

# EEO ANNUAL PUBLIC FILE REPORT

## THE ZONE CORPORATION

### 1. Full-Time Jobs Filled From December 1, 2021 to November 30, 2022

Complete This Sheet For Every Full-Time (30 hours per week or more) Vacancy

Title of Position: SALES ASSOCIATE

Date Filled: JULY 2022

Recruitment Source That Referred The Individual Hired: N/A

Total Number of People Interviewed for Vacancy: 1

List All Recruitment Source(s) Used to Fill Vacancy:

Recruitment Source Name*	Contact Person	Address and Phone Number	Total No. of Interviewees Referred For Position
WKIT-FM 100.3; WZLO-FM	KEN WOOD	861 BROADWAY 990-2800	
WZON-AM 620	KEN WOOD	861 BROADWAY 990- 2800	0
WZLO-FM 103.1	KEN WOOD	861 BROADWAY 990- 2800	0
INDEED	KEN WOOD	861 BROADWAY 990-2800	1
WEBSITE - WKITFM.COM	KEN WOOD	861 BROADWAY 990-2800	0

\* Asterisk after source name indicates that the source is entitled to notification of vacancies.

Title of Position:   OFFICE ADMINISTRATOR  

Date Filled:   AUGUST 2022  

Recruitment Source That Referred The Individual Hired:   INDEED  

Total Number of People Interviewed for Vacancy:   2  

List All Recruitment Source(s) Used to Fill Vacancy:

Recruitment Source Name*	Contact Person	Address and Phone Number	Total No. of Interviewees Referred For Position
WKIT-FM 100.3; WZLO-FM	KEN WOOD	861 BROADWAY 990-2800	
WZON-AM 620	KEN WOOD	861 BROADWAY 990- 2800	0
WZLO-FM 103.1	KEN WOOD	861 BROADWAY 990- 2800	0
INDEED	KEN WOOD	861 BROADWAY 990-2800	2
WEBSITE - WKITFM.COM	KEN WOOD	861 BROADWAY 990-2800	0
FACEBOOK POST	KEN WOOD	861 BROADWAY 990-2800	0

\* Asterisk after source name indicates that the source is entitled to notification of vacancies.

**2. Recruitment Initiatives Implemented From December 1, 2020 to November 30, 2021:**

<b>Type of Initiative (e.g., job fair, mentoring program)</b>	<b>Date Implemented</b>	<b>Description</b>
<b>PSA RECRUTEMENT AD</b>		<b>FOR THE AIR NATIONAL GUARD</b>
<b>EMPLOYMENT OUTREACH AD</b>		<b>AD RUNS EVERY MONTH ON ALL 3 STATIONS. - HR DIRECTOR</b>
<b>STATE OF ME HR CONVENTION</b>	<b>MAY 9, 10, 11, 12</b>	<b>STATE OF MAINE HR CONVENTION - HELD REMOTELY - HR DIRECTOR</b>
<b>HRAEM MEMBER</b>	<b>2022</b>	<b>MEMBER OF THE LOCAL HR CHAPTER. THEY OFFER MONTHLY MEETINGS FOR HR TRAINING. - HR DIRECTOR</b>
<b>SHRM MEMBER</b>	<b>2022</b>	<b>THE NATIONAL - SOCIETY FOR HUMAN RESOURCE MANAGEMENT MEMBER - HR DIRECTOR</b>
<b>MANAGEMENT TRAINING</b>	<b>2022</b>	<b>NIELSON TRAINING FOR NEW SOFTWARE FOR SALES MANAGER LISA SPAULDING &amp; KEN WOOD</b>
<b>SPRING CAREER FAIR</b>	<b>4/21/2022</b>	<b>MAINE DEPT LABOR, BANGOR MALL. GM &amp; GSM</b>
<b>FALL CAREER FAIR</b>	<b>10/13/2022</b>	<b>MAINE DEPT LABOR CAREER FAIR AT EMMC. GM &amp; PROMO MGR</b>
