

Capital Broadcasting INC  
WGDJ-AM



51 South Pearl Street – Albany NY 12207  
518-813-4395

EEO PUBLIC FILE REPORT

FOR

STATION WGDJ-AM  
Rensselaer, New York

This EEO Public File Report  
Covers the One-Year Period  
Ending on January 31, 2018

**EEO PUBLIC FILE REPORT**

This EEO Public File Report is filed in Station WGDJ-AM's public inspection file pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.

During the one-year period ending on January 31, 2018, the station filled the following full-time vacancies:

Two: During the period covered by this report, two full time Sales Associate positions were filled

The station interviewed a total of 2 people for all full-time vacancies during the period covered in this report.

The following pages contain the following information for each full-time vacancy:

- < The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- < The recruitment source that referred the hiree for each full-time vacancy;
- < The total number of persons interviewed for each full-time vacancy; and
- < The total number of interviewees referred by each recruitment source used in connection with each vacancy.

And the following pages contain a list and brief description of menu option activities undertaken pursuant to the FCC's EEO rules during the time period covered by this report.

\* \* \* \* \*



**MENU OPTION ACTIVITIES – Form BP-02**

**Type of Activity:**           **Training**

**Activity Classification:**   8. Employee Training

**Nature of the Activity, Including Date(s):**

**Ongoing Training on Traffic System and Automation Software, Training on Nielsen Products**

**Scope of Station's Participation:**

**Ongoing Training of Sales Personnel on Traffic Software, Training of Board Operators on Station Automation Software and Training of Board Operators on Traffic Software.**

**Station Personnel Involved:**

**CBI President, Operations Manager**

**Type of Activity:** Training

**Activity Classification:** 14. Participation in Conferences and Meetings to Further Stations Education on Employment Reach

**Nature of the Activity, Including Date(s):**

- 1. President: Attendance at Consumer Electronics Convention 1/17**
- 2. President: Attendance at National Association of Broadcasters Convention 3/17**

**Scope of Station's Participation:**

- 1. President: The Convention gave the President the opportunity to engage in discussion with a variety of Executives, and in turn, discuss their employment strategies.**
- 2. President: The conference provided the President of the Company information on methods of ensuring equal employment opportunities, promoting outreach and preventing discrimination.**

**Station Personnel Involved:**

**CBI President**

**Type of Activity:** Attendance at Community Event

**Activity Classification:** 4. Participation in conventions, career days, workshops, and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues

**Nature of the Activity, Including Date(s):**

**Operations Manager: Judge/Attendee at National American Legion Scholarship Program 12/17**

**Scope of Station's Participation:**

**Operations Manager: Attendance at the Program gave the Operations Manager the opportunity to meet with various members of the community, including students, and provide them information regarding the station and broadcast careers. In addition, it gave the Operations Manager a greater understanding of what schools and students are looking for in employment.**

**Station Personnel Involved:**

**Operations Manager**

**Type of Activity:** Employment Education

**Activity Classification:** 16

**Nature of the Activity, Including Date(s):**

**Operations Manager: Attendance at locally run Ascertainment Group Meetings and Capital District Radio Association Group Meetings**

**Scope of Station's Participation:**

**The Operations Manager attends monthly meetings with these groups, where she is educated on how the station can provide outreach to various community groups, including education on how to provide information to those groups regarding employment opportunities.**

**Station Personnel Involved:**

**Operations Manager**

**Type of Activity:** Internship Program

**Activity Classification:** 5

**Nature of the Activity, Including Date(s):**

**Internship Program with New School Center for Media**

**Scope of Station's Participation:**

**An intern from the New School Center for Media worked at the station 1-2 days a week during the 2017 fall internship period. He worked closely with the production department, and gained a wide understanding of how a radio show is produced.**

**Station Personnel Involved:**

**CBI President, Operations Manager**

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.



**FULL-TIME VACANCY EEO INFORMATION – Form BP-03**

**Job Title of Vacancy: Sales Associate**

**Recruitment Source That Referred the Hire: Radio Ad**

**Date Vacancy Opened: 9/1/2017**

**Total Number of Persons Interview for the Vacancy: 1**

**Date Vacancy Filled: 9/18/2017**

**Recruitment Sources Used to Fill the Vacancy**

<b>Name of Recruitment Source</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Total Number of Interviewees Referred by the Source for the Vacancy</b>	<b>Did the Source Request Notification?</b>
<b>WGDJ On-Air Radio Ad</b>	<b>N/A</b>	<b>Paul Vandenburg or Angela Rosetti</b>	<b>518-331-3144</b>	<b>1</b>	<b>No</b>
<b>Word of Mouth and Employee referrals</b>	<b>N/A</b>	<b>Paul Vandenburg or Angela Rosetti</b>	<b>518-331-3144</b>	<b>0</b>	<b>No</b>

**FULL-TIME VACANCY EEO INFORMATION – Form BP-03**

**Job Title of Vacancy: Sales Associate**

**Recruitment Source That Referred the Hiree: Employee referral**

**Date Vacancy Opened: 12/15/2017**

**Total Number of Persons Interview for the Vacancy: 1**

**Date Vacancy Filled: 1/3/2017**

**Recruitment Sources Used to Fill the Vacancy**

<b>Name of Recruitment Source</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Total Number of Interviewees Referred by the Source for the Vacancy</b>	<b>Did the Source Request Notification?</b>
<b>WGDJ On-Air Radio Ad</b>	<b>N/A</b>	<b>Paul Vandenburg or Angela Rosetti</b>	<b>518-331-3144</b>	<b>0</b>	<b>No</b>
<b>Word of mouth and employee referrals</b>	<b>N/A</b>	<b>Paul Vandenburg or Angela Rosetti</b>	<b>518-331-3144</b>	<b>1</b>	<b>No</b>

**ATTACHMENT B**

**MENU OPTION ACTIVITIES**

Station WGDJ-AM has engaged in the following outreach activities during the year covered by this report:

Activity Classification	Type of Activity	Brief Description
14	Participation in Conferences and Programs (Consumer Electronics Convention and National Association of Broadcasters)	The conferences and programs provided the President of the Company with information on methods ensuring equal employment opportunities, promoting outreach and preventing discrimination.
4	Participation in community event (American Legion Scholarship Program)	The Operations Manager's attendance at this event gave the Operations Manager the opportunity to meet with various members of the community, including students, and provide them information regarding the station and broadcast careers. In addition, it gave the Operations Manager a greater understanding of what schools and students are looking for in employment
8	Training	Training of Sales Personnel on Traffic Software, Training of Board Operators on Station Automation Software, and Training of Board Operators on Traffic System. Training of Sales Department on Nielsen Software
16	Attendance at locally run Ascertainment Group and Capital District Radio Association Group Meetings	The Operations Manager attends monthly meetings with these groups, where she is educated on how the station can provide outreach to various community groups, including education on how to provide information to the those group regarding employment opportunities.
5	Internship Program The New School Center for Media	CBI President and Operations Manager worked closely with an intern from The New School Center for Media, educating him in all aspects of how a talk radio station is run. The intern was at the station during the fall 2017.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;.
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.