

KLBJ(AM), KLBJ-FM, KBPA(FM), KLZT(FM), KGSR(FM), KROX-FM
EEO PUBLIC FILE REPORT
April 1, 2019 – March 31, 2020

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Account Executive	2-11, 13, 20	11
Sales/Executive Assistant	2-11, 13, 14, 16, 18, 19, 22	22
Executive Administrative Assistant	1-10, 12, 13, 18	18
Sales Assistant	2-11, 13, 22	22
Business Office Assistant	1-10, 12, 13, 18	18
Account Executive	2-10, 13, 20	3
Account Services/Sales Assistant	2-11, 13, 22	22
Traffic Director	31*	31
Sales Promotion Coordinator	1, 2, 4-10, 13, 22	22
Marketing Assistant	2, 4-10, 12, 13, 17	12
Marketing Director	1, 2, 4-10, 12, 13, 22	22
Account Executive	2, 4-10, 13, 16	16
Digital Ad Ops Specialist	1, 2, 4-11, 13, 16, 18	16
Account Executive	2, 4-10, 12, 13, 20, 30	30

Exigent Circumstances

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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	Waterloo Radio Internal Candidates 8309 North IH 35 Austin, TX 78753 Attn: Marla Jamali (512) 832-4068	N	8
2	Texas Association of Broadcasters 502 E. 11 th Street, Suite 200 Austin, TX 78701 Attn: Anna Romero (512) 322-9944 anna.romero@tab.com	Y	3
3	Emmis Communications Job Site (Dayforce) www.emmis.com/careers	N	7
4	Caritas of Austin 611 Neches Street P.O. Box 1947 Austin, TX 78767 Attn: Amitiss Mahvah (512) 646-1254 amahvash@caritasofaustin.org	N	0
5	Austin Area Urban League 1033 La Posada Drive, Suite 150 Austin, TX 78752 Attn: Stephon Lightener Attn: Francis Green (512) 478-7176 ext. 230 stephon_lightener@aaul.org	N	0
6	Capital City African American Chamber of Commerce 5407 N. IH 35 Austin, TX 78723 Attn: Amanda Spain (512) 459-1181 admin@capcitychamber.org	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
7	Austin Community College 7748 Hwy 290 West Austin, TX 78736 Attn: Joyce Pope-Cain (512) 223-8069/(512)223-8111 jpcain@austincc.edu	N	
8	The Art Institute of Houston 1900 Yorktown Houston, TX 77056 Attn: Zack Zwicky (713) 860-4314 zzwicky@aii.edu	N	0
9	American Broadcasting School in Arlington & Garland 712 North Watson Road Arlington, TX 76011 Attn: Michelle McConnell (817) 695-2474 michelle@radioschool.com	Y	0
10	Greater Austin Chamber Of Commerce 210 Barton Springs Road, Suite 400 Austin, TX 78704 Attn: Simon Leal (512) 322-5612 sleal@austinchamber.com	N	0
11	Employee Referral	N	7
12	Non-employee Referral	N	12
13	YWCA – Women’s Referral Center 2015 S. IH 35, Suite 110 Austin, TX 78740 Attn: Cindy Martinez (512) 326-1222 (512) 326-1395 (Fax) cindy@ywcaAustin.org	Y	0
14	Alliance for Women in Media PO Box 2684 Austin, TX 78768 Attn: Ginny Schoggins (512) 908-4939 gschoggins@emmisaustin.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
15	Walk-In/Self-Referral Waterloo Media 8309 North IH 35, Austin, TX 78753 (512) 832-4000	N	0
16	Waterloo Media Internship Program 8309 North IH 35, Austin, TX 78753 Attn: Marla Jamali (Intern Coordinator) (512) 832-4068	N	3
17	LinkedIn www.linkedin.com	N	3
18	Indeed www.Indeed.com	N	11
19	Simply Hired www.simplyhired.com	N	0
20	Unknown (<i>source not adequately identified upon inquiry</i>)	N	4
21	Greater Austin Hispanic Chamber of Commerce 2800 S. IH 35, Suite 260 Austin, TX 78704 Attn: Joshua Garza (512) 476-7502 Jrodriquez@gahcc.org	N	0
22	Waterloo Media Internal Transfer/Promotion 8309 N. IH 35 Austin, TX 78753 Attn: Marla Jamali (512) 832-4068	N	5
23	St. Edwards University 3001 S Congress Ave Austin, TX 78704 Attn: Andrew Harper aharper@stedwards.edu	N	0
24	Texas State University 601 University Drive San Marcos, TX 78666 Attn: Lois Hickman lois@txstate.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
25	Southwestern University 1001 E University Ave Georgetown, TX 78626 Attn: Dana Luna lunad@southwestern.edu	N	0
26	UT – College of Communication University of Texas at Austin CMA 3.104 Austin, TX 78712-1094 Attn: Christina Worley (512) 471-9421 moody.utexas.edu/ccs	N	0
27	Concordia University Career Services 11400 Concordia University Dr. Austin, TX 78726 (512) 313-5041 careerservices@concordia.edu	N	0
28	Monster.com 5 Clock Tower Place Maynard, MA 01754 Attn: Pete Puccini (800) monster, Ext. 8988 Peter.puccini@monster.com www.monster.com	N	0
29	Glassdoor.com www.glassdoor.com	N	0
30	All Access www.allaccess.com	N	0
31	Word-of-Mouth Referral	N	1
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			65

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program (<i>Summer 2019 Semester</i>)	<p>Our SEU maintains an ongoing internship program for the benefit of college students. Undergraduate students enrolled in a credit program are given the opportunity to learn more about their major, gain hands-on experience, and network throughout the organization. Every effort is made to assign interns to a station department that matches their career aspirations or focus of study. Students are regularly monitored and evaluated by staff. A minimum of 20 percent is focused on job shadowing other departments to learn how the station runs as a unit. Internships were offered in Programming, EMT, Digital Media Sales, and Sports Marketing.</p> <p>During the Summer 2019 semester, our SEU hosted a total of 5 students interns—4 students from the University of Texas, Austin and 1 student from Texas State University.</p>
2	Host event/program sponsored by or on behalf of an educational institution relating to broadcast careers	<p>On April 17, 2019, our SEU led a group of journalism students from Killeen High School on a building tour. Students visited with a Producer, On-Air Personalities, Music/Imaging Director for KBPA, Digital Content Editors, a Videographer, Reporters, and HR. Students learned about each of these departments and how they all work together. They also learned about our intern program.</p>
3	Participate in a Career Fair	<p>On April 23, 2019, our SEU attended the ACC Job Fair and Career Exploration Event in Austin, TX. Our HR Manager and EMT Marketing Assistant attended and discussed employment and internship opportunities for students who are interested in broadcast careers.</p>

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
4	Internship Program (<i>Fall 2019 Semester</i>)	<p>Our SEU maintains an ongoing internship program for the benefit of college students. Undergraduate students enrolled in a credit program are given the opportunity to learn more about their major, gain hands-on experience, and network throughout the organization. Every effort is made to assign interns to a station department that matches their career aspirations or focus of study. Students are regularly monitored and evaluated by staff. A minimum of 20 percent is focused on job shadowing other departments to learn how the station runs as a unit.</p> <p>During the Fall 2019 semester, our SEU hosted 1 student from the University of Texas, Austin as a Sports Marketing intern.</p>
5	Participate in a Career Fair	<p>On September 11, 2019, our SEU attended the Huston-Tillotson Fall Career and Internship Fair in Austin, TX. Our HR Manager and Business Office Assistant attended the event. Our SEU discussed employment and internship opportunities for students interested in broadcast careers.</p>
6	Participate in a Career Fair	<p>On September 25, 2019, our SEU attended the UT Communication Job and Internship Fair in Austin, TX. Our HR Manager and Sports Marketing Manager attended the event. Our SEU discussed employment and internship opportunities for students interested in broadcast careers.</p>
7	Participate in event/program sponsored by or on behalf of an educational institution relating to broadcast careers	<p>On October 3, 2019, our SEU's Agency Specialist Sales Manager attended a "Media Investments" class at UT Austin, TX, during which he/she discussed the radio/social media connection, how radio is an effective marketing outlet, how radio is evolving, and why audio media is important.</p>
8	Participate in a Career Fair	<p>On October 23, 2019, our SEU attended the St. Edward's job fair in Austin, TX. Our HR Manager and EMT Marketing Assistant attended the fair and discussed employment and internship opportunities for students interested in broadcast careers.</p>

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
9	Internship Program (<i>Spring 2020 Semester</i>)	<p>Our SEU maintains an ongoing internship program for the benefit of college students. Undergraduate students enrolled in a credit program are given the opportunity to learn more about their major, gain hands-on experience, and network throughout the organization. Every effort is made to assign interns to a station department that matches their career aspirations or focus of study. Students are regularly monitored and evaluated by staff. A minimum of 20 percent is focused on job shadowing other departments to learn how the station runs as a unit. Internships were offered in Programming, EMT, Digital Content, Sports Marketing, and Digital Media Sales.</p> <p>During the Spring 2020 semester, our SEU hosted a total of 10 students interns—6 students from the University of Texas, Austin, 1 student from Austin Community College, 1 student from Brigham Young University, and 2 students from St. Edward’s University.</p>
10	Participate in/host event/program sponsored by or on behalf of an educational institution relating to broadcast careers	<p>On March 3-5, 2020, our SEU participated in an annual job shadow project entitled COOL Week, which stands for Career Opportunities On Location, and hosted students from various high schools to teach them about broadcasting careers. They spent time in HR, Digital Content, the AM Newsroom, Sales, Sound Design, Programming, and Web Design and learned about broadcasting careers as well as our internship program.</p>