

**EEO ANNUAL PUBLIC FILE REPORT  
ENTERCOM WILKES-BARRE/SCRANTON**

**This report covers full-time vacancy recruitment for the period of April 1, 2015 through March 31, 2016**

Employment Unit: Entercom Wilkes-Barre/Scranton, LLC	<u>Address:</u> Entercom Wilkes-Barre/Scranton, LLC 305 Highway 315 Pittston, PA 18640	<u>Contact Person/Title:</u> Ryan Flynn/General Manager
Unit Members, Community of License WBZU-AM, Scranton, PA WILK-AM, Wilkes-Barre, PA WKZN-AM, West Hazleton, PA WGGI-FM, Benton, PA WKRZ-FM, Freeland, PA WGGY-FM, Scranton, PA WDMT-FM, Pittston, PA WILK-FM, Avoca, PA WKRF-FM, Tobyhanna, PA	<u>Telephone Number:</u> (570) 883-9850	<u>E-mail Address:</u> <a href="mailto:rflynn@entercom.com">rflynn@entercom.com</a>

**1. Full-Time Job Vacancies Filled by the Employment Unit:**

	<b>Title and Hire Date</b>	<b>Recruitment Source Referring Hire</b>	<b>Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List")</b>
A	Sales Administration Manager	Entercom.com	1-27, 29-51, 54, 55, 57
B	Account Manager	Radio Ad	1-27, 29-51, 54-57
C	Account Manager	Job Fair	1-27, 29-51, 54, 55
D	Account Manager	Job Fair	1-27, 29-51, 54, 55
E	Account Manager	Employee Referral	1-27, 29-51, 54, 55
F	Account Manager	Employee Referral	1-27, 29-51, 54, 55



G	Sales Administration Manager	Entercom.com	1-27, 29-51, 54, 55
H	Account Manager	Employee Referral	1-27, 29-51, 54, 55
I	Chief Engineer	Society of Broadcast Engineers	1-55
J	Local Sales Manager	LinkedIn	1-27, 29-51, 54, 55, 57



## 2. Recruitment Sources

### OUTREACH ORGANIZATIONS

#	Name	Organization	Contact Information	Total Number Interviewees Referred	Source Entitled to Vacancy Notification (Yes/No)?
1.	Laura McCay Career Services	Bloomsburg University	<a href="mailto:lmccay@bloomu.edu">lmccay@bloomu.edu</a> 570-389-4070	0	No
2.	Career Development Center	Keystone College	<a href="mailto:cdc@keystone.edu">cdc@keystone.edu</a> 570-945-5141	0	No
3.	Mary Ghilani Director of Career Services	Luzerne County Community College	<a href="mailto:Mghilani@luzerne.edu">Mghilani@luzerne.edu</a> <a href="http://Wednetpa.luzerne.edu">Wednetpa.luzerne.edu</a> 570-470-0200	0	No
4.	Cheryl Boyer	Ithaca College	<a href="mailto:cboyer@ithaca.edu">cboyer@ithaca.edu</a> 607-274-3011	0	No
5.	Victoria Kerr Buchbauer Career Services	Shippensburg University	<a href="mailto:career@ship.edu">career@ship.edu</a> 717-532-9121	0	No
6.	Sue Casson	Syracuse University	<a href="mailto:careers@syr.edu">careers@syr.edu</a> 315-443-2009	0	No
7.	Career Development Office	Lesley College	<a href="mailto:Jcrcjobs@lesley.edu">Jcrcjobs@lesley.edu</a> 617-868-9600	0	No
8.	Career Development	Misericordia University	<a href="mailto:iccareer@misericordia.edu">iccareer@misericordia.edu</a> 570-674-6343	0	No
9.	Howard Fischer	University of Scranton	<a href="mailto:careers@scranton.edu">careers@scranton.edu</a> 570-941-7640	0	No
10.	Renee Coyne	Slippery Rock University	<a href="mailto:Renee.coyne@sru.edu">Renee.coyne@sru.edu</a> 724-738-2028	0	No
11.	Beverly Raimondo	Georgetown University	<a href="mailto:Br47@georgetown.edu">Br47@georgetown.edu</a> 202-687-7121	0	No
12.	Theresa Kinney	King's College	<a href="mailto:theresakinney@kings.edu">theresakinney@kings.edu</a> 570-208-5874	0	No
13.	Sharon Castragano	Wilkes University	<a href="mailto:careers@wilkes.edu">careers@wilkes.edu</a> 570-408-4060	0	No
14.	Career Services	Marywood University	<a href="mailto:careerservices@marywood.edu">careerservices@marywood.edu</a> 570-348-6247	0	No
15.	Career Services	Albright College	<a href="mailto:elcdc@albright.edu">elcdc@albright.edu</a> 610-921-7630	0	No
16.	Megan Adams	Bucknell University	<a href="mailto:employers@bucknell.edu">employers@bucknell.edu</a> 570-577-1599	0	No



17.	Jim Fitch	Allegheny College	<a href="mailto:jfitch@allegheny.edu">jfitch@allegheny.edu</a> 814-332-2381	0	No
18.	Jim McLaughlin	Temple University	<a href="mailto:recruit@temple.edu">recruit@temple.edu</a> 215-204-7000	0	No
19.	Multicultural Affairs	Wilkes University	170 S Franklin Street	0	No
20.	Joan Welker	Lock Haven University	<a href="mailto:jwelker@lhup.edu">jwelker@lhup.edu</a> 570-484-21811	0	No
21.	Career Services	Kutztown University	<a href="mailto:careerhelp@kutztown.edu">careerhelp@kutztown.edu</a> 610-683-4067	0	No
22.	Career Services	Indiana University of PA	<a href="mailto:Career-development@iup.edu">Career-development@iup.edu</a> 724-357-2100	0	No
23.	Career Services	Bowling Green University	<a href="http://Collegecentral.com/bowlinggreenu">Collegecentral.com/bowlinggreenu</a> 419-372-2356	0	No
24.	Career Services	PSU-Worthington	<a href="http://Sa.psu.edu/career">Sa.psu.edu/career</a> 570-963-2500	0	No
25.	Career Services	PSU-Wilkes-Barre	<a href="http://Sa.psu.edu/career">Sa.psu.edu/career</a> 570-675-9238	0	No
26.	Career Services	PSU-Hazleton	<a href="http://Sa.psu.edu/career">Sa.psu.edu/career</a> 570-450-3000	0	No
27.	Career Services	PSU University	<a href="http://Sa.psu.edu/career">Sa.psu.edu/career</a> 570-865-4700	0	No
28.	Jennifer Warabak	CEO People Helping People	<a href="mailto:Jwarabak@ceopeoplehelpingpeople.org">Jwarabak@ceopeoplehelpingpeople.org</a> 570-208-7010	0	No
29.	Career Services	Lackawanna County Career Link	<a href="mailto:roberdavis@state.pa.us">roberdavis@state.pa.us</a> 570-963-3110	0	No
30.	Career Services	Luzerne County Human Resources	<a href="mailto:hr-office@luzernecounty.org">hr-office@luzernecounty.org</a> 570-829-2401	0	No
31.	Reverend Smith	Mt Zion Baptist Church	<a href="mailto:mtzionbapch@epix.net">mtzionbapch@epix.net</a> 570-824-0477	0	No
32.	Becky Sokolowski	Manpower	<a href="mailto:Tannersville.pa@na.manpower.com">Tannersville.pa@na.manpower.com</a> 570-619-8092	0	No
33.	William Walker	Walker Rehabilitation & Assoc. Inc.	<a href="mailto:walkreh@epix.net">walkreh@epix.net</a> 570-945-9242	0	No
34.	Career Services	ManPower	<a href="mailto:Wilkes-barre.pa@na.manpower">Wilkes-barre.pa@na.manpower</a> 570-825-5661	0	No
35.	Cathy Gerard	Careerlink	<a href="mailto:c-cgerard@pa.gov">c-cgerard@pa.gov</a> 570-963-4653	0	No
36.	Career Services	McCann School of Business	761 Scranton/Carbondale HWY 570-825-5661	0	No
37.	Don Langlois	Career Link Monroe County	Rte 611 Merchants Plaza, PO Box 789 570-620-2859	0	No
38.	Ms. Nancy Jackson	Nancy Jackson Placement	327 N. Washington St. 570-346-8711	0	No
39.	Donna Veater	Progressive Center	410 Olive St. 570-207-4950	0	No
40.	Career Services	National Organization for Women	115 Jacobs Ladder (202) 628-8669	0	No



41.	Career Services	NAACP	PO Box 2460 570-262-1360	0	No
42.	Susan Raibeck	McCann School of Business	<a href="mailto:Employer-relations@msb.edu">Employer-relations@msb.edu</a> 570-773-1820	0	No
43.	Adam Goodman	Goods Entertainment/Voice Hunter.Com	PO Box 1266 1-866-810-1922	0	No
44.	Career Services	Wilkes-Barre Chamber	2 Public Square PO BOX 5340 570-822-1101	0	No
45.	Membership Director	YMCA of Hazleton	75 S Church Street 570-455-2046	0	No
46.	Career Services	Employment Opportunity Training Center	431 N 7 <sup>th</sup> Ave 570-348-6484	0	No
47.	Career Services	Catholic Social Services	33 East Northampton St 570-822-7118	0	No
48.	Human Resources	United Neighborhood Centers	425 Adler Street 570-346-0759	0	No
49.	Human Resources	Junior League of Scranton	1011 North Main Ave 570-961-8120	0	No
50.	Richard Wyckoff	Pennsylvania Association of Broadcasters	<a href="mailto:aponti@pab.org">aponti@pab.org</a> 717-482-4820	0	No
51.	Angela Petrucco	Whitman School of Management	721 University Avenue, Suite 115 315-443-4140	0	No
52.	Career Services	PA Careerlink Luzerne County	75 North Laurel Street 570-459-3854	0	No
53.	Career Services	Society of Broadcast Engineers	<a href="http://Sbe.org">Sbe.org</a> 317-846-9000	1	No

#### **COMPANY POSTINGS AND COMPANY WEBSITES**

54.	Yuri Bong	Entercom.com	<a href="mailto:ybong@entercom.com">ybong@entercom.com</a> 610-660-5645	24	N/A
55.	Lisa Klepadlo	Internal postings – Current Employees (Common Bulletin Board)	<a href="mailto:lklepadl@entercom.com">lklepadl@entercom.com</a> 570-883-9850	5	N/A

#### **ADVERTISING**

56.	On-Air Radio Ads	Entercom Wilkes-Barre/Scranton Radio Advertisement WKRZ-FM / WGGY-FM / WILK-AM / WDMT-FM		3	N/A
57.	Times Leader Newspaper	News Paper Classified by Kerry Miscavage @ <a href="mailto:kmiscavage@civitasmedia.com">kmiscavage@civitasmedia.com</a>		1	N/A



<b>OTHER SOURCES</b>				
1.	Employee Referral		11	N/A
2.	Indeed.com		1	N/A
3.	LinkedIn		1	N/A
4.	Walk-In		1	N/A

<b>JOB FAIRS</b>				
1.	Luzerne County Community College Job Fair	See Supplemental Initiative #5	3	N/A
2.	Lackawanna County Job Fair	See Supplemental Initiative #8	1	N/A
3.	Wilkes University Career & Internship Job Fair	See Supplemental Initiative #11	0	N/A
4.	King College Career and Internship Expo	See Supplemental Initiative #14	1	N/A

<b>Total # of New Interviewees Referred</b>			<b>53</b>
---	--	--	-----------



### **3. Supplemental Recruitment Initiatives**

	<b>Initiatives</b>	<b>Location</b>	<b>Description</b>	<b>Titles of Employees Involved</b>
1	On-Air EEO Policy and Invitation to Receive Job Openings	Entercom Wilkes-Barre Scranton	Once a week, Entercom Wilkes-Barre/Scranton airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Wilkes-Barre Scranton area of Entercom's EOE policy and invite all organizations to be a part of our recruitment process.	Business Manager Traffic Manager Director of Creative Services
2	RAMP 3.0 Sales Training Program	Entercom Wilkes-Barre/Scranton	Entercom Wilkes-Barre/Scranton salespeople and managers participate in Entercom's proprietary RAMP Training. 13 salespeople participated in this program.	Sales Managers Account Executives Sales Associates
3	Internship Program	Entercom Wilkes-Barre/Scranton	Entercom Wilkes-Barre/Scranton offers internships at the radio stations in the Promotions, Digital, IT and Programming departments. Interns must be college students and receive college credit for the internships. The department managers oversee the internships to evaluate the interns and ensure they are receiving information and education. Internships are ongoing throughout the year. 4 participated in this program.	Director of Programming Promotions Director Sales Manager Chief Engineer IT Manager Digital Coordinator Business Manager
4	Cub Scout Troop #2000 Bear Creek, PA	Entercom Wilkes-Barre Scranton	Entercom Wilkes-Barre/Scranton hosted a tour for members of a Cub Scout Troop. A station tour of the Entercom studios and production facilities was given.	Promotions Coordinator
5	Luzerne County Community College Job Fair	Luzerne County Community College, Nanticoke, PA	Entercom Wilkes-Barre Scranton had a booth at the Luzerne County Community College Job Fair and handed out information regarding current opportunities at Entercom Wilkes-Barre/Scranton. Approximately 100 candidates attended the job fair.	Business Manager
6	Wilkes University Tom Bigler Journalism Conference	Wilkes University, Wilkes-Barre, PA	Entercom Wilkes-Barre Scranton attended a conference regarding Global Journalism and Diversity. A representative of Entercom spoke to students regarding working in radio.	Events Coordinator
7	Tuning Into Radio	Entercom Wilkes-Barre/Scranton	Entercom Wilkes-Barre/Scranton hosted a tour for members of Wyoming Seminary Lower School. A station tour of the Entercom studios and production facilities was given.	Programming Department



8	Lackawanna County Job Fair	PNC Field, Moosic, PA	Entercom Wilkes-Barre Scranton had a booth at the Lackawanna County Job Fair and handed out information regarding current job opportunities at Entercom Wilkes-Barre/Scranton. Approximately 150 candidates attended the job fair.	Director of Sales Local Sales Manager
9	Friends of the Office Luncheon	Kings College, Wilkes-Barre, PA	Kings College hosted a luncheon for business members who have assisted their students with both internship and job placement. Discussions were held to promote better ways to extend placement opportunities for students as well as alumni.	Business Manager
10	Wyoming Seminary Lower School	Entercom Wilkes-Barre/Scranton	Entercom Wilkes-Barre/Scranton hosted a tour for members of Wyoming Seminary Lower School. A station tour of the Entercom studios and production facilities was given.	Programming Department
11	Wilkes University Career and Internship Fair	Wilkes University, Wilkes-Barre, PA	Entercom Wilkes-Barre Scranton had a booth at the Wilkes University Career and Internship Job Fair and handed out information regarding current openings opportunities at Entercom Wilkes-Barre/Scranton. Approximately 267 candidates attended the job fair.	Business Manager Local Sales Manager
12	Girl Scout Troop #406 North Pocono	Entercom Wilkes-Barre/Scranton	Entercom Wilkes-Barre/Scranton hosted a tour for members of a Girls Scout Troop. A station tour of the Entercom studios and production facilities was given.	Promotions Coordinator
13	EEO Breakfast	Entercom Wilkes-Barre/Scranton	Entercom Wilkes-Barre/Scranton hosted a breakfast for our Recruitment Source contacts. The Entercom Business Manager discussed the opportunities and internships available and provided an overview of the Entercom departments. A station tour was provided, and Recruitment Sources were encouraged to refer candidates for our open positions	Business Manager
14	Kings College Career and Internship Expo	Kings College, Wilkes-Barre, PA	Entercom Wilkes-Barre Scranton had a booth at the Kings College Career and Internship Expo and handed out information regarding current openings opportunities at Entercom Wilkes-Barre/Scranton. Approximately 250 candidates attended the job fair	Business Manager
15	EEO Program Policy & Procedure Training	Entercom Wilkes-Barre/Scranton	Entercom's VP of Human Resources facilitated the annual EEO Program Policy and Procedure Training at Entercom Memphis. The training reviewed Entercom's EEO policies and best practices for EEO compliance.	VP/Human Resources HR Manager Assistant Business Manager

