

**EEO ANNUAL PUBLIC FILE REPORT
ENTERCOM MINNEAPOLIS**

This report covers full-time vacancy recruitment for the period of November 23, 2017 through November 30, 2018

Employment Unit: Entercom License, LLC	Address: Entercom Minneapolis 625 Second Avenue South, Suite 200 Minneapolis, MN 55402	Contact Person/Title: Shannon Knoepke Vice President/Market Manager
Unit Members, Community of License: KMNB-FM, Minneapolis, MN KZJK-FM, St. Louis Park, MN WCCO-AM, Minneapolis, MN	Telephone Number: 612-370-0610	E-mail Address: Shannon.knoepke@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	Receptionist/Promotions Coordinator 3/5/18	Current Employee (PT to FT)	1-4, 8-15
B	Sales Assistant 3/27/18	Entercom.com	1-2, 9-15
C	Digital Managing Editor 3/27/18	Entercom.com	1-4, 8-15
D	Operations Manager 4/9/18	Entercom.com	1, 9-15



E	Agency Account Executive 4/30/18	Entercom.com	1, 9-15
F	Digital Project Manager 5/14/18	Entercom.com	1-2, 9-15
G	Sales Assistant 6/11/18	Entercom.com	1-2, 5-7, 9-15
H	Account Executive 7/9/18	Employee Referral	1-4, 8-15
I	On Air Personality 8/1/18	Entercom.com	1-2, 6-7, 9-15
J	Sales Assistant 8/20/18	Entercom.com	1-2, 6-7, 9-15
K	On Air Personality 10/8/18	Entercom.com	1, 9-15
L	Producer 10/8/18	Entercom.com	1, 6-7, 9-15
M	Promotions Director 10/15/18	Entercom.com	1-2, 6-7, 9-15



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	Maria	Minnesota Broadcasters Association	Office.manager@minnesotabroadcasters.com 612-926-8123	Yes	No	1
2	Career Services	University of St. Thomas	www.stu.edu 305-628-6577	Yes	No	0
3	Angi Schrom	University of Northwest-St. Paul	career@unwsp.edu 651-631-5265	Yes	No	0
4	Sandy Tilton	Augsburg University	careers@augsborg.edu 612-330-1148	Yes	No	0
5	Cynthia Favre	Gustavus Adolphus College	https://gustavus.edu/career/ 507-933-7575	Yes	No	0
6	Pam Weller	Minnesota State University, Mankato	www.mnsu.edu/cdc 507-389-6061	Yes	No	0
7	Grace Pederson	Concordia College	www.cord.edu 218-299-3020	Yes	No	0
8	Elizabeth Govern	St Catherine University	www.stkate.edu/career 651-690-8890	Yes	No	0



COMPANY POSTINGS AND WEBSITES					
9	Corporate Representative	Entercom Website (www.entercom.com)	Mackenzie.knutson@entercom.com	612-370-0698	40
10	Mackenzie Knutson	Internal postings Current Employees	Mackenzie.knutson@entercom.com	612-370-0698	18

ADVERTISING				
11	Indeed	www.Indeed.com		4
12	LinkedIn	www.Linkedin.com		0
13	All Access	www.allaccess.com		0
14	ZipRecruiter	www.ziprecruiter.com		1
15	DirectEmployers Association	150+ outreach organizations	https://de.nlx.org/pdfs/JobAlliancesList.pdf	0

JOB FAIRS			
Augsburg University- Host a Table	See Supplemental Initiative #3		0
Entercom Career Fair	See Supplemental Initiative #5		0

OTHER SOURCES	
Employee Referral	3
Industry Referral	0



3. Supplemental Recruitment Initiatives.

Initiatives		Date	Location	Description	Titles of Employees Involved
1	Minnetonka High School-VANTAGE	February 23, 2018	Minnetonka, MN	Entercom Minneapolis Air-Talent spoke at Minnetonka High School's program called VANTAGE. The talent spoke about the broadcasting industry.	Air-Talent
2	Osceola High School Career Day	February 28, 2018	Osceola, WI	Entercom Minneapolis Air-Talent participated in Osceola High School's Career Day. The talent spoke to students about career opportunities in broadcasting.	Air-Talent
3	Augsburg University-Host a Table	April 4, 2018	Minneapolis, MN	Entercom Minneapolis participated in Augsburg Host a Table. The Human Resources Generalist and Promotions Director represented our stations at the student center. Handed out information about current job openings and answered questions about job opportunities.	Human Resources Generalist Promotions Director
4	Century College Class	October 16, 2018	White Bear Lake, MN	Entercom Minneapolis Air-Talent spoke at Century College for a Sports Marketing class. The talent spoke about his career and experience in the broadcasting industry.	Air-Talent
5	Entercom Career Fair-Sales Professionals	October 26, 2018	Minneapolis, MN	Entercom Minneapolis hosted a career fair open house in our tenants, Cambria Gallery, for individuals interested in our Account Executive position. The Sales Managers spoke with career fair attendees about responsibilities they would have in this position, shared information on each station, and answered any questions attendees had.	Human Resources Generalist Sales Managers
6	On-Air EEO Policy	Periodically throughout the year	Minneapolis, MN	Entercom Minneapolis airs recruitment advertisements on all stations seeking applicants across all departments.	Human Resources Generalist Air-Talent Production Traffic Directors
7	Manager EEO Training	Periodically throughout the year	Minneapolis, MN	Managers are trained regarding EEO compliance rules, and 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.	EEO Administrator Department Heads

