

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period March 23, 2008 to March 22, 2009.

- 1) **Employment Unit: Citadel Broadcasting Company - Bethlehem, Pennsylvania.**
- 2) **Unit Members (Stations and Communities of License): WCTO(FM), Easton, PA
WLEV(FM), Allentown, PA**
- 3) **EEO Contact Information for Unit Member:**

Mailing Address: Citadel Broadcasting 2158 Avenue C, Suite 100 Bethlehem, PA 18017	Telephone Number: 610-266-7600
	Contact Person/Title: Carol Waite / Business Manager
	E-mail Address: Carol.waite@citcomm.com

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

Job Title	Recruitment Source Referring Hiree
a) Chief Engineer	Career Builder
b) Account Executive	WLEV Radio Advertisement
c) Account Executive	WCTO Radio Advertisement

Stations WCTO(FM) and WLEV(FM) are Equal Opportunity Employers.

5) a) Job Title: Chief Engineer

Referral Source(s) of Hire: Career Builder

Name of Organization Notified of Job Vacancy:	Contact Person:	Address:	Telephone Number:	# of Interviews Referred	Did Recruitment Source Request Notification? (Yes or No)
Career Builder	Austin Leonard	austin.leonard@careerbuilder.com	702-804-8208	2	Yes
Council Spanish Speaking Americans	Delia	520 E Fourth St Bethlehem, Pa 18015	610-868-7800	0	Yes
South Bethlehem Neighborhood Ctr	Lisa	700 Evans Street Bethlehem, Pa 18015	610-865-2791	0	Yes
Hispanic Business Council of LV	Job Counselor	509 Main Street Bethlehem, Pa 18018	610-867-3788	0	Yes
Casa Guadalupe Center	Cori Rolon	143 Linden Street Allentown, Pa 18101	610-435-9902	0	No
3 rd St Alliance for Woman	Penny Piper	1213 Washington Street Easton, Pa 18042	610-258-6271	0	Yes
Warren Cty Comm. College	Student Dev.	475 Rte 57 West Washington, NJ 07882	908-835-9222	0	Yes
Emma L Bowen Foundation	Sandra Rice	1299 PA Avenue NW Washington, DC 20004	202-637-4494	0	No
Cedar Crest College	Careers	100 College Drive Allentown, Pa 18104	610-437-4471	0	Yes
Albright	Cindy Becker	1510 Valley Center Pkwy Bethlehem, Pa 18017	610-866-5595	0	Yes
California Chicano News Media	Job openings	University Park Culver City, CA 90230	213-740-5263	0	No
Moravian College	Patricia Velekei	1305 Main Street Bethlehem, Pa 18018	610-861-1509	0	Yes
Lafayette College	Rochelle Crozier	201 Hogg Hall Easton, Pa 18042	610-330-5531	0	Yes
Muhlenberg College	Callin Pachter	2400 West Chew Street Allentown, Pa 18045	484-664-3170	0	No
East Stroudsburg University	Dennis Steigerwalt	200 Prospect Street Stroudsburg, Pa 18360	570-422-3219	0	Yes
Allentown Bus School	Andrea Kaspar	2809 East Saucon Valley Rd Center Valley, Pa 18034	800-227-9109	0	Yes
Northampton Comm Col	Karen Veres	3838 Green Pond Road Bethlehem, Pa 18020	610-861-5300	0	Yes
Lehigh Carbon Community College	Leslie Horvath	4525 Educator Park Dr Schnecksville, Pa 18078	610-799-1090	0	Yes
Nat'l Lesbian/Gay Journalists Asstn	Lynette Spencer	1420 K Street NW, Ste 910 Washington, DC 20005	202-588-9888	0	No
Lehigh University	Betsy McIntyre	19 Memorial Drive West Bethlehem, Pa 18015	610-691-7727	0	Yes
PA Assoc of Broadcasters	Richard Wyckoff	8501 Paxton Street Hummelstown, Pa 17036	717-782-4820	0	Yes
Citadel Bus Mgr	Bus Mgr	All Citadel Locations		0	Yes
League of Women Voters North.	Office Mgr	731 Reeder Street, Easton, Pa 18042	610-258-0227	0	Yes
State of Pa Career Link	Sam Jones	Seventh Street Harrisburg, Pa 17120	717-787-1182	0	Yes
Media Recruiter	n/a	20456 E Orchard Street Centennial, CO 80016	303-400-5150	0	No
Monster.com	n/a	www.monster.com	n/a	0	No
All Access.com	n/a	www.allaccess.com	n/a	0	No
Employee Referral	n/a	n/a	n/a		No
WCTO-FM Radio Advertisement	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
WCTO Website	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
WLEV-FM Radio Advertisement	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
WLEV Website	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	1	No
Express Times	Mark Quagliato	30 N. 4 th Street Easton, PA 18042	610-258-7171	1	No
SBE JobsOnline	Job Openings	http://www.sbe.org	n/a	1	No

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5) b) Job Title: Account Executive Referral Source(s) of Hiree: WLEV Radio Advertisement

Name of Organization Notified of Job Vacancy:	Contact Person:	Address:	Telephone Number:	# of Interviews Referred	Did Recruitment Source Request Notification? (Yes or No)
Career Builder	Austin Leonard	austin.leonard@careerbuilder.com	702-804-8208	0	Yes
Council Spanish Speaking Americans	Delia	520 E Fourth St Bethlehem, Pa 18015	610-868-7800	0	Yes
South Bethlehem Neighborhood Ctr	Lisa	700 Evans Street Bethlehem, Pa 18015	610-865-2791	0	Yes
Hispanic Business Council of LV	Job Counselor	509 Main Street Bethlehem, Pa 18018	610-867-3788	0	Yes
Casa Guadalupe Center	Cori Rolon	143 Linden Street Allentown, Pa 18101	610-435-9902	0	No
3 rd St Alliance for Woman	Penny Piper	1213 Washington Street Easton, Pa 18042	610-258-6271	0	Yes
Warren Cty Comm. College	Student Dev.	475 Rte 57 West Washington, NJ 07882	908-835-9222	0	Yes
Emma L Bowen Foundation	Sandra Rice	1299 PA Avenue NW Washington, DC 20004	202-637-4494	0	No
Cedar Crest College	Careers	100 College Drive Allentown, Pa 18104	610-437-4471	0	Yes
Albright	Cindy Becker	1510 Valley Center Pkwy Bethlehem, Pa 18017	610-866-5595	0	Yes
California Chicano News Media	Job openings	University Park Culver City, CA 90230	213-740-5263	0	No
Moravian College	Patricia Velekei	1305 Main Street Bethlehem, Pa 18018	610-861-1509	0	Yes
Lafayette College	Rochelle Crozier	201 Hogg Hall Easton, Pa 18042	610-330-5531	0	Yes
Muhlenberg College	Callin Pachter	2400 West Chew Street Allentown, Pa 18045	484-664-3170	0	No
East Stroudsburg University	Dennis Steigerwalt	200 Prospect Street Stroudsburg, Pa 18360	570-422-3219	0	Yes
Allentown Bus School	Andrea Kaspar	2809 East Saucon Valley Rd Center Valley, Pa 18034	800-227-9109	0	Yes
Northampton Comm Col	Karen Veres	3838 Green Pond Road Bethlehem, Pa 18020	610-861-5300	0	Yes
Lehigh Carbon Community College	Leslie Horvath	4525 Educator Park Dr Schnecksville, Pa 18078	610-799-1090	0	Yes
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PA Assoc of Broadcasters	Richard Wyckoff	8501 Paxton Street Hummelstown, Pa 17036	717-782-4820	0	Yes
Citadel Bus Mgr	Bus Mgr	All Citadel Locations		0	Yes
League of Women Voters North.	Office Mgr	731 Reeder Street, Easton, Pa 18042	610-258-0227	0	Yes
State of Pa Career Link	Sam Jones	Seventh Street Harrisburg, Pa 17120	717-787-1182	0	Yes
Media Recruiter	n/a	20456 E Orchard Street Centennial, CO 80016	303-400-5150	0	No
Monster.com	n/a	www.monster.com	n/a	0	No
All Access.com	n/a	www.allaccess.com	n/a	0	No
Employee Referral	n/a	n/a	n/a		No
WCTO-FM Radio Advertisement	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
WCTO Website	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
WLEV-FM Radio Advertisement	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	7	No
WLEV Website	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	5	No
Express Times	Mark Quagliato	30 N. 4 th Street Easton, PA 18042	610-258-7171	0	No
SBE JobsOnline	Job Openings	http://www.sbe.org	n/a	0	No

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5) c) Job Title: Account Executive Referral Source(s) of Hiree: WCTO Radio Advertisement

Name of Organization Notified of Job Vacancy:	Contact Person:	Address:	Telephone Number:	# of Interviews Referred	Did Recruitment Source Request Notification? (Yes or No)
Career Builder	Austin Leonard	austin.leonard@careerbuilder.com	702-804-8208	0	Yes
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Muhlenberg College	Callin Pachter	2400 West Chew Street Allentown, Pa 18045	484-664-3170	0	No
East Stroudsburg University	Dennis Steigerwalt	200 Prospect Street Stroudsburg, Pa 18360	570-422-3219	0	Yes
Allentown Bus School	Andrea Kaspar	2809 East Saucon Valley Rd Center Valley, Pa 18034	800-227-9109	0	Yes
Northampton Comm Col	Karen Veres	3838 Green Pond Road Bethlehem, Pa 18020	610-861-5300	0	Yes
Lehigh Carbon Community College	Leslie Horvath	4525 Educator Park Dr Schnecksville, Pa 18078	610-799-1090	0	Yes
Nat'l Lesbian/Gay Journalists Asstn	Lynette Spencer	1420 K Street NW, Ste 910 Washington, DC 20005	202-588-9888	0	No
Lehigh University	Betsy McIntyre	19 Memorial Drive West Bethlehem, Pa 18015	610-691-7727	0	Yes
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Monster.com	n/a	www.monster.com	n/a	0	No
All Access.com	n/a	www.allaccess.com	n/a	0	No
Employee Referral	n/a	n/a	n/a	0	No
WCTO-FM Radio Advertisement	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	6	No
WCTO Website	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	4	No
WLEV-FM Radio Advertisement	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
WLEV Website	Business Manager	PO Box 25096 Lehigh Valley, PA 18002	610-266-7600	0	No
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SBE JobsOnline	Job Openings	http://www.sbe.org	n/a	0	No

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- 6) **Total # of Interviewees referred:** For the period from March 23, 2008 to March 22, 2009, this Employment Unit interviewed 27 interviewees for full-time job vacancies.
- 7) **Supplemental Recruitment Initiatives.**

(A). Initiative: Internship Program

WCTO/WLEV offers internships at the radio stations in our Promotions and Programming departments. Interns must be college students and receive college credit for internships. The Promotions Directors and the Programming Directors oversee the internships to evaluate the interns and ensure that they are receiving information and education designed to assist them to acquire skills needed for broadcast employment. Duties include but are not limited to writing proposals, setting up appointments, making phone calls to charities, data entry on the stations two websites, preparing prizes, coordinating remote set-up, and preparing and maintaining promotional calendars.

- i. In May 2008, a student from Penn State majoring in communications began a 4 month internship with WCTO/WLEV radio in the Marketing Department.
- ii. In July 2008, a student from Kutztown University majoring in Business Management began an approximately one month internship in the WCTO/WLEV Promotions Department.

(B). Initiative: Participation in Other Activities Designed to Promote Outreach Generally

- a. Teacher of the Week Program. Throughout the year, excluding summer months, children nominate their favorite teachers via the WLEV website and mail, for a weekly drawing on Wednesday mornings to determine the WLEV Teacher of the Week. The Morning Show Host(s) visits the winning school to deliver prizes, talk to the students about radio and their choice of radio as a career, and answer questions on being a radio DJ. The Host(s) also present the Teacher with a trophy for his or her dedication to educating the leaders of our future. All Teachers of the Week are eligible to become WLEV's Teacher of the Year via a website vote at the end of the school year.
- b. On March 27, 2008 the WCTO Morning Show Host spoke at Northeast Middle School Career Day. He brought a copy of some music, news, and weather materials, and explained how radio is a form of communication through news, information, music and entertainment. The Host gave examples of the different jobs in radio: from on-air personality to sales to news crew. Finally, the Host answered questions from the students and staff.
- c. On January 8, 2009 the WCTO Morning Show Host spoke at Whitehall Copley Middle School Career Day. He brought a copy of some music, news, and weather materials, and explained how radio is a form of communication through news, information, music and entertainment. The Host gave examples of the different jobs in radio: from on-air personality to sales to news crew. Finally, the Host answered questions from the students and staff.

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- d. The Promotions Director for WLEV and WCTO gave tours to the Boy / Girl Scouts of the Lehigh Valley at the office and studios of WLEV and WCTO at 2158 Avenue C, Bethlehem, Pennsylvania. The Promotions Director discussed all aspects of the radio industry from sales to on-air announcers and production. The children were also shown how commercials were produced and were able to participate and make a demo commercial. There were a total of 5 tours given during this reporting period.

(C). Initiative: Promotions Assistant Summer Training

WCTO/WLEV offers part time promotions personnel an opportunity to receive additional training, designed to enable the promotions personnel to acquire skills that could qualify them for higher level positions. They were trained by the stations' Promotions Director on weekday and weekends during the Summer of 2008. Similar training programs will be made available to other promotions personnel on an ongoing basis.

(E). Initiative: Co-Sponsor of Job Fairs

The Employment Unit co-sponsored the following Lehigh Carbon Community College (LCCC) job fairs:

- a. For the LCCC job fair on April 10, 2008 WCTO/WLEV ran a two-week schedule promoting the job fair on-air and on their websites. Additionally, Employment Unit personnel with substantial responsibility in the making of hiring decisions attended the job fair, and the Employment Unit promoted its existing vacancies.
- b. For the LCCC job fair on November 5, 2008 WCTO/WLEV ran a two-week schedule promoting the job fair on-air and on their websites. Additionally, Employment Unit personnel with substantial responsibility in the making of hiring decisions attended the job fair, and the Employment Unit promoted its existing vacancies.