

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: [March 23, 2019 – March 22, 2020](#).

1) **Employment Unit:** [Pathfinder Communications and Jam Communications – Fort Wayne, IN](#)

2) **Unit Members (Stations and Communities of License):**

WKJG - Fort Wayne, Indiana

WMEE - Fort Wayne, Indiana

WOWO – Fort Wayne, Indiana

WFWI – Fort Wayne, Indiana

WQHK – Huntertown, Indiana

WBYS – Woodburn, Indiana

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

Mailing Address: 2915 Maples Road Fort Wayne, Indiana 46816	Telephone Number: 260-447-5511
	Contact Person/Title: Sharon Ummel, Business Manager
	E-mail Address: summel@federatedmedia.com

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

(numbers refer to accompanying table for Recruitment Sources)

	Job Title	Recruitment Sources	Recruitment Source Referring Hiree
1.	WBYS Account Manager	1-17	Indeed.com
2.	WQHK Account Manager	1-17	Internal Posting/Intern
3.	WBYS Account Manager	1-17	Ball State Job Fair
4.	WBYS Program Director	1-17	Company Website
5.	WOWO News Reporter/Anchor	1-17	Call-In/Walk-In
6.	WKJG/WFWI General Sales Manager	1, 5, 9, 11, 14, 16, 17	Referral
7.	FW Market Manager	1, 5, 8, 9, 11, 17, 19	Internal Posting
8.	WOWO Account Manager	1-18	Referral

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| 9. | WOWO Account Manager | 1-18 | Referral |
| 10. | WOWO General Sales Manager | 1-17 | Internal Posting |
| 11. | FW Traffic Coordinator | 5, 8, 11, 17 | Internal Posting |

The Employment Unit contacted the following organizations for full-time job openings, and received referrals as indicated in each job opening on the pages that follow:

	Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	Did Recruitment Source Request Notification? (Yes or No)
1	All Access		Allaccess.com		No
2	Ball State University	Nancy Carlson	200 University Ave, Muncie, IN 47306	765-285-1581	No
3	Ball State University-Dept of Telecommunications		200 University Ave. Muncie, IN 47306	76952851480	No
4	fortwaynehelpwanted.com		www.fortwaynehelpwanted.com		No
5	FederatedMedia.com	Paul Altman	Edison Road, Mishawaka, IN 46545	888-333-6133	No
6	Goshen College		AD 14 in Admin Bldg., 1700 Main St., Goshen IN 46526	574-535-7547	No
7	Handshake		www.handshake.com		No
8	Indeed.com		www.indeed.com		No
9	Indiana Broadcasters Association	Sam Klemet	3003 E 98 th St, Indianapolis, IN 46280	317-573-0119	No
10	Indiana University		Simplicity.com		No
11	LinkedIn.com		LinkedIn.com		No
12	Purdue University Fort Wayne		Handshake.com		No
13	WorkForce of Indiana		www.indianacareerconnect.com		No
14	Referrals (Business Assoc./Employee)				No
15	Job Fairs (BSU / PFW / MU / IN Tech / Uindy / Virtual JobFair / Fed Med)				No
16	Walk-ins				
17	Internal Posting				
18	Radio On-Air Recruitment Ads				
19	Inside Radio		Insideradio.com		No

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5) **Job Title:** 1. WBYR Account Manager

Referral Source(s) of Hiree: Indeed.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
FederatedMedia.com				1	No
Job Fairs (Ball State/Manchester University)				2	No
Walk-In/Call-In/Email				2	No
LinkedIn.com		LinkedIn.com		1	No
Indeed.com		Indeed.com		14	No

5) **Job Title:** 2. WQHK Account Manager

Referral Source(s) of Hiree: Internal Posting

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
This person was offered a part-time Account Executive position at the completion of their internship in 2018 while they finished school. This person became full-time upon graduation May 2019.				1	

5) **Job Title:** 3. WBYR Account Manager

Referral Source(s) of Hiree: Job Fair

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Ball State Job Fair				1	No
LinkedIn.com		LinkedIn.com		12	No
Referral				4	No
Fortwaynehelpwanted.com		Fortwaynehelpwanted.com		1	No
Walk-In/ Call-In/ Email				1	No
Indeed.com		Indeed.com		2	No

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Only those sources listed in the charts below produced interviewees

5) Job Title: 4. WBYR Program Director

Referral Source(s) of Hire: FederatedMedia.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
FederatedMedia.com				1	No
Internal Posting				2	No
All Access		Allaccess.com		4	No

5) Job Title: 5. WOWO News Reporter/Anchor

Referral Source(s) of Hire: Call-In

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Walk-In/Call-In/Email				1	No

5) Job Title: 6. WKJG/WFWI General Sales Manager

Referral Source(s) of Hire: Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
LinkedIn		LinkedIn.com		1	No
Walk-In/Call-In/Email				2	No
Referral				1	No

5) Job Title: 7. Fort Wayne Market Manager

Referral Source(s) of Hire: Internal Posting

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Inside Radio				4	No
Internal Posting				2	No
Referral				1	No

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5) **Job Title:** 8. WOWO Account Manager

Referral Source(s) of Hire: Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Referral				5	No
LinkedIn		LinkedIn.com		12	No
Internal posting				2	No
Walk-In/Call-In/Email				2	No
Indeed		Indeed.com		15	No
Job Fairs (BS/MU/PFW/FM)				3	No

5) **Job Title:** 9. WOWO Account Manager

Referral Source(s) of Hire: Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Referral				5	No
LinkedIn		LinkedIn.com		12	No
Internal Posting				2	No
Call-In/Walk-In/Email				2	No
Indeed		Indeed.com		15	No
Job Fairs (BS/MU/PFW/FM)				3	

5) **Job Title:** 10. WOWO General Sales Manager

Referral Source(s) of Hire: Internal Posting

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
LinkedIn				4	No
Internal Posting				1	No

5) **Job Title:** 11. Fort Wayne Traffic Coordinator

Referral Source(s) of Hire: Internal Posting

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Internal Posting				3	No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com				8	No

6) **Total # of Interviewees Referred:** For the period from March 23, 2019, through March 22, 2020, this Employment Unit interviewed 116 interviewees for full-time job vacancies.

NOTE: The same Account Manager interviewee may be reflected on several Account Manager openings in the Accompanying Table. We do continuous recruitment for the account manager position and the same pool of interviewees may be considered for more than one opening, but we only counted the interviewee one time in the above statement.

7) **Supplemental Recruitment Initiatives.**

(a) Initiative: Job Fairs

State of Indiana Virtual Career Fair-Collegiate Talent Search - Friday, March 29, 2019 - 10 am to 1 pm www.careerco.com. This event was monitored by our Sales Resource Coordinator. Candidates from a variety of universities submitted resumes and were able to ask questions via a chat room. Our company profile was created on the website portal for all students who were interested in Pathfinder Communications. This generated 34 resumes: 6 for an Internship, 11 for Account Manager, and 17 for Any Open Position.

Indiana Broadcasters Association Spring Career Fair – Saturday, March 30, 2019 – 2 pm to 4:30 pm - IBA Event Centre, Carmel, Indiana. This event was attended by our Market Manager and Program Director. Over 100 stations from Indiana were represented. In addition to the job fair there was a media competition and scholarship luncheon. Company literature, internship information and a list of job opportunities was distributed. Twenty resumes were collected: 7 for Internship, 8 for On-Air, 2 for Account Manager, 1 for Remote Technician, and 2 for Video.

University of Indianapolis Spring Communications Career Fair -Thursday, April 18, 2019 - 11 am to 3 pm - UIndy Professional Edge Center, Indianapolis, Indiana. The event was attended by our Sales Resource Coordinator and Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Forty-four resumes were collected: 22 for Any Open position, 3 for Account Manager, 6 for Internship, 9 for On-Air, and 4 for Graphic Designer.

Congressman Banks Career Fair Purdue University Fort Wayne - Thursday, August 15, 2019 - 12 pm to 3 pm – Walb Student Union International Ballroom, Fort Wayne, Indiana. This event was attended by our Sales Resource Coordinator and General Sales Manager. Company literature, internship information and a list of job opportunities was distributed. Twenty-four resumes were collected: 10 for Account Manager, 12 for Any Open Position, and 2 for Remote Technician or Board Operator.

Indiana Tech Business Part-Time Career Fair – Friday, August 23, 2019 – 11 am to 1 pm – Andorfer Commons Dining Hall, Fort Wayne, Indiana. This event was attended by our Sales Resource Coordinator and Promotions Director. Company literature, internship information and a list of current job opportunities was distributed. Six Resumes were collected: 3 for Any Open Position, 1 for Account Manager, and 2 for Remote Technician or Board Operator.

Ball State University - Fall Cardinal Job Fair - Wednesday, September 18, 2019 - 11 am to 3 pm - Worthen Arena, Muncie, Indiana. This event was attended by our Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Thirty-two resumes were collected: 8 for Account Manager, 16 for Any Open position, and 8 for Internships.

North Manchester University Fall Sales & Accounting Mixer - Tuesday, September 24, 2019 – 10 am to 12 pm - Jo Young Switzer Center, North Manchester, Indiana. The event was attended by our Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Twenty-two resumes were collected: 6 for Account Manager, 5 for Internship, and 11 for Any Open position.

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University of Saint Francis – Keith Busse School of Business & Entrepreneurial Leadership Career and Internship Fair - Wednesday, September 25, 2019 – 9:30 am to 11:30 am – USF Business Center Downtown, Fort Wayne, Indiana. This event was attended by our Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Fifty-six resumes were collected: 3 for Account Manager, 25 for Internship, and 28 for any open position.

Purdue Fort Wayne - Mastodon Job and Internship Fair - Tuesday, October 1, 2019 - 12:30 pm to 3:30 pm - Gates Fieldhouse, Fort Wayne, Indiana. This event was attended by our Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Thirty-six resumes were collected: 8 for Account Manager, 9 for Internship, 1 Digital Graphic Design, and 18 for any open position.

Indiana Broadcasters Association Fall Career Fair – Tuesday, October 15, 2019 – 2 pm to 6 pm - IBA Event Centre/Conner Ballroom, Carmel, Indiana. This event was attended by our Market Manager. Laurie Kahn hosted a session called “Making Better Hires”. Company literature, internship information and a list of job opportunities was distributed. Resumes of the students who attended were made available to each employer. Eighty-three resumes were received.

Indiana Tech Business Career Fair - Wednesday, February 12, 2020 - 1 pm to 3 pm – Seitz Conference Center Andorfer Commons, Fort Wayne, Indiana. This event was attended by our Sales Resource Coordinator and Promotions Director. Company literature, internship information and a list of current job opportunities was distributed. Eight resumes were collected: 2 for Account Manager, 4 for any open position, and 2 for Internship.

Ball State University - Spring Cardinal Job Fair - Wednesday, February 19, 2020 - 11 am to 3 pm - Worthen Arena, Muncie, Indiana. This event was attended by our Sales Resource Coordinator and Marketing Event/Promotions Coordinator. Company literature, internship information and a list of current job opportunities was distributed. Forty-eight resumes were collected: 11 for Account Manager, 11 for Internship, 24 for any open position, 1 for News Reporter Anchor, and 1 for On-air or Production.

State of Indiana Virtual Career Fair Collegiate Talent Search - Tuesday, February 25, 2020 - 10 am to 3 pm www.careerco.com. This event was monitored by our Sales Resource Coordinator. Candidates from a variety of universities submitted resumes and were able to ask questions via a chat room. Our company profile was created on the website portal for all students who were interested in Pathfinder Communications. Forty-six resumes were collected: 23 for Account Manager, and 23 for any open position.

North Manchester University Spring Career and Internship Fair - Wednesday, March 4, 2020 - 11:30 am to 3:30 pm-Jo Young Switzer Center, Muncie, Indiana. This was attended by our Sales Resource Coordinator and Marketing Events Promotions Coordinator. Company literature, internship information and a list of current job opportunities was distributed. Sixteen resumes were collected: 4 for Account Manager, 8 for any open position, 1 for Engineering, 1 for Web Developer, and 2 for Internship.

(b) Initiative: [Job Fair Hosting](#)

Pathfinder Communications, Inc. and Jam Communications, Inc. hosted a Spring Job Fair – Friday, March 29, 2019 - 2 pm to 6 pm - Turnstone, Fort Wayne, Indiana. Forty-five companies participated. This was attended by our Sales Resource Coordinator and Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Thirty-six resumes were collected: 18 for Account Manager, 18 for any open position.

Pathfinder Communications, Inc. and Jam Communications, Inc. hosted a Fall Job Fair – Tuesday, October 15, 2019 - 2 pm to 6 pm - Turnstone, Fort Wayne, Indiana. Forty-two companies participated. This was attended by our Sales Resource Coordinator and Promotions Director. Company literature, internship information and a list of job opportunities was distributed. Forty-six resumes were collected: 20 for Account Manager, 23 for any open position, 1 for Engineering, and 2 for On-air.

(c) Initiative: [Internship Program](#)

The Employment Unit's internship program is a paid opportunity for students who are interested in a broadcast career. The station's program is coordinated by our Promotions Director. Information about our internship program is distributed at job fairs. Interested students submit their resume. The students are then invited for

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interviews. The radio station looks for students willing to work in all areas of the company, while the student considers the station information to determine if the relationship would be beneficial to them. Typically, the students receive credit for the internship and are required to work at the station a minimum number of hours. The Promotion Director organizes the student's schedules. The students will spend time in promotions, programming, sales, and administration. The schedule includes: Promotions, with experience in proposals, remotes, events, calendars and prizes; Programming, with experience in observing the studio during a live show and assisting with show preparations; News Department with experience in monitoring news websites, reading script, and writing their own stories from press releases; Sales, with experience in client visits and brainstorming meetings; Administration, with experience in answering phones, greeting guests, and handing out prizes. Most area college internship programs include a mid-semester and end-of-semester evaluation. The Employment Unit had seven interns within this period, totaling seven hundred thirty-five hours of training. These students were from the following institutions: 2 from Huntington University, 4 from Purdue Fort Wayne, and 1 from Manchester University. Two were hired as part time Remote Technicians.