

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period July 23, 2019 through July 22, 2020.

- 1) **Employment Unit:** All Pro Broadcasting, Inc.
- 2) **Unit Members (Stations and Communities of License):** KATY-FM, Idyllwild, CA
KHTI(FM), Lake Arrowhead, CA
- 3) **EEO Contact Information for Employment Unit:**

Mailing Address: ALL PRO BROADCASTING, INC. 242 E. AIRPORT DR. SUITE 106 SAN BERNARDINO, CA 92408	Telephone Number: (909) 890-5904
	Contact Person/Title: Jo McNorton, Business Manager
	E-mail Address: jo@x1039.com

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

Job Title

Recruitment Source Referring Hiree

1. KHTI PM DRIVE - AIR STAFF

Referral

- 5) **Referral Sources and Interviewee Information for Each Full-Time Job Vacancy:**

1. **Job Title: KHTI PM Drive - Air staff (20)**
Referral

Referral Source(s) of Hiree:

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Radio Online Today	N/A	jobs.radio-online.com		8	No
All Access	Shawn Alexander	salexander@allaccess.com		7	No
On Air	Rick Shaw	frontdesk@hot1039.com	909-890-5904	2	No
Referral	Rick Shaw	rick@1013themix.com	951-506-1222	3	No

Stations KATY-FM and KHTI(FM) are Equal Opportunity Employers.

6) Total # of Interviewees Referred: For the period from July 23, 2019 to July 22, 2020, this employment unit interviewed 20 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives:

(a) Internship Program

All Pro conducted its Promotion and Production Internship Program designed to assist qualified students at local Junior Colleges, local State Universities, County of San Bernardino High Schools Work Force Program and Broadcast Trade Schools in acquiring skills needed for employment in the broadcast industry, while allowing the student to gain school credit. Typically an intern works at the Stations for 3-4 months, depending on the length of the school semester. The Stations recruit interns by notifying area colleges/universities about Internship openings and from student-initiated contacts. The goal of the Internship Program is to expose students to the “real-life” world of the field they are pursuing. The Promotions and Production Departments utilize established guidelines to create a program specific to each department. The Stations strive to teach interns how the world of Radio Promotions and Marketing as well as how Production works, and provide them with valuable experience to facilitate the pursuit of a career in radio broadcasting. An Intern’s duties range from assisting the Production Director in loading commercials and shows, to assisting in station events and remotes with the Promotions department.

(b) Chamber of Commerce/Career Mixers

Monthly, All Pro’s General Manager attends, San Bernardino Chamber meetings and Red Cross meetings. In addition, an All Pro Account Executive attends weekly Mixers each week held by the Greater Area San Bernardino Chamber, Riverside County Chamber, Temecula Chamber, Murrieta Chamber and Hemet /San Jacinto Chamber.

At the local community meetings and Mixers, All Pro’s personnel speak with attendees about career opportunities in the broadcast industry. In addition, they discuss the skills necessary for success in the broadcast industry, as well as ways to acquire such skills. All Pro’s personnel also distribute information to attendees about any vacancies at the stations.

(c) Establishment of Sales Training Program

All Pro has established a training program for all of its account executives. As part of the training program, All Pro sends the account executives to training seminars conducted by RAB, Rumple and Nielsen’s. At the RAB seminars, the account executives learn about the broadcast industry, the market and ways to help clients. The Rumple program is to help account executives organize, maximize and be accountable for meeting their sales goals. The Nielsen’s training provides the account executives with methods of how to read and print Nielsen’s reports. Through the RAB and Nielsen’s seminars, the account executives acquire some of the skills necessary to serve as a Sales Manager. In addition, account executives are required to do on-line training with RAB and Nielsen’s periodically throughout the year. During the reporting period, all account executives from both the KHTI and KATY locations have participated in the training program. All Pro Broadcasting has sent account executive to SCBA training to become Certified Radio Consultant.

(d) Participation in Events Sponsored by Local Colleges

During the reporting period, All Pro’s Promotion’s staff participated in events sponsored by local colleges. At the events, the Promotions Team discussed career opportunities in the broadcast industry, as well as the skills necessary for success in the broadcast industry. Specifically, the Promotions Team attended the following events:

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Arroyo Verde Elementary School Career Day – March 12, 2020 Due to rain, the event was rescheduled to April 16th. Then it was cancelled due to COVID-19.

Mt. San Jacinto College Career & Job Fair – April 17, 2020 Cancelled due to COVID-19.

(e) Training of Management Personnel

On an annual basis, All Pro sends management personnel, including Business Managers, to a training seminar offered by the California Chamber of Commerce regarding practices for ensuring equal employment opportunity and preventing discrimination and harassment. The management personnel then meet to discuss the information presented at the seminar and establish procedures for the stations. In addition, All Pro's Corporate Business Manager and all Department Managers attend various HR and Sexual Harassment Training. Management has attended several zoom and conference meetings throughout the year in accordance with the changing California State laws.

(f) Station Tours

All Pro gives tours to Scout groups and groups from local high schools throughout the year. All Pro's Promotional Department meets with the children and gives a presentation on how a radio station operates. On this tour the guests are taken through the station, one department at a time and are told how each department operates, the importance of that the department and how all the departments make up the radio station. They are then lead into the on-air studio and are allowed to watch the DJ broadcast over the air and how radio production is accomplished.

During the reporting period, All Pro gave the following tours:

10/11/19 Girls Scouts

3/9/20 Riverside Polytechnic High School – Mock Trial Team

Due to COVID-related shutdowns and cancellations the stations were unable to schedule Career Fairs and station tours.