

**EEO ANNUAL PUBLIC FILE REPORT
ENTERCOM HOUSTON**

This report covers full-time vacancy recruitment for the period of November 17, 2017 through March 31, 2018

Employment Unit: Entercom License, LLC	Address: CBS Radio Texas, LLC CBS Radio Stations Inc. 24 Greenway Plaza Suite 1900 Houston, TX 77046	Contact Person/Title: Sarah Frazier Vice President/Market Manager
Unit Members, Community of License: KIKK(AM), Pasadena, TX KILT(AM), Houston, TX KILT-FM, Houston, TX KKHH(FM), Houston, TX KHMV(FM), Houston, TX KLOL(FM), Houston, TX	Telephone Number: 713-881-5100	E-mail Address: Sarah.Frazier@entercom.com

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

	Title and Hire Date	Recruitment Source Referring Hire	Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List)
A	Account Executive 11/20/17	Employee Referral	1-14
B	Account Executive 12/8/17	Employee Referral	1-14
C	Account Executive 12/12/17	CBS Radio Corporate Website	1-14



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D	Account Executive 12/18/17	CBS Radio Corporate Website	1-14
E	Sales Assistant 12/18/17	Employee Referral	1-14
F	Sales Assistant 1/3/18	LinkedIn	1-14
G	Digital Sales Assistant 1/8/18	Employee Referral	1-14
H	Live Events & Experiences, Director 1/29/18	Exception	
I	Engineer 2/6/18	Employee Referral	1-14
J	Account Executive 2/11/18	Industry Referral	1-14



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2. Recruitment Sources

OUTREACH ORGANIZATIONS

#	Name	Organization	Contact Information	Did Entercom contact organization to request to send job vacancy information?	Did organization contact Entercom to request job vacancy information?	Total Number of Interviewees Referred
1	Anna Romero	Texas Association of Broadcasters	anna@tab.org 512-322-9944	Yes	No	0
2	Eric Goddie	Urban League	ericg@haul.org 713-393-8700	Yes	No	0
3	Will Smith	Texas Workforce Commission	www.workintexas.com 713-243-8034	Yes	No	0
4	Jazel Borja	University of Houston	Fax: 713-743-5111	Yes	No	0
5	Gabby Smith	Houston Hispanic Chamber of Commerce	gsmith@houstonhispanicchamber.com 713-644-7070	Yes	No	0
6	Steve Rottinghaus	University of Kansas	steve_rottinghaus@ku.edu 785-864-7630	Yes	No	0
7	Will Robedee	College Broadcasters	cbjob@mailman.rice.edu 713-348-2935	Yes	No	0
8	Michelle McConnell-Amick	American Broadcasting School	michelle@radioschool.com 817-695-2474	Yes	No	0
9	Yolanda Smith	Houston NAACP	branch@naacphouston.org 713-526-3389	Yes	No	0



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10	Penny Tousha	Stephen F Austin University	ptousha@sfasu.edu 936-468-6637	Yes	No	0
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COMPANY POSTINGS AND WEBSITES

11	Erin Kapner Corporate Representative	Entercom Corporate Website	www.Entercom.com/careers			19
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ADVERTISING

12	LinkedIn	www.Linkedin.com				9
13	Indeed.com	www.Indeed.com				3
14	Monster.com	www.Monster.com				1

JOB FAIRS

University of Houston Job Fair	October 2017					3
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OTHER SOURCES

Industry Referral						3
Employee Referral						4

Total # of New Interviewees Referred						42
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3. Supplemental Recruitment Initiatives.

Initiatives		Date	Location	Description	Titles of Employees Involved
1	On-Air EEO Policy and Invitation to Receive Job Openings	Periodically throughout the year	Entercom Houston	Once a week, Entercom Houston airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Houston area of Entercom's EEO policy and invite all organizations to be a part of our recruitment process.	Human Resources Manager Sales Operations Manager Traffic Managers Continuity Directors
2	Manager EEO Training	Periodically throughout the year	Entercom Houston	Managers are trained regarding EEO compliance rules, are given forms and policy memos. All department heads are expected to adhere to the EEO rules and complete all necessary EEO paperwork for each new hire.	Human Resources Manager EEO Administrator Department Heads
3	Station Tours	Periodically throughout the year	Entercom Houston	Entercom Houston provides scheduled tours to the public and organizations interested in the broadcast industry. During these tours, we show them our studios and offices and answer any questions they have about the industry or careers at Entercom.	Account Executives Sales Managers On Air Staff Program Directors Human Resources Manager Promotions and Events Staff
4	University of Houston Class Instruction	Periodically throughout the year	Entercom Houston	Director of Sales/Director of Digital Sales instructs college students on Digital Marketing, Negotiations, Mobile, Email and Web applications for careers in broadcasting.	Director of Sales/Director of Digital Sales
5	Mentoring Breakfast (Country Radio Seminar)	February 6, 2018	Entercom Houston	Entercom Houston participated in the Country Radio Seminar in Nashville, TN. The Senior Vice President/Market Manager mentored attendees on sales careers in broadcasting.	Senior Vice President/Market Manager
6	Houston Hispanic Forum Career and Education Day	February 10, 2018	Entercom Houston	Entercom Houston participated in the Houston Hispanic Forum Career and Education Day. The event offered middle school and high school students, ages 11-18 and their parents an opportunity to learn different colleges, careers, scholarships and financial aid. The Digital Content Producer and Marketing and Promotions Coordinator spoke on a panel that focused on careers in media. They offered insight on working in Radio and the different	Digital Content Producer Marketing and Promotions Coordinator



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				career opportunities it can offer such as Marketing and Promotions, On-Air, Web/Social Media and Sales.	
7	University of Houston Career Workshop	March 27, 2018	Entercom Houston	Entercom Houston participated in a career workshop hosted by University of Houston's Valenti School of Communication. The Marketing and Promotions Coordinator spoke on a panel and participated in roundtable discussions to educate college students on marketing and promotions positions in the Radio broadcasting industry.	Marketing and Promotions Coordinator



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