

**EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period: March 23, 2022 – March 22, 2023.

1) **Employment Unit: Fort Wayne, Indiana**

2) **Unit Members (Stations and Communities of License):** **WAJI (FM), Fort Wayne, IN**  
**WAJI-HD3 (FM), Fort Wayne, IN**  
**WLDE (FM), Fort Wayne, IN**  
**WGBJ (FM), Auburn, IN**

3) **EEO Contact Information for Employment Unit:**

Mailing Address:  Stations WAJI, WAJI-HD3, WLDE and WGBJ 347 W. Berry Street, Suite 600 Fort Wayne, IN 46802	Telephone Number:  260-423-3676
	Contact Person/Title: Lee Tobin
	E-mail Address: ltobin@stfortwayne.com

4) **Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
(a) <u>Business Manager</u>	<u>Heard Ad on Radio</u>
(b) <u>Business Manager</u>	<u>Heard Ad on Radio</u>
(c) <u>Account Executive</u>	<u>Employee Referral</u>
(d) <u>Account Executive</u>	<u>Previous Employee</u>

[Prepare one (1) chart for every full-time job vacancy filled during the reporting period.]

**Stations WAJI, WAJI-HD3, WLDE and WGBJ are Equal Opportunity Employers.**

5)a Job Title: **Business Manager**

Referral Source(s) of Hire: **Radio Ad**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Alliance for Women in Media		2365 Harrodsburg Road, A325 Lexington, KY 40504	703-506-3290		No
Anderson University	Jo DuMontelle	1100 E. 5 <sup>th</sup> Street Anderson, IN 46012	765-641-4196		No
Ball State University	Cindy Hersman	Lucina Hall Career Center Room 351 Muncie, IN 47306	765-285-2436		No
Central State University	Lesa DeVond	840 Germantown Street Dayton, OH 45402	937-376+6383		No
Employment Weekly	Shaquana Hamilton	600 W. Main Street Fort Wayne, IN 46802	260-461-8444		No
Fort Wayne Urban League	Rufus Hamilton	2135 S. Hanna Street Fort Wayne, IN 46803	260-424-6326		No
Fort Wayne Women's Bureau		2417 Fairfield Avenue Fort Wayne, IN 46835	260-424-7977		No
Hampton Institute Career Counseling & Planning	Kelly Wilken/Jason Robertson	114 Wigwam Building HU Hampton, VA 23668	757-531-5831		No
Howard University--Career Services	Placement Director	528 Bryant N.W. Washington, DC 20059	202-806-7513		No
Illinois Center for Broadcasting	Mike Kendall	455 Eisenhower Lane, Suite 200 Lombard, IL 60148	312-884-8000		No
IN Dept. of Workforce Development	Frankie/Andrea	201 E. Rudisill Blvd., Suite 200 Fort Wayne, IN 46806	260-745-3555		No
Indiana University	Student Employment Office	625 North Jordan Avenue Bloomington, IN 47405	812-855-1556		No
Indiana Wesleyan University	Janet Clawson	8211 W. Jefferson Boulevard Fort Wayne, IN 46804	260-436-7874		No
International Business Collage	Melissa Schwartz	5699 Coventry Lane Fort Wayne, IN 46804	260-459+4590		No
PFW – Center for Women & Returning Adults	Robin Newman	2101 East Coliseum Boulevard Fort Wayne, IN 46805	260-481-6029		No
Ivy Tech State College	Jim Aschliman	3800 North Anthony Boulevard Fort Wayne, IN 46805	260-480-4223		No
Job Works	Rita Bennett	7832 Bluffton Road Fort Wayne, IN 46806	260-458-7136		No
Manchester College WBKE	Dan Kimbrough	604 E. College Ave., MC Box 19 N. Manchester, IN 46962	219-982-5424		No
McVay Media	Mike McVay	377 B Lear Road, #293 Avon Lake, OH 44012			No
NAACP of Allen County		P.O. Box 10956 Fort Wayne, IN 46854			No
Specs Howard School of Broadcast Arts	Dick Kermen/Kevin	19900 West Nine Mile Road Southfield, MI 48075			No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Taylor University	Dusty DiSanto	236 West Reade Avenue Upland, IN 46989			No
Tri-State University	Nita Kissick	9910 Dupont Circle Drive East Fort Wayne, IN 46825			No
University of St. Francis	William Brune	2701 Spring Street Fort Wayne, IN 46808			No
Vincennes University	Stephen Simonds	1002 N. First Street Vincennes, IN 47951			No
El Mexicano Newspaper	Fernando	2301 Fairfield Avenue, Suite 102 Fort Wayne, IN 46807			No
Illinois Media School	Carl Jackson	455 Eisenhower Lane S., #200 Lombard, IL 60148			No
Ohio Media School	Alvis Moore	530 E. Main Street Whitehall, OH 43213			No
Fort Wayne Ink Spot	Adrian Williams	2513 South Calhoun Street Fort Wayne, IN 46807			No
Previous Employee					No
CF Staffing					No
IBA Classifieds					No
Station Ad/Website				1	No
Indeed				1	No
Robert Half				1	No

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**5)b Job Title: Business Manager**

**Referral Source(s) of Hire: Radio Ad**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Alliance for Women in Media		2365 Harrodsburg Road, A325 Lexington, KY 40504	703-506-3290		No
Anderson University	Jo DuMontelle	1100 E. 5 <sup>th</sup> Street Anderson, IN 46012	765-641-4196		No
Ball State University	Cindy Hersman	Lucina Hall Career Center Room 351 Muncie, IN 47306	765-285-2436		No
Central State University	Lesa DeVond	840 Germantown Street Dayton, OH 45402	937-376+6383		No
Employment Weekly	Shaquana Hamilton	600 W. Main Street Fort Wayne, IN 46802	260-461-8444		No
Fort Wayne Urban League	Rufus Hamilton	2135 S. Hanna Street Fort Wayne, IN 46803	260-424-6326		No
Fort Wayne Women's Bureau		2417 Fairfield Avenue Fort Wayne, IN 46835	260-424-7977		No
Hampton Institute Career Counseling & Planning	Kelly Wilken/Jason Robertson	114 Wigwam Building HU Hampton, VA 23668	757-531-5831		No
Howard University--Career Services	Placement Director	528 Bryant N.W. Washington, DC 20059	202-806-7513		No
Illinois Center for Broadcasting	Mike Kendall	455 Eisenhower Lane, Suite 200 Lombard, IL 60148	312-884-8000		No
IN Dept. of Workforce Development	Frankie/Andrea	201 E. Rudisill Blvd., Suite 200 Fort Wayne, IN 46806	260-745-3555		No
Indiana University	Student Employment Office	625 North Jordan Avenue Bloomington, IN 47405	812-855-1556		No
Indiana Wesleyan University	Janet Clawson	8211 W. Jefferson Boulevard Fort Wayne, IN 46804	260-436-7874		No
International Business Collage	Melissa Schwartz	5699 Coventry Lane Fort Wayne, IN 46804	260-459+4590		No
PFW – Center for Women & Returning Adults	Robin Newman	2101 East Coliseum Boulevard Fort Wayne, IN 46805	260-481-6029		No
Ivy Tech State College	Jim Aschliman	3800 North Anthony Boulevard Fort Wayne, IN 46805	260-480-4223		No
Job Works	Rita Bennett	7832 Bluffton Road Fort Wayne, IN 46806	260-458-7136		No
Manchester College WBKE	Dan Kimbrough	604 E. College Ave., MC Box 19 N. Manchester, IN 46962	219-982-5424		No
McVay Media	Mike McVay	377 B Lear Road, #293 Avon Lake, OH 44012			No
NAACP of Allen County		P.O. Box 10956 Fort Wayne, IN 46854			No
Specs Howard School of Broadcast Arts	Dick Kermen/Kevin	19900 West Nine Mile Road Southfield, MI 48075			No

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Taylor University	Dusty DiSanto	236 West Reade Avenue Upland, IN 46989			No
Tri-State University	Nita Kissick	9910 Dupont Circle Drive East Fort Wayne, IN 46825			No
University of St. Francis	William Brune	2701 Spring Street Fort Wayne, IN 46808			No
Vincennes University	Stephen Simonds	1002 N. First Street Vincennes, IN 47951			No
El Mexicano Newspaper	Fernando	2301 Fairfield Avenue, Suite 102 Fort Wayne, IN 46807			No
Illinois Media School	Carl Jackson	455 Eisenhower Lane S., #200 Lombard, IL 60148			No
Ohio Media School	Alvis Moore	5330 E. Main Street Whitehall, OH 43213			No
Fort Wayne Ink Spot	Adrian Williams	2513 S Calhoun Street Fort Wayne, IN 46807			No
Studio Think Tank					No
IBA Classifieds					No
Station Ad/Website				1	No
Referral					No
Indeed				2	No
CF Staffing					No
Robert Half					

**5)c Job Title: Account Executive**

**Referral Source(s) of Hire: Employee Referral**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Alliance for Women in Media		2365 Harrodsburg Road, A325 Lexington, KY 40504	703-506-3290		No
Anderson University	Jo DuMontelle	1100 E. 5 <sup>th</sup> Street Anderson, IN 46012	765-641-4196		No
Ball State University	Cindy Hersman	Lucina Hall Career Center Room 351 Muncie, IN 47306	765-285-2436		No
Central State University	Lesa DeVond	840 Germantown Street Dayton, OH 45402	937-376+6383		No
Employment Weekly	Shaquana Hamilton	600 W. Main Street Fort Wayne, IN 46802	260-461-8444		No
Fort Wayne Urban League	Rufus Hamilton	2135 S. Hanna Street Fort Wayne, IN 46803	260-424-6326		No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Fort Wayne Women's Bureau		2417 Fairfield Avenue Fort Wayne, IN 46835	260-424-7977		No
Hampton Institute Career Counseling & Planning	Kelly Wilken/Jason Robertson	114 Wigwam Building HU Hampton, VA 23668	757-531-5831		No
Howard University--Career Services	Placement Director	528 Bryant N.W. Washington, DC 20059	202-806-7513		No
Illinois Center for Broadcasting	Mike Kendall	455 Eisenhower Lane, Suite 200 Lombard, IL 60148	312-884-8000		No
IN Dept. of Workforce Development	Frankie/Andrea	201 E. Rudisill Blvd., Suite 200 Fort Wayne, IN 46806	260-745-3555		No
Indiana University	Student Employment Office	625 North Jordan Avenue Bloomington, IN 47405	812-855-1556		No
Indiana Wesleyan University	Janet Clawson	8211 W. Jefferson Boulevard Fort Wayne, IN 46804	260-436-7874		No
International Business Collage	Melissa Schwartz	5699 Coventry Lane Fort Wayne, IN 46804	260-459+4590		No
PFW – Center for Women & Returning Adults	Robin Newman	2101 East Coliseum Boulevard Fort Wayne, IN 46805	260-481-6029		No
Ivy Tech State College	Jim Aschliman	3800 North Anthony Boulevard Fort Wayne, IN 46805	260-480-4223		No
Job Works	Rita Bennett	7832 Bluffton Road Fort Wayne, IN 46806	260-458-7136		No
Manchester College WBKE	Dan Kimbrough	604 E. College Ave., MC Box 19 N. Manchester, IN 46962	219-982-5424		No
McVay Media	Mike McVay	377 B Lear Road, #293 Avon Lake, OH 44012			No
NAACP of Allen County		P.O. Box 10956 Fort Wayne, IN 46854			No
Specs Howard School of Broadcast Arts	Dick Kermen/Kevin	19900 West Nine Mile Road Southfield, MI 48075			No
Taylor University	Dusty DiSanto	236 West Reade Avenue Upland, IN 46989			No
Tri-State University	Nita Kissick	9910 Dupont Circle Drive East Fort Wayne, IN 46825			No
University of St. Francis	William Brune	2701 Spring Street Fort Wayne, IN 46808			No
Vincennes University	Stephen Simonds	1002 N. First Street Vincennes, IN 47951			No
El Mexicano Newspaper	Fernando	2301 Fairfield Avenue, Suite 102 Fort Wayne, IN 46807			No
Illinois Media School	Carl Jackson	455 Eisenhower Lane S., #200 Lombard, IL 60148			No
Ohio Media School	Alvis Moore	530 E. Main Street Whitehall, OH 43213			No
Fort Wayne Ink Spot	Adrian Williams	2513 South Calhoun Street Fort Wayne, IN 46807			No
LinkedIn					No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Zip Recruiter					No
Previous Employee					No
Station Ad/Website					No
Indeed					No
Employee Referral				1	No

**5)d Job Title: Account Executive**

**Referral Source(s) of Hire: Previous Employee**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Alliance for Women in Media		2365 Harrodsburg Road, A325 Lexington, KY 40504	703-506-3290		No
Anderson University	Jo DuMontelle	1100 E. 5 <sup>th</sup> Street Anderson, IN 46012	765-641-4196		No
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Employment Weekly	Shaquana Hamilton	600 W. Main Street Fort Wayne, IN 46802	260-461-8444		No
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Indiana Wesleyan University	Janet Clawson	8211 W. Jefferson Boulevard Fort Wayne, IN 46804	260-436-7874		No
International Business Collage	Melissa Schwartz	5699 Coventry Lane Fort Wayne, IN 46804	260-459+4590		No
PFW – Center for Women & Returning Adults	Robin Newman	2101 East Coliseum Boulevard Fort Wayne, IN 46805	260-481-6029		No

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Job Works	Rita Bennett	7832 Bluffton Road Fort Wayne, IN 46806	260-458-7136		No
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Tri-State University	Nita Kissick	9910 Dupont Circle Drive East Fort Wayne, IN 46825			No
University of St. Francis	William Brune	2701 Spring Street Fort Wayne, IN 46808			No
Vincennes University	Stephen Simonds	1002 N. First Street Vincennes, IN 47951			No
El Mexicano Newspaper	Fernando	2301 Fairfield Avenue, Suite 102 Fort Wayne, IN 46807			No
Illinois Media School	Carl Jackson	455 Eisenhower Lane S., #200 Lombard, IL 60148			No
Ohio Media School	Alvis Moore	530 E. Main Street Whitehall, OH 43213			No
Fort Wayne Ink Spot	Adrian Williams	2513 South Calhoun Street Fort Wayne, IN 46807			No
LinkedIn					No
Zip Recruiter					No
Previous Employee				1	No
Station Ad/Website					No
Indeed					No
Employee Referral					No

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**6) Total # of Interviewees Referred:** For the period from March 23, 2022 through March 22, 2023 this Employment Unit interviewed 8 interviewees for full-time job vacancies.

**7) Supplemental Recruiting Initiatives. List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this report.**

**Initiative: Indiana Broadcasters Association Career Fair, March 26, 2022, Carmel, IN.**

The Chief Engineer for the Employment Unit, who has responsibility in hiring decisions, participated in the Indiana Broadcasters Association Career Fair on Saturday, March 26, 2022, in Carmel, IN. The Career Fair was done in-person, and the Chief Engineer met with attendees and students and discussed employment opportunities at the division stations as well as career opportunities in broadcasting.

WAJI, WAJI-HD-3, WLDE, and WGBJ aired a combined 120 on-air announcements in support of the event.

**Initiative: University of Indianapolis Spring Communications Career Fair, April 13, 2022, Indianapolis, IN**

The Director of Sales for the Employment Unit participated in the career fair on Wednesday, April 13, 2022 at the University of Indianapolis. The Director of Sales, who has substantial responsibility in hiring decisions, interviewed prospective candidates and students who attended the career fair in-person, handing out information regarding openings at the Employment Unit, and making applications available by hard copy and electronically.

**Initiative: Congressman Jim Banks Job Fair, Purdue University, Fort Wayne, July 6, 2022.**

The Employment Unit participated in the Congressman Jim Banks Job Fair at Purdue University Fort Wayne, on Wednesday, July 6, 2022. The Division Controller, who has substantial hiring responsibility, represented the Division at the Job Fair in-person, and discussed current openings with attendees.

**Initiative: Indiana Broadcasters Association Career Fair, October 3, 2022, Carmel, IN.**

The General Manager of the Employment Unit, who has substantial responsibility in hiring decisions, participated in the Career Fair on Monday, October 3, 2022, in Carmel, IN. The Career Fair was done in-person, and the General Manager met with students and attendees and discussed employment opportunities at the Division, as well as career opportunities in broadcasting. Resumes were also reviewed by the General manager while interviewing attendees about their aspirations.

WAJI, WAJI-HD-3, WLDE, and WGBJ aired a combined 157 on-air announcements in support of the event.

**Initiative: Purdue University Fort Wayne Career Fair, March 1, 2023.**

The Director of Sales for the Employment Unit represented the Division at the Career Fair, on Wednesday, March 1, on the Purdue University Fort Wayne campus. Participants met with the Director Sales to discuss job openings at the Employment Unit, as well as other opportunities in broadcasting.

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**Initiative: Job Banks and Internet Programs**

The Employment Unit posts all job openings that require external recruitment on the Job Opportunity/EEO sections of the respective station websites, [www.majic951.com](http://www.majic951.com), [www.classichits1017.com](http://www.classichits1017.com), [www.altfortwayne.com](http://www.altfortwayne.com) and [thetwentyfm.com](http://thetwentyfm.com). These sites also give interested community organizations the ability to notify us should they wish to receive notification of job openings when they occur. In addition, job openings are often posted on the following job banks/websites: IBA website, Indeed.com, ziprecruiter.com, Monster.com, LinkedIn.com, and the Specs Howard School of Broadcast Arts. The Fort Wayne Journal Gazette and News-Sentinel also include us, when appropriate, on their internet listings, as do many of the schools we notify.

**Initiative: Indiana Broadcasters Association 2023 Scholarship Fund**

WAJI FM, WAJI-HD3, WLDE FM and WGBJ-FM participated in the Indiana Broadcasters Association 2023 Scholarship Fund by donating \$900 cash to the initiative.

**Initiative: Employee Training Programs**

The Employment Unit provided on-the-job training from external sources for the following individuals in the indicated areas:

1. The General Manager, the Director of Sales, and all Account Executives were trained, at additional expense to the Division, on the topics of sales and marketing.
2. The Director of Sales, and all Account Executives were trained, at additional expense to the Division, on the topics of digital sales, analytics and marketing.
3. The General Manager was provided with sales and management training at additional expense to the Division.
4. The Operations Manager and On-Air Performers were provided with programming, promotions, and marketing training at additional cost to the Division.
5. Account Executives were provided with sales training through the Division.

**Other Activities Designed to Disseminate Information about Employment Opportunities in Broadcasting**

Sarkes Tarzian Fort Wayne aired Recruitment Announcements designed to help disseminate information about employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities. The announcements are on-going, and 614 announcements aired during the entire reporting period, March 23, 2022 through March 22, 2023.

The following is the script used for all four stations: Sarkes Tarzian, an equal opportunity employer, is dedicated to providing broad outreach regarding qualified applicants to our stations. We seek the help of local organizations in referring qualified applicants to our stations. Organizations that wish to receive our vacancy information should contact Lee Tobin at Sarkes Tarzian by calling 260-423-3676 extension 9983 or email [ltobin@stfortwayne.com](mailto:ltobin@stfortwayne.com).

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