



HALL *Communications, Inc.*

EEO PUBLIC FILE REPORT

FOR THE PERIOD BEGINNING 04/01/2016 AND ENDING 03/31/17

This report consists of:

- Part 1 This cover page
- Part 2 Full-time Hires consisting of 3 pages.
- Part 3 Supplemental Activities consisting of 8 pages.
(Four required over a two year period)

PART 1

This report covers the following employment unit:

<u>Call Sign</u>	<u>AM/FM</u>	<u>Facility ID#</u>	<u>Community of License</u>	<u>State</u>	<u>LMA</u>
WONN - (Formerly WLPA-FM)	FM	62368	Starview	PA	
WLPA	AM	25870	Lancaster	PA	
WROZ	FM	25865	Lancaster	PA	

The total number of persons interviewed for all full-time openings was: 32

The total number of full-time openings covered by this report: 3

Preparer:

Joseph Bleacher

Signature:

Title:

Promotions Coordinator

Date:

3/31/17

Telephone:

717.653.0800

PART 2

FULL-TIME HIRES

Job Title: Business Manager

Dates Filled: 1 new hire was filled on 8/5/2016.

Total Number of Interviewees: 1

Recruitment Sources: (Include name of each source used, address, contact person, telephone number and include the number of interviewees referred by each source.)¹

Name of Source	Address	Contact Person	Num of Interviewees
Hall Communications WROZ/WLPA FM On-air advertising	1996 Auction Road Manheim PA 717.653.0800 x18	Ronnie Ramone	0
Hall Communications Website	1996 Auction Road Manheim PA 717.653.0800 x22	Edd Monskie	0
Lancaster Chamber of Commerce and Industry Job Board	100 South Queen Lancaster PA 717.397.3531	Job Board Administrator	0
Latino Hispanic American Civic Association	admin@lhacc.org 1301 Derry Street Harrisburg PA 717.397.6267	Job Board Administrator	0
York County Hispanic Coalition	yorkchc@gmail.org P O Box 722 York PA 717.600.6365	Job Board Administrator	0
Greater Harrisburg NAACP	Stanley_lawson @msn.net 116 Pine Street Harrisburg PA 717.233.4153	Stanley Lawson	0
Lancaster NAACP	robhdma@aol.com P O Box 911 Lancaster PA 717.610.1651	Job Board Administrator	0
Tristr Staffing	Lauren@tristarrjobs.com 2201 Oregon Pike Lancaster PA 717-560-2111	Lauren Hunter	1*
Unknown Source			0

¹ A source with an (*) was the source that referred the hiree. A source with an (x) was a source that requested to be contacted as job openings occur.

PART 2

FULL-TIME HIRES

Job Title: Account Executive/Sales

Dates Filled: 1 new hire was filled on 11/4/2016.

Total Number of Interviewees: 11

Recruitment Sources: (Include name of each source used, address, contact person, telephone number and include the number of interviewees referred by each source.)²

Name of Source	Address	Contact Person	Num of Interviewees
Hall Communications WROZ/WLPA FM On-air advertising	1996 Auction Road Manheim PA 717.653.0800 x18	Ronnie Ramone	2*
Hall Communications Website	1996 Auction Road Manheim PA 717.653.0800 x22	Edd Monskie	5
Lancaster Chamber of Commerce and Industry Job Board	100 South Queen Lancaster PA 717.397.3531	Job Board Administrator	0
Latino Hispanic American Civic Association	admin@lhacc.org 1301 Derry Street Harrisburg PA 717.397.6267	Job Board Administrator	0
York County Hispanic Coalition	yorkchc@gmail.org P O Box 722 York PA 717.600.6365	Job Board Administrator	0
Greater Harrisburg NAACP	Stanley_lawson @msn.net 116 Pine Street Harrisburg PA 717.233.4153	Stanley Lawson	0
Lancaster NAACP	robhdma@aol.com P O Box 911 Lancaster PA 717.610.1651	Job Board Administrator	0
Spanish American Civic Association	aweber@sacapa.org 545 Pershing Avenue Lancaster PA 717.397.6267	Allison Weber	0
Unknown Source			4

² A source with an (*) was the source that referred the hiree. A source with an (x) was a source that requested to be contacted as job openings occur.

PART 2

FULL-TIME HIRES

Job Title: Promotions Coordinator

Dates Filled: 1 new hire was filled on 12/27/2016.

Total Number of Interviewees: 20

Recruitment Sources: (Include name of each source used, address, contact person, telephone number and include the number of interviewees referred by each source.)³

Name of Source	Address	Contact Person	Num of Interviewees
Hall Communications WROZ/WLPA FM On-air advertising	1996 Auction Road Manheim PA 717.653.0800 x18	Ronnie Ramone	4
Hall Communications Website	1996 Auction Road Manheim PA 717.653.0800 x22	Edd Monskie	6*
Lancaster Chamber of Commerce and Industry Job Board	100 South Queen Lancaster PA 717.397.3531	Job Board Administrator	3
Latino Hispanic American Civic Association	admin@lhacc.org 1301 Derry Street Harrisburg PA 717.397.6267	Job Board Administrator	0
York County Hispanic Coalition	yorkchc@gmail.org P O Box 722 York PA 717.600.6365	Job Board Administrator	0
Greater Harrisburg NAACP	Stanley_lawson @msn.net 116 Pine Street Harrisburg PA 717.233.4153	Stanley Lawson	0
Lancaster NAACP	robhdma@aol.com P O Box 911 Lancaster PA 717.610.1651	Job Board Administrator	0
Spanish American Civic Association	aweber@sacapa.org 545 Pershing Avenue Lancaster PA 717.397.6267	Allison Weber	0
Unknown Source			7

³ A source with an (*) was the source that referred the hiree. A source with an (x) was a source that requested to be contacted as job openings occur.

PART 3

SUPPLEMENTAL RECRUITMENT ACTIVITIES UNDERTAKEN BY THE STATION UNIT

Activity 1

Activity: Internship

Date: May 9, 2016 - December 9, 2016

Preparer: Joseph Bleacher

Host/Sponsor of Activity:

Millersville University, Millersville, PA

Participating Employees:

Jordan Unroe, Promotions Coordinator
Tom Richards, Production Director

Description of Activity and Station Participation

One Hispanic male student interned at Hall Communications and learned how to write and execute promotions, update websites and social media, plan and execute events, create and execute contests. He also worked with promotion assistants at events, and the production department on creating new commercials. He went out on radio station visits to deliver prizes to winners to see the entire start to finish process of a promotional campaign.

PART 3

SUPPLEMENTAL RECRUITMENT ACTIVITIES UNDERTAKEN BY THE STATION UNIT

Activity 4

Activity: Internship

Date: January 23, 2017 – Present

Preparer: Joseph Bleacher

Host/Sponsor of Activity:

Millersville University, Millersville, PA

Participating Employees:

Joseph Bleacher, Promotions Coordinator

Description of Activity and Station Participation

One Caucasian female student interned at Hall Communications and learned how to write and execute promotions, update websites and social media, plan and execute events, create and execute contests. She also worked with promotion assistants at events, and the production department on creating new commercials. She went out on radio station visits to deliver prizes to winners to see the entire process of a promotional campaign.

PART 3

SUPPLEMENTAL RECRUITMENT ACTIVITIES UNDERTAKEN BY THE STATION UNIT

Activity 5

Activity: Job Shadowing

Date: February 21, 2017

Preparer: Joseph Bleacher

Host/Sponsor of Activity: Lancaster Chamber of Commerce Mentorship/Manheim Township High School

Participating Employees: Joseph Bleacher, Promotions Coordinator

Description of Activity and Station Participation:

One Caucasian female student shadowed at Hall Communications and wrote sample proposals, learned how promotional campaigns are put together, attended a promotions meeting, and was taught about digital promotions. She spent the day at the radio station.

PART 3

SUPPLEMENTAL RECRUITMENT ACTIVITIES UNDERTAKEN BY THE STATION UNIT

Activity 6

Activity: Job Shadowing

Date: March 13, 2017

Preparer: Joseph Bleacher

Host/Sponsor of Activity:

Lancaster Chamber of Commerce Mentorship/Manheim
Township High School

Participating Employees:

Tom Richards, Production Director

Description of Activity and Station Participation:

One Caucasian female student shadowed Production Director Tom Richards and learned how to recorded Public Service Announcements, learned how to produce commercials and write commercial copy. The job shadowed was done at Hall Communications.

PART 3

SUPPLEMENTAL RECRUITMENT ACTIVITIES
UNDERTAKEN BY THE STATION UNIT

Activity 7

Activity: Job Fair

Date: March 22, 2017

Preparer: Joseph Bleacher

Host/Sponsor of Activity:

York College of Pennsylvania, York, PA

Participating Employees:

Joe Bleacher, Promotions Coordinator

Description of Activity and Station Participation:

Joe participate ina job fair at York College of Pennsylvania where he spoke with numerous potential interns regarding the radio industry and what our company offers as an internship program for college students.

PART 3

SUPPLEMENTAL RECRUITMENT ACTIVITIES UNDERTAKEN BY THE STATION UNIT

Activity 8

Activity: Job Fair

Date: March 30, 2017

Preparer: Joseph Bleacher

Host/Sponsor of Activity:

Millersville University, Millersville, PA

Participating Employees:

Joe Bleacher, Promotions Coordinator

Description of Activity and Station Participation:

Joe participate ina job fair at Millersville Univesity, where he talked to students regarding the internship program and job possibilities in the radio industry. Also, he discussed the different departments in the building (programing, promotions and sales) and how they work together to create a strong organization.