

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: Washington, D.C. / WTGB-FM

2) Unit Members: WTGB-FM

3) EEO Contact Information for Employment Unit:

Mailing Address: 4200 Parliament Place Suite 300 Lanham, MD 20706	Telephone Number: (301) 683-0947
	Contact Person: M. Hughes
	E-mail Address: MHUGHES@CBS.COM

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

Job Title	Recruitment Source Referring Hiree
1. PROGRAM DIRECTOR	INTERNAL REFERRAL
2. LOCAL SALES COORDINATOR	INTERNAL REFERRAL
3. NATIONAL SALES COORDINATOR	CBS RADIO WEBSITE

Station WTGB-FM is an Equal Opportunity Employer.

5) Job Title: **PROGRAM DIRECTOR**

Referral Source(s) of Hiree: **INTERNAL 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 UNIVERSITY	RUFUS ROBINSON	525 BRYANT ST., N.W., WASHINGTON, D.C. 20059	202-462-4267	NO	0
UMD – CAREER SERVICE CENTER	ERIN BRAULT	3119 HORNBAKE BLVD., COLLEGE PARK, MD 21250	301-314-9114	NO	0
NAT'L ORG. FOR WOMEN	CAREERS DEPT.	733 15 th STREET NW, WASHINGTON, D.C. 20005	202-628-8669	NO	0
GWU CAREER CENTER	PATRICIA TANNER	801 22 nd STREET, N.W., WASHINGTON, D.C. 20052	202-994-6493	NO	0
NAACP	CAREER CENTER	1000 U STREET, N.W., WASHINGTON, D.C. 20001	202-462-6115	NO	0
MONTGOMERY COLLEGE CAREER PLACEMENT	TESSIE SIMMONS	20200 OBSERVATION DR, GERMANTOWN, MD 20876	301-353-7839	NO	0
UNITED BLACK FUND	EVELYN BROWN	2500 MLK AV., S.E., WASHINGTON, D.C. 20020	202-347-2564	NO	0
C.H.A.N.G.E. CAREER CENTER	MS. MATOS	1413 PARK DR., N.W., WASHINGTON, D.C. 20010	202-387-3729	NO	0
BOWIE STATE UNIVERSITY	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 EMPLOYMENT CENTER	MICHAEL CLARK	2307 SKYLAND PLACE, S.E., WASHINGTON, D.C. 20020	202-678-6602	NO	0
HISPANIC LINK NEWS SERVICE	CARLOS ERICKSON	1420 N STREET, N.W., WASHINGTON, D.C. 20005-2319	202-234-4090	NO	0
AMERICAN WOMEN IN RADIO	CAREER CENTER	1650 TYSONS BLVD., #202, MCLEAN, VA 22102	703-506-3266	NO	0
CBS RADIO WEBSITE	ONLINE ACCOUNT	WWW.CBSRADIO.COM	N/A	NO	0
MONSTER.COM WEBSITE	PARTNERPROGRAMS @MONSTER.COM	MONSTER.COM	N/A	NO	0
INDUSTRY REFERRAL	N/A	N/A	N/A	NO	1
INTERNAL REFERRAL	N/A	N/A	N/A	NO	2

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5) Job Title: LOCAL SALES COORDINATOR

Referral Source(s) of Hire: INTERNAL 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 UNIVERSITY	RUFUS ROBINSON	525 BRYANT ST., N.W., WASHINGTON, D.C. 20059	202-462-4267	NO	0
UMD – CAREER SERVICE CENTER	ERIN BRAULT	3119 HORNBAKE BLVD., COLLEGE PARK, MD 21250	301-314-9114	NO	0
NAT'L ORG. FOR WOMEN	CAREERS DEPT.	733 15 th STREET NW, WASHINGTON, D.C. 20005	202-628-8669	NO	0
GWU CAREER CENTER	PATRICIA TANNER	801 22 nd STREET, N.W., WASHINGTON, D.C. 20052	202-994-6493	NO	0
NAACP	CAREER CENTER	1000 U STREET, N.W., WASHINGTON., D.C. 20001	202-462-6115	NO	0
MONTGOMERY COLLEGE CAREER PLACEMENT	TESSIE SIMMONS	20200 OBSERVATION DR, GERMANTOWN, MD 20876	301-353-7839	NO	0
UNITED BLACK FUND	EVELYN BROWN	2500 MLK AV., S.E., WASHINGTON., D.C. 20020	202-347-2564	NO	0
C.H.A.N.G.E. CAREER CENTER	MS. MATOS	1413 PARK DR., N.W., WASHINGTON, D.C. 20010	202-387-3729	NO	0
BOWIE STATE UNIVERSITY	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 EMPLOYMENT CENTER	MICHAEL CLARK	2307 SKYLAND PLACE, S.E., WASHINGTON, D.C. 20020	202-678-6602	NO	0
HISPANIC LINK NEWS SERVICE	CARLOS ERICKSON	1420 N STREET, N.W., WASHINGTON, D.C. 20005-2319	202-234-4090	NO	0
AMERICAN WOMEN IN RADIO	CAREER CENTER	1650 TYSONS BLVD., #202, MCLEAN, VA 22102	703-506-3266	NO	0
CBS RADIO WEBSITE	ONLINE ACCOUNT	WWW.CBSRADIO.COM	N/A	NO	4
MONSTER.COM WEBSITE	PARTNERPROGRAMS @MONSTER.COM	MONSTER.COM	N/A	NO	0
INTERNAL REFERRAL	N/A	N/A	N/A	NO	2
INTERNAL CANDIDATES	N/A	N/A	N/A	NO	1

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5) Job Title: NATIONAL SALES COORDINATOR

Referral Source(s) of Hiree: CBS RADIO 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 UNIVERSITY	RUFUS ROBINSON	525 BRYANT ST., N.W., WASHINGTON, D.C. 20059	202-462-4267	NO	0
UMD – CAREER SERVICE CENTER	ERIN BRAULT	3119 HORNBAKE BLVD., COLLEGE PARK, MD 21250	301-314-9114	NO	0
NAT'L ORG. FOR WOMEN	CAREERS DEPT.	733 15 th STREET NW, WASHINGTON, D.C. 20005	202-628-8669	NO	0
GWU CAREER CENTER	PATRICIA TANNER	801 22 nd STREET, N.W., WASHINGTON, D.C. 20052	202-994-6493	NO	0
NAACP	CAREER CENTER	1000 U STREET, N.W., WASHINGTON., D.C. 20001	202-462-6115	NO	0
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BOWIE STATE UNIVERSITY	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 EMPLOYMENT CENTER	MICHAEL CLARK	2307 SKYLAND PLACE, S.E., WASHINGTON, D.C. 20020	202-678-6602	NO	0
HISPANIC LINK NEWS SERVICE	CARLOS ERICKSON	1420 N STREET, N.W., WASHINGTON, D.C. 20005-2319	202-234-4090	NO	0
AMERICAN WOMEN IN RADIO	CAREER CENTER	1650 TYSONS BLVD., #202, MCLEAN, VA 22102	703-506-3266	NO	0
CBS RADIO WEBSITE	ONLINE ACCOUNT	WWW.CBSRADIO.COM	N/A	NO	8
MONSTER.COM WEBSITE	PARTNERPROGRAMS @MONSTER.COM	MONSTER.COM	N/A	NO	5
INTERNAL REFERRAL	N/A	N/A	N/A	NO	2
INTERNAL CANDIDATES	N/A	N/A	N/A	NO	2

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6) Total # of Interviewees Referred by Each Source: For the period from May 23, 2008– May 22, 2009 this Employment Unit interviewed 27 Interviewees for full time job vacancies. These Interviewees were referred by the following sources:

<u>Recruitment Source</u>	<u>Total Number of Interviewees Referred</u>
(1) CBS RADIO WEBSITE	12
(2) MONSTER.COM	5
(3) INTERNAL CANDIDATES	3
(4) INTERNAL REFERRAL	6
(5) INDUSTRY REFERRAL	1

7) Supplemental Recruitment Measures.

A. PARTICIPATION IN JOB FAIRS

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
WTGB-FM PARTICIPATED IN THE WALDORF AREA JOB FAIR, CBS RADIO, WASHINGTON DC, FROM 10:00AM – 2:00PM. WTGB-FM HOSTED A BOOTH ON-SITE. THE HR MANAGER POSTED CURRENT JOB OPENINGS, COLLECTED RESUMES, AND WAS AVAILABLE TO ANSWER ANY QUESTIONS/PROVIDE ADDITIONAL INFORMATION. THE HR MANAGER HAS A SIGNIFICANT RESPONSIBILITY IN MAKING HIRING DECISIONS.	SEPTEMBER 11, 2008	HUMAN RESOURCES MANAGER
WTGB-FM PARTICIPATED IN THE 4TH ANNUAL WLZL CAREER FAIR HELD AT BALLSTON COMMON MALL IN ARLINGTON, VA FROM 2:00PM-7:00PM. THE GENERAL MANAGER AS WELL AS THE GENERAL SALES MANAGER, EACH OF WHOM HAVE SIGNIFICANT ROLES IN MAKING HIRING DECISIONS, ADMINISTERED THE COLLECTION OF RESUMES AS WELL AS PROVIDED INFORMATION ON THE CURRENT JOB OPENINGS POSTED. .	OCTOBER 30, 2008	GENERAL MANAGER GENERAL SALES MANAGER
WTGB-FM PARTICIPATED IN THE WASHINGTON SPORTS & ENTERTAINMENT CAREER FAIR HELD AT THE VERIZON CENTER IN WASHINGTON, D.C. FROM 2:00PM-4:00PM; WTGB-FM HOSTED A BOOTH ON-SITE. THE HR MANAGER POSTED CURRENT JOB OPENINGS, COLLECTED RESUMES, AND WAS AVAILABLE TO ANSWER ANY QUESTIONS/PROVIDE ADDITIONAL INFORMATION. THE HR MANAGER HAS SIGNIFICANT RESPONSIBILITY IN MAKING HIRING DECISIONS.	MARCH 23, 2009	HUMAN RESOURCES MANAGER
WTGB-FM PARTICIPATED IN MORGAN STATE UNIVERSITY COMMUNICATIONS CAREER FAIR IN BALTIMORE, MD FROM 11:00AM-3:00PM. WTGB-FM HOSTED A BOOTH ON-SITE. THE HUMAN RESOURCES MANAGER AND OFFICE MANAGER, EACH OF WHOM HAVE SIGNIFICANT RESPONSIBILITY IN MAKING HIRING DECISIONS, POSTED CURRENT JOB OPENINGS, COLLECTED RESUMES, AND WERE AVAILABLE TO ANSWER ANY QUESTIONS/PROVIDE ADDITIONAL INFORMATION.	APRIL 9, 2009	HUMAN RESOURCES MANAGER

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B. SPONSORING OF JOB FAIRS

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
WTGB-FM CO-SPONSORED THE 3RD ANNUAL CBS RADIO CAREER FAIR ON TUESDAY MARCH 31, 2009 AT MARTINS CROSSWINDS, 7400 GREENWAY CENTER DRIVE, GREENBLET, MD FROM 10:00AM-3:00PM. AN INFORMATION TABLE ADMINISTERED BY THE HUMAN RESOURCES MANAGER AND OFFICE MANAGER, EACH OF WHOM HAVE SIGNIFICANT RESPONSIBILITY IN MAKING HIRING DECISIONS, WERE ON SITE TO DISCUSS OPEN POSITIONS WITH THE STATION. CURRENT JOB OPENINGS WERE POSTED AND RESUMES WERE COLLECTED.	MARCH 31, 2009	HUMAN RESOURCES OFFICE MANAGER

C. INTERNSHIP PROGRAM

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
WTGB-FM HAS ESTABLISHED AN INTERNSHIP PROGRAM FOR SPRING, SUMMER, AND FALL SEMESTERS IN ORDER TO OBTAIN QUALIFIED APPLICANTS WHO WILL RECEIVE COLLEGE CREDIT AND GAIN BROADCASTING EXPERIENCE. WTGB-FM HAD 1 PARTICIPANT IN THE INTERSHIP PROGRAM OVERSEEN BY THE PROMOTIONS DIRECTOR. THE INTERNS WORKED WITH PROMOTIONS AND PROGRAMMING.	ONGOING	HUMAN RESOURCES MANAGER PROMOTIONS DIRECTOR

D. GENERAL OUTREACH

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
WTGB-FM HAS MADE SIGNIFICANT CONTRIBUTIONS TO THE CBS RADIO CAREER WEBSITE (WWW.CBSRADIO.COM) 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	HUMAN RESOURCES MANAGER
WTGB-FM/ CBS RADIO ON-AIR RECRUITMENT CAMPAIGN TO INFORM THE PUBLIC OF CAREER OPPORTUNITIES AVAILABLE IN THE BROADCASTING INDUSTRY.	ONGOING	MANAGER OF OPERATIONS

E. GENERAL OUTREACH

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
WTGB-FM DEPARTMENT MANAGERS AND HUMAN RESOURCE MANAGERS PARTICIPATED IN THE CBS RADIO ANTI-DISCRIMINATION AND EEO TRAINING WEBINAR ON MAY 18, 2009.	May 18, 2009	DEPARTMENT MANAGERS HR MANAGER

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