

**WQRC FM Barnstable, MA, WKPE FM South Yarmouth, MA
WOCN FM Orleans, MA, WFCC FM Chatham, MA
EEO PUBLIC FILE REPORT**

(December 1, 2018 thru November 30, 2019)

RECRUITMENT SOURCES USED FOR FULL-TIME VACANCIES

Appendix A includes a list of recruitment sources, indicating name, address, contact person, and telephone number of each. Sources with an asterisk (*) denote organizations that have requested notification of full-time job vacancies.

FULL-TIME POSITIONS FILLED; RECRUITMENT SOURCES USED

[With Hire's Recruitment Source Noted in Brackets]

Marketing Director (#1-3, #5-15, #23-26, #38-39, #41) [Hired #39]
Online & Radio News Reporter (#1-3, #5-14, #16-26, #39) [Hired #39]
Receptionist | Office Assistant (#1-2, #4, #26, #36, #38-39) [Hired #2]
Radio & Digital Account Executive (#1-3, #5-14, #26, #30, #31, #38-39, #41) [Hired #2]

TOTAL INTERVIEWEES FOR FULL-TIME POSITIONS

45

NUMBER OF INTERVIEWEE REFERRALS FROM SOURCES USED

#1 (2 persons), #2 (5 persons), #4 (2 persons), #15 (1 persons), #19 (1 persons), #31 (2 persons), #36 (1 persons), #38 (1 persons), #39 (28 persons), #41 (2 persons)

SUPPLEMENTAL OUTREACH ACTIVITIES

Appendix B contains a brief description of activities from the *FCC Menu* of outreach initiatives undertaken during the reporting period, including station personnel involved in the activities.

**Cape Cod Broadcasting Media
Distribution List for Recruitment Sources
December 1, 2018 – November 30, 2019**

WEBSITE/EMAIL SOURCES

- 1) **Massachusetts Broadcasters Association -Job Bank**
43 Riverside Ave, PMB401
Medford, MA 02155
1-800-471-1875
www.massbroadcasters.org

- 2) **Cape Cod Broadcasting Media Websites**
www.CCB-Media.com
www.CapeCod.com
www.WQRC.com
www.Ocean1047.com
www.WFCC.com
www.CapeCountry104.com

- 3) **Cape Cod Young Professionals**
P.O. Box 634, 3195 Main Street
Barnstable, MA 02630
508-714-2201
www.capecodyoungprofessionals.org

- 4) **Cape Cod Times**
www.capecodworks.com

- 5) **Cape Cod Chamber of Commerce**
5 Patti Page Way
Centerville, MA 02632
www.capecodchamber.org
Email: kim@capecodchamber.com
a) Job board

- 6) **Dennis Chamber of Commerce**
242 Swan River Rd
West Dennis, MA 02670
<http://www.dennischamber.com/>
Email: Joan@dennischamber.com
a) Newsletter

- 7) **Falmouth Chamber of Commerce**
20 Academy Ln
Falmouth, MA 02540
www.falmouthchamber.com
Email: falmouth@falmouthchamber.com
a) Job board

- 8) **Hyannis Chamber of Commerce**
Admin Office: 356 South St
Hyannis, MA 02601
<http://hyannis.com/>
Email: todd@hyannis.com
a) Job board

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- 9) **Mashpee Chamber of Commerce**
5 North Market St
Mashpee, MA 02649
<https://mashpeechamber.com/>
Email: info@mashpeechamber.com
a) Newsletter
b) Job board
- 10) **Orleans Chamber of Commerce**
44 Main Street
Orleans, MA 02653
<https://orleanscapecod.org/>
Email: npina@orleanscapecod.org
a) Job board
- 11) **Sandwich Chamber of Commerce**
520 Route 130
P.O. Box 744
Sandwich, MA 02563
<http://www.sandwichchamber.com/>
Email: info@sandwichchamber.com
a) Newsletter
b) Job board
- 12) **Yarmouth Chamber of Commerce**
424 MA-28,
West Yarmouth, MA 02673
www.yarmouthcapecod.com
Email: communications@yarmouthcapecod.com
a) Newsletter
b) Job board
- 13) **Bridgewater State University**
using Connectlink
www.myinterfase.com/connectsemass/employer
- 14) **Cape Cod Community College Student Employment Office**
using Connectlink
www.myinterfase.com/connectsemass/employer
- 15) **All Access**
Attn: Joel Denver
28955 Pacific Coast Highway, Suite 210-5
Malibu, CA 90265
310-457-6616
www.Allaccess.com
- 16) **WBUR-FM (Boston University)**
630 Commonwealth Avenue
Boston, MA 02215
617-353-0909
<http://www.wbur.org>

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- 17) Ithaca College
Roy H Park School of Communications
Dean Diane Gayeski, Ph.D.
953 Danby Road
Ithaca, NY 14850
607-274-1021
www.ithaca.edu/rhp
- 18) Connecticut School of Broadcasting
Steve Williams
130 Rumford Ave., Suite 201
Newton, MA 02466
781-444-0237
www.gocsb.com/locations/boston-massachusetts
Email: swilliams@gocsb.com
- 19) Emerson College, Career Center
Sandy Rivet, Staff Assistant
120 Boylston Street
Boston, MA 02116
617-824-8586
www.emerson.edu/careers-internships
Email: careers@emerson.edu
- 20) Boston University College of Communications
Student Employment Job Board
One Silber Way
Boston, MA 02215
617-353-3594
<https://careers-bu-com-csm,symplicity.com>
Email: stujobs@bu.edu
- 21) WRBB-FM (Northeastern University)
Lou Conrad
360 Huntington Avenue
Boston, MA 02115
617-437-2790
www.wrbbradio.org
Email: promo@wrbbradio.org
- 22) Syracuse University Newhouse School of Public Communications
Placement Office
215 University Place
Syracuse, NY 13244
315-443-1870
syr-csm.symplicity.com/employers
Email: careers@syr.edu
- 23) Clark University/Career Services
Attn: Eric Saczawa
122 Woodland Street
Worcester, MA 01610
508-793-7258
clarku-csm.symplicity.com
Email: careers@clarku.edu

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- 24) University of Massachusetts Amherst**
Department of Communications
650 North Pleasant Street
Amherst, MA 01003
413-545-1311
www.umass.edu/communication
Email: careerservices@umass.edu

- 25) Westfield State College**
Office of Career Services
577 Western Avenue
Westfield, MA 01086
415-572-5300
www.westfield.ma.edu
Email: careers@westfield.ma.edu

- 26) Internal Posting/Referral**

- 27) Client Referral**

- 28) Rehire**

- 29) Former Employee**

- 30) Employee Referral**

- 31) WQRC On-Air Schedule**

- 32) WOCN On-Air Schedule**

- 33) WFCC On-Air Schedule**

- 34) WKPE On-Air Schedule**

- 35) On-Air Schedule, Unspecified Station**

- 36) Referral Source Not Indicated**

- 37) Promotion from with-in**

- 38) Word of Mouth**

- 39) Indeed.com**

- 40) Facebook**

- 41) LinkedIn**

Supplemental Outreach Initiatives

(December 1, 2018 thru November 30, 2019)

FCC Menu Categories

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Menu Category (select # from above list)	Brief Description of Activity, Including Date(s) and Station Staff Involved
#5	The Employment Unit has an established internship program for people who are interested in broadcasting and live or summer locally. The Employment Unit had eight interns: one college graduate from May 2019 – August 2019, one college graduate from June 2019 – September 2019, one college student from June 2019 – September 2019, one college student in June 2019, two college students from June 2019 to August 2019, one college student from July 2019 – September 2019, one college student from August 2019 – September 2019.
#7	The Employment Unit participated in the 2019-2020 Scholarship Programs of the Massachusetts Broadcasters Association. As part of its participation, the Employment Unit contributed money towards the scholarship fund and participated in selecting the scholarship winners. In addition, the Employment Unit promoted the scholarship program through 60 second announcement airing 21 times per week during the 5 weeks leading up to the scholarship application deadline.
#12	The Employment unit lists and recruits for each upper level category using Cape Cod towns’ chambers of commerce job boards and newsletters, job listings websites, various college and university job boards and websites, and all employment unit websites (see Appendix A).
#16	To further the goal of disseminating information as to employment opportunities in broadcasting, the Employment Unit posts on its website and airs 60 second outreach messages targeting and informing in-market organizations of the opportunity to add their organization to its list of recruitment sources.