

WMUK EEO Public File Report for 2016: (June 1, 2015 through May 31, 2016)

There was one vacancy for WMUK permanent full-time positions during the report period from June 1, 2015 through May 31, 2016. The vacancy was for a General Manager. The General Manager vacancy opened on January 15, 2016 and was filled on May 09, 2016. Recruitment and referral source information for applicants is provided below.

Job Title	Date Position First Opened	Date Position Filled*
General Manager	1/15/16	5/09/16

Referral Source for Person Hired	Total # of Applicants	Total # Interviewed
Corporation for Public Broadcasting Jobline http://www.cpb.org/jobline 401 Ninth Street NW Washington, DC 20004-2129 Cara Dalrymple, HR (202) 879-9600	15	3

Recruitment Source & Contact Information	# of applicants interviewed by source	Positions for which this source was used
Corporation for Public Broadcasting Jobline http://www.cpb.org/jobline 401 Ninth Street NW Washington, DC 20004-2129 Cara Dalrymple, HR (202) 879-9600	1	General Manager
Western Michigan University https://www.wmujobs.org/ 1903 West Michigan Avenue Kalamazoo, MI 49008 Allison Haan, HR Representative (269) 387-3651	2	General Manager
TOTAL INTERVIEWED	3	

* For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the person hired accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by video conferencing.

Position Detail

Job Title	Date Position Opened	Date Position Filled*	
General Manager	1/15/16	5/09/16	

Referral Source for Person Hired	Total # of Applicants	Total # Interviewed	
Corporation for Public Broadcasting Jobline http://www.cpb.org/jobline 401 Ninth Street NW Washington, DC 20004-2129 Cara Dalrymple, HR (202) 879-9600	15	3	

Recruitment Source & Contact Information	# of Applicants	# of applicants interviewed by source	Positions for which this source was used
Broadcast Compliance Services http://www.bcs-ok.com/index.html 1700 Rockville Pike Rockville, MD 20852 Robin Cooper (301) 998-6136			General Manager
Corporation for Public Broadcasting Jobline http://www.cpb.org/jobline 401 Ninth Street NW Washington, DC 20004-2129 Cara Dalrymple, HR (202) 879-9600	5	1	General Manager
Disability Network Southwest Michigan 517 E. Crosstown Parkway Kalamazoo, MI 49001 www.dnswm.org , bostich@dnswm.org			General Manager
Gun Lake Band of Potawatomi, PO Box 218, Dorr, MI 49323			General Manager
Hispanic American Council 930 Lake St, Suite A. Kalamazoo, MI 49001, C/O Lori Mercedes, Executive Director			General Manager
Mlive.com (Kalamazoo Gazette's online recruiting source) Advance Internet 339 E. Liberty St., Suite 210 Ann Arbor, MI 48104	1		General Manager

Kalamazoo Gazette 401 S. Burdick St. Kalamazoo, MI 49007 Deb Downing (616) 222-5825			General Manager
Kalamazoo Gay and Lesbian Resource Center, Mr. Jay Maddock, Executive Director, 629 Pioneer St. Kalamazoo, MI 49008			General Manager
Metropolitan Kalamazoo Branch NAACP, Henry Cohen, PO Box 51473, Kalamazoo, MI 49005-1473			General Manager
Michigan Association of Broadcasters Job Bank http://www.michmab.com/Careers/JobBank 819 North Washington Avenue Lansing, MI 48906-5815 Ann Cochrane, Office Manager (517) 484-7444			General Manager
Michigan Works, miworks@upjohn.org, Kathy Olsen, 1601 South Burdick St. Kalamazoo, MI (269) 383-2536			General Manager
National Alliance of State Broadcasters Associations http://www.careerpage.org/search.php 2333 Wisconsin Street NE Albuquerque, NM 87110 (505) 881-4444			General Manager
Nottawaseppi Huron Band of Potawatomi, 2221 1 1/2 Mile Rd, Fulton, MI 49052			General Manager
Pokagon Band of Potawatomi, 58620 Sink Rd, PO Box 180, Dowagiac, MI 49047			General Manager
Public Job Posting - None Specified	5		General Manager
Radio Station WMUK-FM http://www.wmuk.org/ Western Michigan University Friedmann Hall 1903 West Michigan Avenue Kalamazoo, MI 49008-5351 Andy Robins, News Director (269) 387-5717			General Manager
Urban League of Battle Creek, 172 W. Van Buren St., Battle Creek, MI 49017			General Manager

Unknown			General Manager
Website- Not Specified			General Manager
Western Michigan University https://www.wmujobs.org/ 1903 West Michigan Avenue Kalamazoo, MI 49008 Allison Haan, HR Representative (269) 387-3651	3	2	General Manager
www.indeed.com Indeed 177 Broad Street, 6th Floor Stamford, CT 06901	1		General Manager
Total Responses	15	3	

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During the past year WMUK mailed to a number of community organizations and ran on-air announcements on WMUK advising community organizations that they might be added to our list of organizations notified of employment openings as they occur. WMUK also ran announcements to let community groups and organizations know they could be added to this list. These announcements ran as follows: one day every two weeks, twice a day in random day parts. As a result of our mailing, several organizations have requested that WMUK provide notification of WMUK job vacancies in the future. WMUK maintains a file of those who have expressed interest in the past in being notified. In recent past years these organization requested notification of WMUK employment opportunities: Michigan Works, Disability Network of Southwest Michigan, Kalamazoo Gay and Lesbian Resource Center, Urban League of Battle Creek, and the Metropolitan Kalamazoo NAACP.

WMUK's EEO outreach activities during the period covered by this report include:

1. News internships are designed to teach young people skills needed for broadcast employment, specifically skills required to become multimedia reporters and producers with an emphasis on audio. Internships cover a period of two semesters (14 weeks per semester). There are three semesters during each calendar year. During a semester each intern spends 10-15 hours per week at the station receiving training and producing features. One intern, an Asian-American female, participated in the program between June 1, 2015, and May 31, 2016.

2. WMUK's General Manager and other WMUK Managers offer consultation, administrative assistance to and program evaluation for WKDS-FM, a high school student-operated station licensed to the Kalamazoo Public Schools and managed by the Public Media Network with

participation in the area's Education for Employment program. This community group is active in providing information about broadcast employment issues. WMUK's General Manager serves on the WKDS Radio Broadcasting Advisory Committee. He and/or other WMUK Managers attend 2 meetings per year (4 every two years). WMUK's General Manager and staff participated in discussions with students about employment, careers and related issues in Broadcasting. WMUK's GM and Underwriting Manager met with high school students at a high school career fair in February of 2016 to discuss employment and career issues and opportunities. In addition, WMUK managers engaged in a job shadowing program during the spring of 2016, with high school students involved in WKDS. Career paths, hiring practices and EEO were discussed in each of these.

3. WMUK offers and conducts on-site tours and in-class presentations about career skills, audio production, station management and developments in electronic media. These services have been provided to communications and journalism students at Western Michigan University during the past year. In these tours and tours with youth organizations, such as scout groups, WMU radio production classes, young musicians and recording artists. WMUK's General Manager and/or other Managers discuss employment in broadcasting and employment opportunities at WMUK. WMUK's General Manager and staff conducted at least four such tours this past year.

4. WMUK's General Manager and members of staff responsible for hiring participate in at least two career fairs each year. WMUK's GM, and WMUK's News Director both attended the Michigan Association of Broadcasters Career and Networking Fair at Brown Hall at Western Michigan University on October 20, 2015 and one in Lansing on May 3, 2016. At each of these fairs, WMUK's GM (and News Director at WMUK) met with students and young professionals to provide information on hiring practices and career advice. WMUK also co-sponsored and promoted on-air each of the above career fairs. WMUK co-sponsors and promotes 2 of these career fairs each year, and did so during the past year and the year before.

5. In the fall of 2016, WMUK provided management and staff with a webinar in EEO and the FCC's Equal Employment Opportunity rules, including the outreach required for the opening of jobs at the stations, the non-vacancy related activities that stations should be engaging in, and the recordkeeping. This was done so the staff and management could keep up to date with and better understand EEO requirements. All managers responsible for hiring and/or recordkeeping attended the webinar and/or watched the video.

Western Michigan University and EEO

Western Michigan University, WMUK's licensee, maintains a vigorous Equal Employment Opportunity program in compliance with state and federal law. The program is administered by Evelyn Winfield-Thomas, Executive Director, Office of Institutional Equity (269) 387-6316.

WMUK Employment Opportunities:

Currently there are no full-time employment opportunities available. However community organization may be placed on a list to be notified if they so choose.

WMUK provides notice of full-time employment openings as they occur to organizations within the community requesting them. If your organization wishes to be placed on our list of community groups to be notified you may make your request by e-mail to employment@wmuk.org or through a written request at WMUK, Employment Opportunities, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5351.

WMUK as an Equal Employment Opportunity Employer:

As an Equal Employment Opportunity employer, WMUK and Western Michigan University periodically inform staff (including WMUK staff members) and potential applicants for employment of our EEO policies, program and HR Policies within the university. To learn more about the University's EEO policies, program and HR policy visit the following websites:

Staff Compensation System (This site explains how WMU determines pay grade for each position (equal pay for equal work). Link: <http://wmich.edu/hr/staffcompensation>

WMU's Job Opportunity Program (This site explains equitable access to job opportunities within campus): <http://www.wmich.edu/hr/handbook-opportunities>

In addition information from the Office of Institutional Equity can be found at: <http://www.wmich.edu/equity>