

**WCVE-FM, WCVE-TV, WCVW(TV)
EEO PUBLIC FILE REPORT
June 1, 2015 – May 31, 2016**

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Associate Producer & Editor	1-4, 12, 22, 26-27, 31, 33	22
Ready to Learn Project Manager	1-4, 6, 12, 17, 26-27, 29	6
TV Producer/Director	1-5, 12, 22, 26-27	5
Reporter-Political FM	1-4, 6, 12, 26-27, 31	6
Production Technician	1-4, 12, 22, 27, 29, 34	29
Major Gifts Officer	1-5, 12, 24, 26-27	5
Social Media Manager	1-4, 12, 26-27, 32	1
Administrative Assistant	1-4, 12, 26-27, 29, 31	29

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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	Richmond Times Dispatch Michelle Gillison PO Box 27775 Richmond, VA 23261-7775 (804) 649-6597	N	3
2	Richmond Times Dispatch Website(s) www.timesdispatch.com and/or www.Jobs.Richmond.com	N	1
3	Commonwealth Public Broadcasting Corporation/CIS Website www.ideastations.org	N	3
4	Internal Posting	N	1
5	Station Employee Referral	N	4
6	Non-Employee Referral	N	4
7	Virginia State University Dr. Rob Turner Box 9410, Petersburg, VA 23806 (804) 524-5211	N	0
8	Virginia Union University Joseph Lowe 1500 North Lombardy Richmond, VA 23220 (804) 257-5656	N	0
9	Virginia Commonwealth University Career Center 907 Floyd Ave. Richmond, VA 23284-9026 (804) 828-1645	N	0
10	Virginia Association of Broadcasters Newsletter Publisher 630 Country Green Lane Charlottesville, VA 22902 (434) 977-3716	N	0
11	AARP Carolyn Creighton 1806 Chantilly St., Suite 100 Richmond, VA 23230 (804) 355-3842	N	0
12	Corporation for Public Broadcasting Jobline http://stations.cpb.org/jobline Serena Wyckoff 401 Ninth St., NW Washington, DC 20004 202-879-9764 jobboard@pbs.connect.org	N	1

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
13	Charlottesville Weekly 106 E Main St. Charlottesville, VA 22902 (434) 817-2749	N	0
14	Daily Progress Dana Hubbard 685 Rio Road W. Charlottesville, VA 22901 (434) 978-7297	N	0
15	The Hook 100 2nd St. NW Charlottesville, VA 22902 (434) 295-8700	N	0
16	Virginia Employment Commission William Walton, Office Manager. 5211 West Broad St. Richmond, VA 23230 804-662-9614	N	0
17	Walk-In/Self-Referral	N	4
18	NAACP Executive Director 214 E. Clay St., #302 Richmond, VA 21219 (804) 643-9207	N	0
19	Urban League of Greater Richmond Daniel Glenn 101 East Clay St. Richmond, VA 23219 (804) 643-5724	N	0
20	PBS Connect Forum –PBS Stations Intranet	N	0
21	<u>www.diversityinc.com</u> <i>(in conjunction with the Richmond Times Dispatch)</i>	N	0
22	TV Jerry <u>www.tvjerry.com</u> 804-358-5320	N	1
23	America’s Job Bank & Virginia’s Job Bank <u>www.careerconnect.state.va</u>	N	0
24	Virginia Association of Fund Raising Exec., Inc. <i>(VAFRE)</i> Barbara Baker PO Box 29235 Richmond VA 23242-0235 (804) 648-0311	N	1
25	<u>www.amfmontonline.com</u> B. Bryant	N	0

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II. MASTER RECRUITMENT SOURCE LIST (“MRSLS”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
26	www.ConnectVA.org/richmond/ Nancy Stutts, PHD 205 West Franklin St. Richmond, VA 23220 (804) 827-2164	N	2
27	Craig’s List http://richmond.kijiji.com/c-PostAd	N	1
28	Yahoo Hot Jobs www.hotjobs.com	N	0
29	Indeed (not directly contacted by SEU) www.indeed.com	N	6
30	AFP Central VA www.afpcentralva.org	N	0
31	Ebay – Snagajob snagajob.com www.ebayclassifieds.com	N	0
32	WCVE Facebook https://www.facebook.com/WCVE.VA	N	0
33	Creative Jobs Central http://www.creativejobscentral.com	N	0
34	Society of Broadcast Engineers (SBE) http://www.sbe.org	N	0
35	National Assoc. of Broadcasters Education (NAB) http://broadcastcareerlink.com	N	0
36	Virginia Radio Television (VARTV) ads@VARTV.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			32

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III. RECRUITMENT INITIATIVES

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Internship Programs	<ul style="list-style-type: none"> •Throughout this reporting period, our SEU hosted two interns from Virginia Commonwealth University (VCU) & James River High School to assist with social media initiatives. Supervised by our Social Media Manager, our social media interns provided support for social media and digital content creation, as well as community engagement events. •During the Fall of 2015, our SEU hosted an intern from Regent University who was mentored by our VA Currents Producer/Director. The student intern helped transcribe field video footage, logged content, helped write scripts, participated in field shoots and even oversaw a few studio segment sessions. •During the Winter of 2016, our SEU hosted an intern from James River High School who assisted our FM Public Affairs Associate, and our FM Announcer/News Producer. The FM Announcer/News Producer taught the intern how to select stories and re-write copy from Associated Press and the Times Dispatch for broadcast. Additionally, the intern worked with the FM Public Affairs Associate to help write and edit Artsline.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
2	Host events/programs for or on behalf of an educational institution relating to careers in broadcasting	<p>During this reporting period, SEU personnel gave station tours and/or hosted job shadows for students from local educational institutions. During each of these tours, SEU personnel answered questions about public broadcasting and the various career opportunities available in the broadcast industry.</p> <ul style="list-style-type: none"> •On June 3, 2015, our Director of Programming gave a tour to a group of students from Gloucester High School who were filmmakers-in-training. •On October 31, 2015, our Major Gifts Officer gave tours to 275 children and adults who visited the SEU for Curious George’s Halloween BooFest event. Various SEU employees were available to answer questions. •On November 18, 2015, our Director of TV Programming gave a group of students from the University of Richmond a tour of our facilities. •In February 2016, during Junior Work week, our Senior Graphic Designer had a student from James River High School shadow her for a week. The student also shadowed the Social Media Manager and one of our Producers/Directors for a portion of that week. •On February 24, 2016, our Director of TV Programming gave a tour to a group of students in the communications class at the Richmond Academy. •On April 18, 2016, our Producer/Director gave a tour to a group of students in a Video Production class of a Performing Arts course at Richmond CenterStage. •On May 1, 2016, our acting President/CEO (VP of FM), and VP of Development conducted tours for 1,640 children and adults who visited the SEU for the Explore the Outdoors Event. A Producer/Director, Director of Central VA Studios, Studio Supervisor, and a Production Technician answered questions on the tour.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
3	Participate in event/program for or on behalf of an educational institution relating to careers in broadcasting	<ul style="list-style-type: none"> •On September 29, 2015, our Senior Operations Manager/Jazz Host spoke to a documentary class in the Department of Communications at Virginia Commonwealth University (VCU) about audio documentaries. •On February 23, 2016, our Senior Operations Manager/Jazz Host spoke to a documentary class in the Department of Mass Communications at VCU about audio documentaries.