

Westend Radio, LLC
KOHU(AM)/KQFM(FM)
EEO PUBLIC FILE REPORT
October 1, 2018 – September 30, 2019

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title/Date Hired	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Account Executive / 10/23/2018	4-11	6
Account Executive / 3/4/2019	4-6	6

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled To Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	Oregon Association of Broadcasters 150 SW Hampton St., Ste 240 Portland, OR 97223 503-443-2299	N	0
2	Washington Assoc. of Broadcasters P.O. Box 11341 Tacoma, WA 98411 360-705-0774	N	0
3	Express Employment Professionals 120 E. Hurlburt Ave. Hermiston, OR 97838 541-567-1123	N	0
4	Westend Radio, LLC On-Air Schedule on KOHU and KQFM	N	0
5	Employee Referral	N	0
6	Indeed.com Mary Saxon 650-282-8011	N	15
7	Zip-Recruiter.com 877-252-1062	N	1
8	Betterteam.com Karla Veluz 877-577-4473	N	1
9	Hermiston Herald 333 E. Main Street Hermiston, OR97838 541-567-6457	N	0
10	East Oregonian 333 E. Main Street Hermiston, OR 97838 541-567-6211	N	0
11	Eastoregonian.com 333 E. Main Street Hermiston, OR 97838 541-567-6211	N	0
12	Blue Mountain Community College 2411 NW Carden Ave. Pendleton, OR 97801 541-276-1260	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			17

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE	BRIEF DESCRIPTION OF ACTIVITY
1	Job Fairs	Partnered as a sponsor of a free job fair in June, 2019 at the Hermiston Community Center that was open to all residents of Hermiston and the surrounding areas. The job fair was a collaboration of the Hermiston Chamber of Commerce, City of Hermiston, CAPECO, WorkSource Oregon, and Westend Radio, LLC. Also participated in the Bulldog Career Discovery Fair at Hermiston High School in December, 2018. Our staff provided information on all positions of the radio stations, as well as skills and education needed. In addition, we had equipment set up to provide attendees the opportunity to practice utilizing radio equipment and recording weather forecasts.
2	Internship	Westend Radio, LLC continues to offer an internship program to all local high schools. Students are offered the opportunity to work with staff in any area of the radio station where they are interested in learning more and gaining skills.
3	Mentoring	Upper management works with staff members on an on-going basis to facilitate growth in their work and ensure opportunities for advancement in the company.
4	Training	Westend Radio, LLC provides opportunities for employees to continue their training utilizing tools from industry leaders. The sales department participates monthly in LBS webinar training through the Oregon Association of Broadcasters.
5	School Visitations	The GM, Sales Manager, and News Director attend both middle school and high school career day events to speak to students about the opportunities in radio. Job duties are discussed for each position, as well as skills and education needed, and questions are answered. In addition, middle school students are given the opportunity to use recording equipment in the classroom to practice recording segments such as weather forecasts and prize giveaways.