

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2022 – 03/31/2023

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

	Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
1	Promotions Assistant	4,7,9,13,15,16	4
2	HR Generalist	1, 7,9,11	9
3	Promotions Coordinator	7,9,13,15,16	7
4	Account Coordinator	7,9,13,15	7
5	Account Coordinator	7,9,13,15	7
6	Receptionist	7,9	7
7	Account Executive	2,7,9,10,11	10
8	Disc Jockey	7,6,9	6
9	Account Coordinator	7,9,12	7
10	TV Production Assistant	7,9	7
11	Receptionist	2,7,9,10	2
12	Multi- Media Journalist	7,9,10	7
13	General Sales Manager	2,7, 9, 10	2

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
04/01/2022 – 03/31/2023

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	Walk-In/Self-Referral	N	1
2	Employee Referral	N	3
3	Non-Employee Referrals	N	0
4	Former Employee (Re-Hire)	N	1
5	Internal Transfer/Promotion	N	0
6	On-Air Radio Job Announcements <i>(one or more stations)</i>	N	5
7	Company Website (www.estrellamedia.com)	N	41
8	Job Fairs/Community Events <i>(See Section III of Report)</i>	N	0
9	Indeed www.indeed.com	N	18
10	Zip Recruiter www.ziprecruiter.com	N	9
11	LinkedIn www.linkedin.com	N	1
12	Workforce Solution <i>(Formerly the Worksource)</i> (job placement/job bank database/career center) www.worksolutions.com / www.workintexas.com 70 FM 1960 Houston, TX., 77090 Attn: Thornton Lampley Email: thornton.lampley@wksolutions.com Phone: (832) 570-5509	N	0
13	Lee College Student Career & Employee Office Attn: Cindy Fletcher P.O. Box 818 Baytown, TX ., 77522 (281) 425-6311 Attn: Ehab Mustafa emustafa@lee.edu	N	0
14	University of St. Thomas Career Planning & Placement Center Attn: Diana R. Garcia 3800 Montrose Blvd. Houston, TX ., 77006 (713) 525-3160 garciaad@stthom.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
15	Almeda Community Center Attn: Job Posting Board 14201 Almeda School Rd. Houston, TX., 77047 (713)434-1909 almeda@houstontx.gov	N	0
16	Entertainment Careers Website Santa Monica, CA www.entertainmentcareers.net	N	0
17	Alvin Community College 3110 Mustang Rd. Alvin, Texas 77511 Phone: 281-756-3767 Url: www.alvincollege.edu Email: BLewis@alvincollege.edu Bill Lewis	N	0
18	Sam Houston State University 919 Bearkat Blvd. Box 2238 Huntsville, Texas 77341 Phone: 936-294-1713 Url: www.myinterfase.com/shsu/employer Email: careerservices@shsu.edu Career Services	N	0
19	Texas Veterans Commission 8373 Westheimer Houston, TX 77063 Phone: 713-953-9211 Url: www.tvc.state.tx.us Email: aleshia.jamison@tvc.texas.gov Fax: 1-713-978-7049 Aleshia Jamison	N	0
20	Galveston Regional Chamber of Commerce Email: EShuttlesworth@galvestonchamber.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			79

KZJL(TV)/KTJM(FM)/KJOJ-FM/KQQK(FM)/KNTE-FM/KEYH(AM)
EEO PUBLIC FILE REPORT
III. RECRUITMENT INITIATIVES
04/01/2022 – 03/31/2023

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in Job Fair/ Career Fair	<p>Activity: Houston Job Fair</p> <p>Date: 10/19/2022</p> <p>Participating personnel: HR Manager and Account Assistant</p> <p>Description: The SEU participated on the Houston Job fair located in the Crown Plaza Houston Galleria Area. During the job fair HR Manager and Account Assistant met with candidates of the event to promote the various stations, answer questions related to the event, and encourage those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media , the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
2	Participate in Job Fair /Career Fair	<p>Activity: Workforce Solutions Job Fair</p> <p>Date: 11/05/2022</p> <p>Participating personnel: HR Manager</p> <p>Description: The SEU participated in the Workforce Solutions Job Fair in Houston, Texas. This event is hosted by Workforce Solutions. The event featured booths from community organizations, and the opportunity to interact with diverse students possessing a wide variety of skills, interests, and educational backgrounds. The member of the SEU met with guests of the event to promote the various stations, answer questions related to the event, and encouraged those with an interest in broadcasting to contact the SEU with career opportunity inquiries. Presentation packages were provided with information about Estrella Media , the local stations, their personalities and programs as well as job descriptions of various positions within the SEU.</p>
3	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level position	<p>Activity: Training</p> <p>Date: October 2022 – December 2022</p> <p>Participating personnel: Receptionist, Local Sales Manager And Sales Coordinator</p> <p>Description: During October to December 2022, our SEU's Local Sales Manager and Sales Coordinator directly worked with our Receptionist to cross-train in our SEU's Sales department as an Sales Coordinator. The program was focused on maximizing our Receptionist career development potential, equipping her for a position in our sales department.</p>

4	Training/mentoring program designed to enable station personnel to acquire skills qualifying them for higher level position	<p>Activity: Training</p> <p>Date: February 2023- March 2023</p> <p>Participating personnel: TV Traffic Coordinator, Local Sales Manger and Account Executive.</p> <p>Description: During February and March 2023, our SEU’s Local Sales Manager, Account Executive directly worked with our TV Traffic Coordinator to cross-train in our SEU’s Sales Department as an Junior Account Coordinator. The program was focused on maximizing our TV Traffic Coordinator’s career development potential, equipping her for a position in our sales department.</p>
5	Management-level training regarding equal employment opportunity and preventing discrimination	<p>Activity: “Harassment Prevention Training for All Employees and Supervisors”</p> <p>Dates: March 15, 2023 – March 31, 2023</p> <p>Conducted: On-line via CalChamber</p> <p>Attendees: All SEU staff including supervisors and hiring managers.</p> <p>Description: All employees, supervisors, and hiring managers were required to participate in a 60 minute training program (120 minutes for Supervisors and Hiring Managers) focused on the following objectives: a) raise the level of awareness about Equal Employment Opportunity and the importance on the sensitivity to cultural and religious diversity in the workplace, b) language around the topic of diversity and c) learn the tools necessary to avoid discrimination and work effectively with a diverse employee base.</p>