRAT	610 Main St. Belmar, NJ 07719	732-681-9591	
	WDHA/WMTR	55 Horsehill Rd Cedar Knolls, NJ 07927	973-538-1250	
	WCTC/WMGQ	78 Veronica Ave Somerset, NJ 08873	732-249-2600	
New Jersey Labor Exchange	N/A	www.JobCentral.org/NJ	N/A	0
Middlesex County Workforce Development	Jane Brady	506 Jersey Avenue New Brunswick, NJ 08901	732-745-3601	0
On-Air Advertisement	Creative Services Director	78 Veronica Avenue Somerset, NJ 08873	732-249-2600	0
Rutgers University Job Fair	Janet Bernardin	Rutgers University New Brunswick, NJ 08901	732-932-8105	1
Industry Referral	N/A	78 Veronica Ave. Somerset, NJ	732-249-2600	1

[†] The station employment unit interviewed two job candidates from WRSU (Rutgers Radio), Rutgers University – The State University, New Brunswick NJ 08901.

4. Account Executive-WCTC/WMGQ

Recruitment Source: Industry Referral

Source	Contact	Address	Phone #	Interviewees Referred
New Jersey Broadcasters Association	N/A	348 Applegate Rd. Monroe, NJ www.njba.com	609-860-0111	0
WCTC/WMGQ Website	H/R Department	78 Veronica Ave. Somerset, NJ www.wctcam.com www.wmgqfm.com	732-249-2600	2
EEO 1 Source Notification List	See Attached	N/A	N/A	0
Greater Media Website	Director of IT	35 Braintree Hill Park Braintree, MA 02184 www.greatermedia.com	781-348-8600	0
Internal Posting	WJRZ	1001 Beach Ave. Manahawkin, NJ 08050	609-597-1101	0
	WRAT	610 Main St. Belmar, NJ 07719	732-681-9591	
	WDHA/WMTR	55 Horsehill Rd Cedar Knolls, NJ 07927	973-538-1250	
	WCTC/WMGQ	78 Veronica Ave Somerset, NJ 08873	732-249-2600	
Industry Referral	N/A	78 Veronica Avenue Somerset, NJ 08873	732-249-2600	1

C. Total number of persons interviewed for all full-time vacancies filled during the reporting period: 17

D. Total number of interviewees for all full-time vacancies filled during the recording period per recruitment/referral source:

Referral Source	Contact Person	Address	Phone #	Number of Interviewees Referred
WCTC/WMGQ Website	H/R Department	78 Veronica Ave Somerset, NJ www.wctcam.com www.wmgqfm.com	732-249-2600	2
Greater Media Website	Director of IT	35 Braintree Hill Park Braintree, MA 02184 www.greatermedia.com	781-348-8600	1
Internal Posting	WJRZ	1001 Beach Ave. Manahawkin, NJ 08050	609-597-1101	1
	WRAT	610 Main St. Belmar, NJ 07719	732-681-9591	
	WDHA/WMTR	55 Horsehill Rd Cedar Knolls, NJ 07927	973-538-1250	
	WCTC/WMGQ	78 Veronica Ave Somerset, NJ 08873	732-249-2600	

EEO 1 Source Notification List	See Attached	N/A	N/A	2 [‡]
On-Air Advertisement	Creative Services Director	78 Veronica Avenue Somerset, NJ 08873	732-249-2600	3
Rutgers University Job Fair	Janet Bernardin	Rutgers University New Brunswick, NJ 08901	732-932-8105	1
WCTC/WMGQ Sales Job Fair	Sales Manager	Crowne Plaza Somerset Hotel 110 Davidson Ave. Somerset, NJ 08873	732-249-2600	2
Industry Referrals	N/A	78 Veronica Ave. Somerset, NJ	732-249-2600	5

E. Supplemental Recruitment Initiatives

1. Host a job fair.

a. WCTC/WMGQ Sales Job Fair – February 4, 2009

WCTC/WMGQ hosted an "Open House" Sales Recruitment Job Fair at Crowne Plaza Hotel, Somerset NJ. It was attended by the Station Manager, Sales Manager, Local Sales Manager and Sales Personnel. Potential Candidates were given information about a career in radio sales. Questions were answered and interviews scheduled. On-Air radio announcements were used to promote this event.

2. Participate in job fairs with station personnel who have substantial responsibility and authority for hiring.

a. Somerset County Veterans Services Job Fair – June 15, 2009

On 6/15/09 the Greater Media New Jersey Regional Human Resource Manager and the WCTC/WMGQ Promotions Manager attended the Somerset County Veterans Job Fair at the Somerset County Human Services Center in Somerville, NJ. Prospective employees were provided with information regarding available Greater Media NJ job openings, including job opportunities at WMGQ/WCTC. Resumes were accepted and questions regarding career opportunities and the application process were answered.

b. New Jersey Department of Labor (NJ DOL) Career Fair – October 21, 2009

On 10/21/09 the Greater Media New Jersey Regional Human Resource Manager and WCTC/WMGQ Promotion Coordinator attended the NJ DOL Career Fair at the Department of Labor's One Stop Career Center in New Brunswick, NJ. Prospective employees and interns were provided with information regarding available Greater Media NJ job openings, including job opportunities at WMGQ/WCTC. Resumes were accepted and questions regarding career opportunities and the application process were answered.

[‡] The station employment unit interviewed two job candidates from WRSU (Rutgers Radio), Rutgers University – The State University, New Brunswick NJ 08901.

3. **Establish an internship program designed to train local students and community members in the skills and experience needed to procure employment in the broadcast field.**

a. **Internship Program – Ongoing (January 23, 2009-January 22, 2010)**

WMGQ/WCTC runs a continual internship program that is advertised on the station websites and through notifications and intern fairs with local colleges.

Internships are offered in Promotions, News, Non-Traditional Revenue, and Sales with opportunities to explore other departments such as Creative Services, Production, and Sports. Students are required to commit at least one office day per week and, for promotions interns, one day on the weekend to work events. All internships stress hands-on involvement with relevant tasks.

The following colleges have had or currently have interns at WMGQ/WCTC during the reporting period: Rutgers University, The College of New Jersey, Seton Hall University, Middlesex County College, Berklee College of Music, Ramapo College, Kean University, Connecticut School of Broadcasting, Monmouth University, Susquehanna University, Colgate University, University of Connecticut, Boston University, Ithaca College, DeSales University, Syracuse University, and Howard University. Approximately 21 interns worked with the stations during the reporting period.

b. **Intern Orientation/Training – June 4, 2009**

The Promotions Department held a seminar for prospective interns to teach them the skills utilized on a day to day basis in the radio station. They had a lecture session in which the prospective interns became acquainted with the practices and policies of the station as well as a hands on training session which allowed the interns to practice utilizing sound equipment, running contests, and doing the duties of the department.

c. **Intern Orientation/Training – October 12-13, 2009**

The Promotions Department held a two day seminar for prospective interns to teach them the skills utilized on a day to day basis in the radio station. They had a lecture session in which the interns became acquainted with the practices and policies of the station as well as a hands on training session which allowed the interns to practice utilizing sound equipment, running contests, and doing the duties of the department.

d. **Katz Intern Training – July 1, 2009**

WCTC/WMGQ was selected as the NJ site to host the Katz Media Group's intern training seminar. The Katz Interns were given a station tour and the head of each department gave them a presentation on what his or her position and department handles.

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

a. **Linwood Middle School Woman's Career Day – March 27, 2009**

WCTC/WMGQ Promotion Manager attended the Linwood School Woman's Career Day in North Brunswick, NJ. She was part of a panel of professionals who met with students to discuss their careers and career opportunities available to woman. The Promotions Manger described her duties and required education for her position in broadcasting. She also explained other career options available at the radio station and the education and training required to attain them.

b. NJ Stars Focus on Careers Event – April 6, 2009

WCTC-WMGQ Station Manager Dan Henrickson participated in the "Focus on Careers" seminar held at Middlesex County College in Edison, NJ. He talked to students about his career choice and the job duties of a Station Manager. He also discussed career opportunities available in the radio industry and discussed the education and experience requirements. An informal discussion was held and student questions were answered.

c. Rutgers University Career Day Intern and Job Fair– May 28, 2009

On 5/28/09 the Greater Media New Jersey Regional Human Resource Manager, WCTC/WMGQ Sales Administrative Assistant, and WRAT promotions assistants attended the Rutgers University Intern and Job Fair in New Brunswick, NJ. Prospective employees and interns were provided with information regarding available Greater Media NJ job openings, including job opportunities at WMGQ/WCTC. Resumes were accepted and questions regarding career opportunities and the application process were answered.

d. Middlesex County College Internship Job Fair – November 4, 2009

On 11-4-09 the WCTC/WMGQ Promotions and Intern Coordinator attended the Middlesex County College Internship Job Fair in Edison, NJ. Prospective interns were provided with information regarding available Greater Media NJ internship openings. Resumes were accepted and questions regarding career opportunities and the application process were answered. Interviews were subsequently scheduled to fill open internship positions.

5. Participate in events sponsored by organizations representing community groups interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.

a. “Good Morning Middlesex” Networking Party – February 12, 2009

WCTC/WMGQ hosted the "Good Morning Middlesex" event sponsored by the Middlesex County Chamber of Commerce. Chamber members were invited to the station to learn more about the radio industry. The Promotion Manager gave tours of the station and attendees were able to speak with station employees about their duties and positions. The event was attended by Station Manager, Sales Manager and members of the sales staff.

b. MCRCC “Largest Networking Party” – September 17, 2009

WMGQ and WCTC sponsored the Middlesex Chamber of Commerce's Largest Networking Party, which brings hundreds of businesses and clients together for an evening of information exchange. The Station Manager and Sales Manager attended with the Promotions and Marketing Manager and the Promotions Manager. The staff explained what radio can do for local businesses and the community and fielded questions, and also disseminated information about the Employment Unit and careers in broadcasting. The event was held on Livingston Avenue in New Brunswick, NJ.

c. Hunterdon Chamber of Commerce Business Expo – October 15, 2009

The promotions manager and members of the WMGQ/WCTC sales and marketing departments attended the expo to expand awareness of the radio stations to NJ businesses and members of the community. Information about the stations, including employment opportunities, was disseminated.

d. Workforce Investment Board Meetings – April 21, July 21, and October 20, 2009

Station Manager, Dan Henrickson serves as a board member and participates in quarterly meetings of the Middlesex County Workforce Investment Board. The boards' purpose is to: Better understand the present and future workforce needs in Middlesex County. Support the creation and retention of Middlesex County jobs. Develop strategies that address industry sectors' workforce needs. Ensure that the Middlesex County One Stop programs help job seekers with workplace skills. Advocate for education and training to prepare students with the skills essential in the global economy.

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

a. Public File Seminar – March 4, 2009

A Public File Information Training Seminar was held in the Somerset Office for employees in the NJ Radio Group. Two educational sessions concerning critical compliance issues in broadcasting (*i.e.*, proper compliance with the public file requirements) 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 p/t On-Air employees. It was open to all employees wanting to increase their knowledge of the broadcast industry and improve their skill sets.

b. Women's Leadership Conference – March 26, 2009

WCTC/WMGQ Sales Manager and female Account Executives participated in the Woman's Leadership Summit in Edison, NJ, which included sessions about "Continuing to Lead in a Challenging Time", "Networking" and "Opportunities for Woman Owned Businesses." WCTC/WMGQ co-sponsored the event and also had information booths set up to disseminate information about the stations and careers in broadcasting, especially for women.

c. Emmis Website Training – June 17-18, 2009

Department managers participated in a seminar teaching how to optimize the radio station websites to better inform the community about station events and open employment positions at WCTC/WMGQ.

7. 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.

a. School/Community Tours – Ongoing (January 23, 2009-January 22, 2010)

Station tours were held on the following dates:

January 28, 2009
February 24, 2009
March 11, 2009
March 24, 2009
April 2, 2009
April 6, 2009
April 15, 2009
October 5, 2009
October 19, 2009

October 26, 2009
November 9, 2009
November 23, 2009
December 28, 2009

Groups including Scouts, School Radio Clubs, and Community Youth Groups, were given information on the stations' departments and how each department functions. They had the opportunity to speak with the News, Programming and Creative Services Directors, On-Air Personalities and the Promotions Coordinator about the skills required for careers in broadcasting.

EEO 1 Source Notification List*

*No organizations listed requested notice of WCTC/WMGQ job vacancies.

1.	Middlesex County Workforce Development	Jane.Brady@dol.state.nj.us	1732-745-4050
2.	Army Career and Alumni Program	---	732-532-6124
3.	ASPIRA Inc. of New Jersey	---	973-484-0184
4.	Brookdale Community College	lmass@brookdalecc.edu	732-224-2580
5.	C.O.R.E. Job Bank	corenyc@aol.com	---
6.	Caldwell College	jcasey@caldwell.edu	973-618-3425
7.	Catholic Community Services Hispanic Women's Resource Center	---	201-601-0490
8.	Centenary College	hackettj@centenarycollege.edu	908-813-2603
9.	Central Jersey Job Developers	dornajae@aol.com	732-745-5325
10.	Civic League of Greater New Brunswick	employ@civicleague.com	732-247-3646
11.	Connecticut School of Broadcasting	csbcherryhill@gocsb.com	856-755-0865
12.	County College of Morris	womenscenter@ccm.edu	973-328-5146
13.	DeVry College of Technology	ccpo@nj.devry.edu	732-435-4889
14.	Douglass Cook Career Center	joscott@rci.rutgers.edu	732-932-1541
15.	Edison Job Corps.	coxb@jcdc.jobcorps.org	732-819-4695
16.	Fairleigh Dickinson University	vitale@fdu.edu	201-692-2198
17.	Georgian Court College	careers@georgian.edu	---
18.	Kean College of NJ	---	908-737-5835
19.	Livingston College Dean's Office	dubose@rci.rutgers.edu	732-445-2175
20.	Middlesex County College	evelyn_rosa@middlesexcc.edu	732-249-7306
21.	Montclair State University	russoe@mail.montclair.edu	973-655-7204
22.	NAACP	dougtaylor99@msn.com	---
23.	National Organization for Women	joinnow@aol.com	609-393-8123
24.	New Jersey Department of Labor	matthew.wolf@dol.state.nj.us	732-775-6125
25.	New Jersey Employment Services	lynne.camp@dol.state.nj.us	732-729-6597
26.	NYMRAD	db@nymrad.org	---
27.	Professional Services Group	---	732-937-4504
28.	Ramapo College of New Jersey	bwexler@ramapo.edu	---
29.	Raritan Valley College	jcounselor@raritanval.edu	908-253-6691
30.	Rider College	careers@rider.edu	609-895-5639
31.	Rutgers University	cyoung@camden.rutgers.edu	856-225-6511
32.	Seton Hall University	chaffija@shu.edu	973-761-9009

33. State of New Jersey Division of Employment Services Dept. of Labor	afowler@dol.state.nj.us	609-561-9163
34. The College of NJ	career@tcnj.edu	609-530-1746
35. Women Aware Inc. - Outreach	---	732-249-6942
36. WRSU (Rutgers Radio), Rutgers University - The State University	wrsu@scils.rutgers.edu	732-932-1768
37. Family Resource Center	sbrown@fbcfdc.com	732-565-2893
38. CBS School of Broadcasting	kfoley@gocsb.com	201-1288-7966
39. NJAWBO	Njawbow@njabow.org	1-609-581-6749