

KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)
EEO PUBLIC FILE REPORT
October 1, 2018–September 30, 2019

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Sales Account Manager	1-9,13,18,16	11,8,18,9
Receptionist	1-7,11,13-14, 18-20	1

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Indeed www.indeed.com	N	24
2	All Access www.allaccess.com	N	0
3	Real Jobs Hawaii realjobshawaii.com	N	0
4	Broadcast Compliance Services (BCS) www.bcs-ok.com	N	0
5	Hawaii Association of Broadcasters Virtual Job Fairs Jamie Hartnett, jamie.hartnett@gmail.com	N	0
6	Summit Media Websites Kccnfm100.com Hawaiian105.com Krtr96.com Power1043.com	N	2
7	Hirenet Hawaii.com	N	0
8	Employee Referral	N	7
9	Client Referral	N	1
10	KTUH GM@KTUH.org or KTUH.org	N	0
11	Shidler College of Business Shidlercollegeofbusiness@csm.symplicity.com	N	3
12	Honolulu Community College – Mele Program John Vierra, Mele Program Director 874 Dillingham Blvd. Honolulu, HI 96817	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
13	Kapiolani Community College myinterfase.com covers Hawaiian Islands – Maui, Kauai Hawaii and the following community colleges: Leeward Community College; Windward Community College; University of Hawaii Community College; Honolulu Community College.	N	2
14	Hawaii Pacific University (HPU) Carrier Service Center – Michael Van Lear 1164 Bishop St., Ste. 122 Honolulu, HI 96813	N	0
15	Searchjobsnearme.com	N	0
16	Walk In's	N	2
17	Kelly Services Todd Tokunaga, todd.tokunaga@kellyservices.com	N	0
18	Internal Posting	N	1
19	Facebook	N	0
20	Linkedin.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			42

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Internship Program	<p>On an ongoing basis our stations recruit interns from area colleges, international students, and the military who have a special interest in marketing, public relations, business administration, broadcasting and communications. During this reporting period our stations hosted the following interns:</p> <ul style="list-style-type: none"> ▪1 Intern – (Military – US Army) who learned about and assisted in the Promotions, Business Administration, Communications, Sales Programming departments from 6/26/19 to 9/20/19; ▪1 Intern – (College Student from UH Manoa Shidler College of Business) who learned about and assisted in Promotions, Social Media and Research departments from 1/21/19– 4/29/19; ▪2 Interns – (College Student from University of Hawaii West Oahu) who learned about and assisted in the Promotions, Social Media, Public Relations, Research, Programming & Production departments from 10/4/18 to 12/07/18 & 3/4/19-8/14/19 ▪6 interns – (International college students 5 from Korea and 1 from Sweden) who learned about radio broadcasting and communications and assisted in the Promotions, Social Media and Research, Programming, Production, Marketing and Business departments from 10/01/18 – 2/13/18 & 7/18-8/16/19

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
2	Station Tours And On Site Career Days And Spirit Day Rally-Job Awareness	<p>Our station employment unit (“SEU”) offers tours to local educational and youth organizations seeking to inspire, motivate and provide real life experience in the radio broadcast industry. Each Department provides an overview of their role in radio broadcasting.</p> <p>Our SEU hosted the following groups:</p> <ul style="list-style-type: none"> ▪1/17/19 and 1/23/19 – UH West Oahu UH West Oahu reached out to ask if we were able to provide a tour of the stations for a total of 24 faculty, staff and students. Our Promotions Director and 2 Interns that are students with West Oahu joined to discuss unique challenges of radio sales and the relationship between sales, production and promotions, how all 3 work together to make the stations successful. We took question and answer sessions we were able to let them visit all stations and spend time talking with the DJ’s and asking them questions- a small gift bag was given to each as a departing gift. ▪2/28/19 – McKinley High School Spirit Week – KPHW Morning team Candace Kay and Double J and the Promotion team were all at the McKinley High School campus to support the student body in raising job awareness – our team was able to address the students talking about what radio is all about – what classes to take in college if they are interested in broadcasting. The different jobs available to them. The students were very receptive, and the DJ’s and Promotion team played some games and gave away some prizes. ▪3/3/19 – Honolulu Community College – Words in Motion Andrew Rosen our President went to speak to college students regarding education/career and what lead him to become the President of Summit Media. Words in Motion is a special series put together by the language arts department at HCC in which guest speakers share their personal career experiences. He answered questions from the audience, shared stories all about radio and when he was in college and how it led him to where he is now.

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3	Participate in Virtual Job Fairs (3)	<p>The SEU (Station Employment Unit) participated in quarterly, virtual job fairs hosted by the Hawaii Association of Broadcasters as follows:</p> <p>9/17-21/2018 HAB Q3 Virtual Job Fair; 12/17-21/2018 HAB Q4 Virtual Job Fair; 2/18-22-2019 HAB Q1 Virtual Job Fair;</p> <p>SummitMedia is a media partner and member of the Association.</p>
4	External Job Fair	<p>On September 12, 2019, our SEU participated in the Fall 2019 Job Fair hosted by Kapiolani Community College. This was a first-time event for our participation, designed and planned by KCC, hundreds of students and alumnae attended the fair. KCC did a survey of vendors and found that the quality of applicants that attended exceeded their expectations. Due to its popularity they need to find a larger location to host more vendors and attendees. We were pleased to announce to KCC that we had received 4 applications by the time we returned to our offices.</p>