

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:** Cleveland, OH/CBS Radio
- 2) **Unit Members (List all station call signs and communities of license):**

 WDOK-FM, Cleveland, OH
 WQAL-FM, Cleveland, OH
- 3) **EEO Contact Information for Employment Unit:**

Mailing Address: CBS Radio 2644 St. Clair Ave. Cleveland, OH 44114	Telephone Number: 216-861-0198
	Contact Person/Title: Diane L. Scott
	E-mail Address: <u>dlscott@cbs.com</u>

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

Job Title	Recruitment Source Referring Hiree
1. WDOK Account Executive	Staff Referral
2. WDOK Account Executive	CBS Radio Website

5) a. Job Title: **WDOK Account Executive** Referral Source(s) of Hiree: **Staff Referral**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio Internal Posting WDOK/WQAL Radio	Marlene Ball, Office Manager	2644 St. Clair Avenue Cleveland, OH 44114	216-696-0123	0	Yes
CBS Radio Internal Posting WNCX/WKRK Radio	Diane Scott, EEO Compliance Officer	1041 Huron Road Cleveland, OH 44115	216-861-0100	0	Yes
Bryant & Stratton College	Jill Nelly, Director of Career Services	1700 E 13th Street, Cleveland, OH 44114	216-771-1700 216-771-7787 Fax	0	Yes
Call & Post Newspapers	Maria Black, Classified Advertising	11800 Shaker Blvd., Cleveland, OH 44120	216-791-7600 Email preferred	0	No
Case Western Reserve University	Carole Sadowski, Recruitment Coordinator	10900 Euclid Ave., #206 Sears Bldg., Cleveland, OH 44106	216-368-2000 216-368-4759 Fax	0	No
CBS Radio Website	Diane Scott, Admin. Dir	1041 Huron Rd., Cleveland, OH 44115	216-861-0100	0	Yes
Cleveland State University	Geoff Mazur, Career Services	2121 Euclid Ave., RTW#280 Cleveland, OH 44115	216-687-2238 216-687-1453 Fax	0	No
Council for Economic Opportunities	Sonya Renzenbrink, H/R	1228 Euclid Ave, Cleveland, OH 44115	216-589-9922 216-696-0770 Fax	0	No
Dress For Success Cleveland	Melony Butler, Mgr Employment Retention	2239 E 55 th St, Cleveland, OH 44103	216-391-2301 216-391-2380	0	Yes
East Cleveland Public Library	Ron Chambers, Librarian	1401 Euclid Ave., Cleveland, OH 44112	216-541-4128 216-238-6297 Fax	0	No
Employment Connection	Cathy Eberhart, Business Services Rep	11699 Brookpark Rd., Parma, OH 44130	216-898-1366 216-898-1497	0	No
Esperanza, Inc.	Barbara Esperon, CEO	4115 Bridge Ave, Cleveland, OH 44113	216-651-7178 216-651-7183 Fax	0	No
Goodwill Industries of Greater Cleveland	Shabreese Murphy, Life Coach	2295 E. 55 th St., Cleveland, OH 44103	216-431-8300	0	No
Jewish Family Service Association/TAPP	Kim Holloway, Job Developer	24075 Commerce Park Road, Beachwood, OH 44122	216-514-9600 216-514-9613 Fax	0	Yes
Let My People Know Cleveland	Jori Kate, Networking Specialist	1750 Euclid Ave, Cleveland, OH 44115	216-566-6719 216-861-1230 Fax	0	No
Lorain Community College	Marci Pelsey, Career Services	1005 N. Abbe Rd, Elyria, OH 44035	440-233-7244 440-366-4676 Fax	0	No
Marietta College	Natalie Wood, Career Center	215 Fifth Street, Marietta, OH 45750	800-331-7896 740-376-4935 Fax	0	No
May Dugan Center	Roumel Bernardo, Vocational Career Mgr	4115 Bridge Ave, Cleveland, OH 44113	216-631-5800 216-631-4595 Fax	0	No

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Meadowmark School of Business Software	William Schultis, Teacher	1729 Superior Ave, Cleveland, OH 44114	216-210-4429 Prefers email	0	No
Monster.com Website		Thru CBS Radio.com Posting		0	No
National Association for the Advancement of Colored People	Stanley Miller, Executive Director	2131 Stokes Blvd., Cleveland, OH 44106	216-231-6260 216-231-5659 Fax	0	No
Notre Dame College	Dir Career Services	4545 College Rd, Cleveland, OH 44121	216-381-1680 216-373-5282 Fax	0	No
Ohio Center for Broadcasting	Gary James, National Placement Director	9000 Sweet Valley Dr., Valley View, OH 44125	216-447-9117 216-642-9232 Fax	0	Yes
Ohio Job & Family Services	Sybil Merritt	11699 Brookpark Rd., Parma, OH 44130	216-898-3204 216-898-1497 Fax	0	Yes
Plain Dealer Newspaper	Linda Clark/Classified Adv	1801 Superior Ave., Cleveland OH 44114	216-999-4799	0	No
Polaris Career Center	Pam Vizer, Employment Resource Coordinator	7285 Old Oak Blvd., Middleburgh Hts., OH 44130	440-891-7622 440-891-7642 Fax	0	No
Spanish American Committee	Emma Grugrevic, Job Development	4407 Lorain Ave, Cleveland, OH 44113	216-961-2100 216-961-3305 Fax	0	No
Staff Referral				1	Yes
Towards Employment	Gloria Baker, Placement/ Jamie Brown, Team Leader	1255 Euclid Ave., #300 Cleveland, OH 44115	216-696-5750 216-696-5119 Fax	0	No
University of Akron	Joe Protopapa, Asst Dir Career Mgmnt	302 E. Buchtel Mall, Akron, OH 44325	330-972-6686 Email preferred	0	No
Ursuline College	Gerri Sullivan, Career Services	2550 Lander Rd., Cleveland, OH 44124	440-449-4203 440-449-2235 Fax	0	No
Virginia Marti College of Art and Design	J Wagner, Placement	11724 Detroit Ave, Cleveland, OH 44107	216-221-8584 Email preferred	0	Yes
Vocational Guidance	Allen Nixon, Placement Specialist	13102 Triskett Rd., Cleveland, OH 44111	216-476-3020 216-476-3435 Fax	0	Yes
Westside Ecumenical Ministries	Deeana Palermo, Career Services	5209 Detroit Ave., Cleveland, OH 44102	216-251-2037 216-651-4145 Fax	0	Yes
WDOK Website	Chris Allen, Webmaster	2644 St. Clair, Cleveland, OH 44114	216-696-0123	0	Yes
WQAL Website	Kristy Brown, WQAL Marketing & Promo Dir	2644 St. Clair, Cleveland, OH 44114	216-696-0123	0	Yes
Workforce 411 Ohio's Statewide Job Matching Service		Online Posting	866-2Work411	0	No

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Workforce 411 Ohio's Statewide Job Matching Service		Online Posting	866-2Work411	0	No

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6) **Total # of Interviewees Referred:** For the period from May 23, 2008, through May 22, 2009, this Employment Unit interviewed 5 interviewees for full-time job vacancies.

CBS Radio Website	2
Staff Referral	3
Total	5

7) **Supplemental Recruitment Measures.**

a. Participation in Job Fairs

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. Bryant & Stratton Career Fair at Parma Campus Career Fair Center. The Employment Unit Displayed Current Job Postings, Answered Questions, Passed Out Brochures Explaining Careers in Radio, and Provided Information on How to Search and Apply Online at the CBS Radio Website.	10/23/08	Market EEO Compliance Officer and CBS Radio Onsite Event Director
2. Polaris Westshore Career Fair sponsored by Polaris Career Center, Cuyahoga County Board of Commissioners, Employment & Family Services, Employment Connection and Westshore Neighborhood Family Service Center. The Employment Unit Displayed Current Job Postings, Answered Questions, Passed Out Brochures Explaining Careers in Radio, and Provided Information on How to Search and Apply Online at the CBS Radio Website.	04/01/09	Market EEO Compliance Officer
3. Lorain County Community College Career Expo sponsored by Lorain County Community College, The Employment network, and Lorain County JVS. The Employment Unit Displayed Current Job Postings, Answered Questions, Passed Out Brochures Explaining Careers in Radio, and Provided Information on How to Search and Apply Online at the CBS Radio Website.	04/22/09	CBS Radio Onsite Event Director
4. Ohio Center for Broadcasting Job Fair. The Employment Unit Displayed Current Job Postings, Answered Questions, Passed Out Brochures Explaining Careers in Radio, and Provided Information on How to Search and Apply Online at the CBS Radio Website.	04/29/09	Market EEO Compliance Officer, Market Program Director, and Market DOS/VP GM

b. General Outreach Efforts

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. WDOK-FM and WQAL-FM have 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	Market EEO Compliance Officer and CBS Radio Corporate Management

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c. Participation in Events

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved: (Position)
1. Ohio & Illinois Center for Broadcasting Advisory Board. The Market DOS & VP/General Manager and Market Program Director attended the meeting, which covered "Professional Mindset" of OCB students, employer's expectation of "Soft Skills", and job placement.	11/13/08	Market DOS & VP/General Manager, and Market Program Director
2. Ohio & Illinois Center for Broadcasting Advisory Board. The Market DOS & VP/General Manager and Market Program Director were on a Conference Call, which covered "Interactive Media Applications for OCB."	01/29/09	Market DOS & VP/General Manager, and Market Program Director
3. Ohio Center for Broadcasting. The WDOK Talent was a Guest Speaker on Radio Programming, and How to Find and Apply for a Broadcasting Position.	02/11/09	WQAL-FM Talent
4. Ohio Center for Broadcasting. The Market Program Director participated in a panel discussion on the Future of Radio and How to Get Into Radio.	04/29/09	Market Program Director

d. Sponsorship of Community Events to Inform Public of Careers in Broadcasting

Description of Event:	Date:	Personnel Involved: (Position)
1. Reinvention Convention Presented by CBS Radio Cleveland & Minute Men Staffing Services and Partnered With Thirty-Six Participating Sponsors. The Convention helped displaced workers reinvent themselves by connecting them with CBS Radio Cleveland's Sponsors. It also provided the opportunity for attendees to meet with career counselors and then with potential employers from area colleges, and tech & trade schools for permanent and temporary employment.	05/02/09	Market Manager, Market Director of Sales & VP General Manager, Market Director of Programming, CBS Radio Onsite Event Director, General Sales Managers and Account Executives

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e. Internship Program

The Employment Unit has an ongoing internship program designed to assist members of the community in acquiring the skills needed for broadcast employment by providing an opportunity for the student to observe and participate in a professional work situation, supplementing the knowledge and skills learned in an academic setting. Interns' duties in the promotions department include coordination of on-air and on-site promotional activities, computer database maintenance, creative writing on press releases, proposals, and promotional copy, review of the FCC Guidelines, legal procedures/policies, set-up and execution of remote broadcasts and sales generated events. The interns' duties in the programming department include working in-studio with on-air talent by screening listener phone calls, gathering winner information and assisting in organizing that day's show. Other duties include helping out at remote broadcasts and appearances, scheduling interviews and working with station computers.

<u>Intern Source</u>	<u>Total Number of Interns</u>
Elon University	1
John Carroll University	1
Kent State University	1
Ohio Center for Broadcasting	6
Ohio State University	1
Toledo University	1

Total 11