

KRTR-FM, KINE-FM, KCCN-FM, KPHW(FM), KKNE(AM), KPRP(AM)
EEO PUBLIC FILE REPORT
October 1, 2022 – September 30, 2023

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 – Marketing Strategy Lead	1-8	6

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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	Summit Website (summitmediacorp.com)	No	1
2	LinkedIn (linkedin.com)	No	1
3	Indeed (indeed.com)	No	3
4	NASBA (career.org)	No	0
5	Handshake	No	0
6	SummitMedia Employee Referral	No	3
7	Word-of-Mouth Referral	No	1
8	Hawaii Association of Broadcasters (“HAB”) Career Fair (see Section III)	No	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			9

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	During the beginning of June, 2023, our SEU’s Market President/General Manager, who oversees hiring for the Honolulu market, participated in FCC EEO training by viewing videos that reviewed EEO obligations and compliance as well as pipeline and recruiting outreach opportunities and efforts. This training was provided by the Broadcast One Source/Media Staffing Network.
2	Host Job Fair	On September 12, 2023, our SEU hosted a virtual career fair. The event was heavily promoted locally to colleges and business groups as well as through on-air and station website advertisements. Participants signed up and were scheduled for an interview on the day of the Fair, either via phone or Zoom. An informational interview as well as four areas of interest were offered: sales, programming, promotions, and internships. Our hiring manager, VP/Chief People Officer was available to interact with participants and our SEU was pleased with the interest shown in this event.

3	Participate in Job Fairs (2)	<p>During the week beginning March 20, 2023, our SEU participated in the Hawaii Association of Broadcasters (“HAB”) virtual career fair, and highlighted its full- and part-time job openings. Our hiring manager, VP/Chief People Officer, was available to answer participants’ questions and was pleased with the overall response. Our SEU promoted this event locally with on-air and online advertisements.</p> <p>During the week beginning June 19, 2023, our SEU participated in the Hawaii Broadcasters Association (“HAB”) Virtual Job Fair. Our SEU posted all current openings in sales and promotions on the HAB career fair site and on NASBA’s career page prior to the event. The event was promoted heavily during the weeks leading up to the Fair, over the air and via our websites. Our hiring manager, VP/Chief People Officer was available to answer questions of participants and was pleased with the overall response.</p>
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<p>4 Participate in events sponsored by or on behalf of educational institutions related to careers in broadcasting (3)</p>	<p>On September 9, 2023, our SEU welcomed a group of students and their professor, who will be teaching the introduction to audio production this fall, from Hawaii Pacific University’s Department of Arts, Communication, Languages and Media. One of our On-Air Personalities and our Promotions Manager participated in a one-hour discussion about radio broadcasting generally with an emphasis on different audio production practices. Our SEU representatives shared information about their personal experiences in the industry and offered guidance to students interested in pursuing audio production careers. The discussion was followed by a studio tour, during which our On-Air Personality and Promotions Manager showed the group all the equipment and explained how daily tasks are accomplished in the studio.</p> <p>On June 23, 2023, our SEU welcomed a group of students from UHS World and the University of Hawaii-West Oahu (“UH-West OAHU”), that included international students from various universities in South Korea as well as chaperones from UH-West Oahu. Our Promotions Manager conducted a one-hour tour of our facilities, during which she shared what it is like to work in radio broadcasting, described the type of work that is done in Promotions and Sales, and provided information about how to get started in the radio business.</p> <p>On January 5th and 6th, 2023, our Promotions Manager conducted a two-day “job shadow” arranged by UHS World and the University of Hawaii-West Oahu. A group of students from Ewha Media High School in South Korea accompanied by their chaperones “shadowed” our Promotions Manager as she went about her day. This two-day event not only gave the students a behind-the-scenes glimpse of the radio business, but also showed them that there are a variety of career opportunities available in radio broadcasting. They received a station tour, participated in a scope of work discussion, received career advice, and took part in a general question-and-answer session.</p>
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5	Internship Programs	<p>From January 2023 through May 2023, our SEU co-hosted an internship program with Chaminade University. The purpose of the Program was to educate student interns about all aspects of radio broadcasting, with an emphasis on those aspects related to their field of study.</p> <p>Our Promotions Director supervised the interns and provided guidance and support as they learned about the radio business. The interns often assisted with the promotion and implementation of activities hosted by our four FM stations. They assisted with the execution of various on-site events, including promotions and set-up (setting up sound systems, radio station tents, tables, and hanging banners), and administering interactive games with event goers.</p> <p>From January 2023 through June 2023, our SEU co-hosted an internship program with Honolulu Community College's Mele Program. The purpose of the Program was to educate the student interns about all aspects of radio broadcasting, with an emphasis on those aspects related to their field of study.</p> <p>Our Promotions Director supervised the interns and provided guidance and support as they learned about the radio business. The interns were involved with a variety of activities performed by our four FM stations and assisted our Honolulu Production Manager with production related responsibilities.</p>
6	Participate in event sponsored by or on behalf of educational institution related to careers in broadcasting	<p>On October 10, 2022, our SEU worked directly with Professor AnnMarie Manzulli of Hawaii Pacific University who had recommended a student in her class who was working on her Masters in Strategic Communications on "podcasting" as the new radio. She was the Philippine representative for the BBC World Service for almost 13 years and had also been a manager/producer/presenter (host)/voice talent, morning show host, etc. for a nationwide radio and television network in the Philippines for many years. She wanted to meet for an interview to learn "new media" skills because the communications field is changing so quickly to online platforms and discuss the changes happening in the current media landscape.</p>