

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period May 23, 2008 – May 22, 2009.

1) **Employment Unit Location/Name:** CBS Radio – Washington, DC

2) **Unit Members (List all station call signs and communities of license):** WPGC-FM  
WHFS(AM)

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

Mailing Address:  4200 Parliament Place Suite 300 Lanham, MD 20706	Telephone Number: 301 – 918 – 2377
	Contact Person/Title: Alesandra N. Neal
	E-mail Address: alesandra.neal@cbsradio.com

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

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
1. Sales Assistant	Internal Promotion
2. Market Controller	The Washington Post
3. Internet Sales Manager	Employee Referral
4. Account Executive	CBS Radio Website
5. Account Executive	CBS Radio Website
6. Program Assistant	Internal Promotion
7. Automotive Sales Manager	Employee Referral
8. Account Executive	Employee Referral
9. Account Executive	Employee Referral
10. Traffic Assistant	WPGC Website
11. Account Executive	Employee Referral

**WPGC-FM and WHFS(AM) are Equal Opportunity Employers.**

5) Job Title: Sales Assistant

Referral Source(s) of Hire: Internal Promotion

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	2
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Career Center	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	3
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	www.cbsradio.com	N/A	No	0
WPGC Website	N/A	www.wpgc.com	N/A	No	2
Internal Candidates	N/A	N/A	N/A	N/A	4

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5) Job Title: Market Controller

Referral Source(s) of Hiree: The Washington Post

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	2
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	1
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	1
Outside Recruitment – Industry Referral	N/A	N/A	N/A	No	1
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0

**WPGC-FM and WHFS(AM) are Equal Opportunity Employers.**

5) Job Title: Internet Sales Manager

Referral Source(s) of Hire: Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	0
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	1
Outside Recruitment - Industry Referral	N/A	N/A	N/A	No	1
Employee Referral	N/A	N/A	N/A	No	1
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0

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5) Job Title: Account Executive

Referral Source(s) of Hiree: CBS Website

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	cscjobs@umbc.edu	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	0
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
Monstertrak	N/A	<a href="http://www.monstertrak.com">www.monstertrak.com</a>	N/A	No	3
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	3
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0

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5) Job Title: Account Executive

Referral Source(s) of Hiree: CBS Website

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Towson State Univ.	Chavall Church	N/A	301/922-9465	No	2
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	2
Morgan State Univ.	Richard Collings	N/A	240/882-4531	No	2
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0

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**5) Job Title:** Program Assistant

**Referral Source(s) of Hiree:** Internal Promotion

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	2
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	0
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	1
Internal Candidates	N/A	N/A	N/A	N/A	2

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5) Job Title: Automotive Sales Manager

Referral Source(s) of Hiree: Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	1
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
OG.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	2
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	0
Employee Referral	N/A	N/A	N/A	No	1
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	1

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5) Job Title: Account ExecutiveReferral Source(s) of Hiree: Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	2
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	0
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	0
WPGC Website	<a href="http://www.wpgc.com">www.wpgc.com</a>	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0
Employee Referral	Employee Referral	N/A	N/A	No	1

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5) Job Title: Account Executive

Referral Source(s) of Hiree: Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	2
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	0
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	0
Employee Referral	N/A	N/A	N/A	No	1
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0
Morgan State Univ.	Richard Collings	N/A	240/882-4531	No	2

**WPGC-FM and WHFS(AM) are Equal Opportunity Employers.**

**5) Job Title:** Traffic Assistant

**Referral Source(s) of Hiree:** WPGC Website

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat’l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	0
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	0
Internal Candidates	N/A	N/A	N/A	N/A	1
WPGC Website	N/A	www.wpgc.com	N/A	No	2
Morgan State University	Richard Collings	240/882-4531	N/A	No	1

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5) Job Title: Account Executive

Referral Source(s) of Hiree: Employee Referral

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of interviewees from referral source:
Howard Univ.	Rufus Robinson	525 Bryant St., N.W., Wash. D.C. 20059	202/462-4267	No	0
Univ. of Md. – Career Serv. Ctr.	Erin Brault	3119 Hornbake Blvd., College Park, MD 21250	301/314-9114	No	0
Nat'l Org. for Women	Careers Dept.	733 15 <sup>th</sup> Street, N.W., Wash., D.C. 20005	202/628-8669	No	0
G.W. Univ. Career Ctr.	Career Center	801 22 <sup>nd</sup> Street, N.W., Wash., D.C. 20052	202/994-6493	No	0
NAACP	Career Center	1000 U Street, N.W., Wash., D.C. 20001	202/462-6115	No	0
Montgomery College/Career Placement	Tessie Simmons	20200 Observation Drive, Germantown, MD 20876	301/353-7839	No	0
United Black Fund	Evelyn Brown	2500 MLK Ave., S.E., Wash., D.C. 20020	202/347-2564	No	0
Univ. of Md. – Balt. County.	Career Center	1000 Hilltop Circle Baltimore, MD 21250	410/455-1075	No	0
Bowie State Univ.	Mary Johnson	Wisman Ctr., Bowie, MD 20715	301/860-3824	No	0
Md. State Job Services	Cathy Harris	7930 Eastern Blvd., Eastpoint, MD 21224	410/288-9260	No	0
Capital City Training Employ. Ctr.	Michael Clark	2307 Skyland Place, S.E., Wash., D.C. 20020	202/678-6602	No	0
Hispanic Link News Servc.	Carlos Erickson	1420 N Street, N.W., Wash., D.C. 20005-2319	202/234-4090	No	0
Radio/TV News Dir. Assoc.	Janet Gerety	1000 Conn. Ave., N.W., #615 Wash., D.C. 20036	202/223-4007	No	0
American Women In Radio	Career Center.	1650 Tysons Blvd., #202, McLean, VA 22102	703/506-3266	No	0
The Washington Post	Sunday Classified	1130 15 <sup>th</sup> Street, N.W. Wash., D.C. 20071	202/334-6200	No	0
CBS Radio Website	N/A	<a href="http://www.cbsradio.com">www.cbsradio.com</a>	N/A	No	0
WPGC Website	N/A	<a href="http://www.wpgc.com">www.wpgc.com</a>	N/A	No	0
Employee Referral	N/A	N/A	N/A	No	1
Morgan State University	Richard Collings	N/A	240/882-4531	No	2

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6) **Total # of Interviewees Referred:** For the period from May 23, 2008, through May 22, 2009, this Employment Unit interviewed **56** interviewees for full-time job vacancies.

<u>Recruitment Source</u>	<u>Total Number of Interviewees Referred</u>
1. CBS Radio Website	7
2. WPGC Website	6
3. Monster Track (MONSTER.COM)	3
4. Colleges/Universities	
a. Howard University	5
b. Bowie State University	9
c. Morgan State	7
d. Towson University	2
e. George Washington University	2
5. Employee Referral	5
6. Internal Candidates	7
7. The Washington Post	1
8. Outside Recruitment – Industry Referral	2

## 7) Supplemental Recruitment Measures

### A. Sponsored Job Fairs

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. The Employment Unit sponsored the 12th Annual WHFS(AM)/WPGC-FM Job Fair – Martin’s Crosswinds, Greenbelt, Maryland recruited and accepted resumes from qualified applicants from the positions of account executives part-time promotions and part time programming. The Employment Unit sponsored the Job Fair by securing the venue, prospecting all of the participants and promoting the event. We ran on air promos, ticket blitz, on air drops, and commercial spots; a live broadcast was done as well. The following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair: Sales Managers, Office Manager, Director of Community & Public Affairs and the Director of Special Events & Marketing.	September 22, 2008 March 31, 2009	Sales Management, Senior Director of Special Events & Marketing, Director of Community & Public Affairs and Office Manager
2. The Employment Unit co-sponsored and broadcasted live from the 17 <sup>th</sup> Annual Congressman Albert Wynn Job Fair Sports and Learning Complex, Landover, MD. The following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair this included the Promotions Director, News Director and Director of Community & Public Affairs.	May 5, 2009	Promotions Director, News Director, Director of Community/Public Affairs

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## B. Participated Job Fairs

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. The Employment Unit participated in the Penn State Job Fair targeting School of Communications students. The Employment Unit hosted a booth and the following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair: Director of Community & Public Affairs and Office Manager.	March 20, 2009	Director of Community & Public Affairs and Office Manager
2. The Employment Unit participated in the Lincoln University College Career Fair. The Employment Unit hosted a booth and the following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair: Director of Community & Public Affairs .	March 30, 2009	Director of Community & Public Affairs
3. The Employment Unit participated in and exceeded the Prince Georges County One Stop 2009 – Four Point Sheraton. Area job seekers were the target audience of this event. The Employment Unit hosted a booth and the following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair: Director of Community & Public Affairs	April 7, 2009	Director of Community & Public Affairs and Promotions
4. The Employment Unit participated in the Prince George's County Youth Fair at Showplace Arena. The target age was teenagers 15 – 21. The Employment Unit hosted a booth and the following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair: Director of Community & Public Affairs and the Promotional Coordinator	April 11, 2009	Director of Community & Public Affairs and Promotions
5. The Employment Unit participated in the Morgan State School of Communications Job Fair targeting School of Communications students. The Employment Unit hosted a booth and the following Employment Unit employees, each of whom has a substantial role in making hiring decisions, attended the Job Fair: Director of Community & Public Affairs, Office Manager and Promotions	April 20, 2009	Director of Community & Public Affairs, Office Manager and Promotions

## C. General Outreach

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. The Employment Unit has made significant contributions to the CBS Radio local stations career website ( <a href="http://www.wpgc.com">www.wpgc.com</a> or <a href="http://www.bigtalker1580.com">www.bigtalker1580.com</a> ) which contains information designed to inform the general public of the numerous and varied career opportunities available in the broadcasting industry and of the job skills necessary to compete for them.	Ongoing	Office Manager, Webmaster , and Department Heads
2. The following Employment Unit employees participated in the CBS Radio Anti-Discrimination and EEO Training webinar on May 18, 2009: Department heads and Office Manager.	May 18, 2009	Office Manager and Department Heads

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**D. Participation in Events Sponsored by Educational Institutions**

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. The Employment Unit participated in a question and answer session with Prince George's Community College about careers in radio broadcasting.	May 22, 2008	Director of Community & Public Affairs, On Air Personality and New Director

**E. Internship Program**

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. The Employment Unit Internship program enables full time college students to combine classroom theory with professional experience to perspective's related fields. Applicant must follow all guidelines that fall under the CBS Radio internship program. A total of 76 have completed over the past year. Participants worked in the following Employment Unit departments: Sales, Programming, Traffic, Event Marketing, Promotions, and Community Affairs.	Ongoing	Office Manager and Internship Coordinator