

**WCVE-FM, WCVE-TV, WCVW(TV)  
EEO PUBLIC FILE REPORT  
6/01/13-5/31/14<sup>1</sup>**

**I. VACANCY LIST**

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

<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Corporate Support Consultant	1-4, 6, 12, 20, 26-27	6
Major Gifts Officer	1-4, 12, 20, 24, 26-27, 30	26
Payroll Coordinator/Accounting Liaison	1-4, 12, 20, 27, 29	27

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<sup>1</sup> This Report was modified in March 2015 to address reporting issues.

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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 12-month period
1	<b>Richmond Times Dispatch</b> Michelle Gillison PO Box 27775, Richmond, VA 23261-7775 (804) 649-6597	N	3
2	<b>Richmond Times Dispatch Website(s)</b> <a href="http://www.timesdispatch.com">www.timesdispatch.com</a> and/or <a href="http://www.urbanviewsweekly.com">www.urbanviewsweekly.com</a>	N	1
3	<b>Commonwealth Public Broadcasting Corporation Website</b> <a href="http://www.ideastations.org">www.ideastations.org</a> .	N	1
4	<b>Internal Posting</b>	N	0
5	<b>Station Employee Referral</b>	N	0
6	<b>Non-Employee Referral</b>	N	1
7	<b>Virginia State University</b> Dr. Rob Turner Box 9410, Petersburg, VA 23806 (804) 524-5211	N	0
8	<b>Virginia Union University</b> Joseph Lowe 1500 North Lombardy, Richmond, VA 23220 (804) 257-5656	N	0
9	<b>Virginia Commonwealth University</b> Career Center 907 Floyd Ave., Richmond, VA 23284-9026 (804) 828-1645	N	0
10	<b>Virginia Association of Broadcasters</b> Newsletter Publisher 630 Country Green Lane, Charlottesville, VA 22902 (434) 977-3716	N	0
11	<b>AARP</b> Carolyn Creighton 1806 Chantilly St., Suite 100 Richmond, VA 23230 (804) 355-3842	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	<b>Corporation for Public Broadcasting Jobline</b> <a href="http://stations.cpb.org/jobline">http://stations.cpb.org/jobline</a> Serena Wyckoff 401 Ninth St., NW, Washington, DC 20004 202-879-9764 jobboard@pbs.connect.org	N	0
13	<b>Charlottesville Weekly</b> 106 E Main St., Charlottesville, VA 22902 (434) 817-2749	N	0
14	<b>Daily Progress</b> Dana Hubbard 685 Rio Road W., Charlottesville, VA 22901 (434 ) 978-7297	N	0
15	<b>The Hook</b> 100 2nd St. NW, Charlottesville, VA 22902 (434) 295-8700	N	0
16	<b>Virginia Employment Commission</b> William Walton, Office Manager. 5211 West Broad St., Richmond, VA 23230 804-662-9614	N	0
17	<b>Walk-In/Self-Referral</b>	N	0
18	<b>NAACP</b> Executive Director 214 E. Clay St., #302, Richmond, VA 21219 (804 ) 643-9207	N	0
19	<b>Urban League of Greater Richmond</b> Daniel Glenn 101 East Clay St., Richmond, VA 23219 (804) 643-5724	N	0
20	<b>PBS Connect Fora</b> –PBS Stations Intranet	N	0
21	<a href="http://www.diversityinc.com">www.diversityinc.com</a> (in conjunction with the Richmond Times Dispatch)	N	0
22	<b>TV Jerry</b> <a href="http://www.tvjerry.com">www.tvjerry.com</a>	N	0
23	<b>America’s Job Bank &amp; Virginia’s Job Bank</b> <a href="http://www.careerconnect.state.va">www.careerconnect.state.va</a>	N	0
24	<b>Virginia Association of Fund Raising Exec., Inc. (VAFRE)</b> Barbara Baker PO Box 29235, Richmond VA 23242-0235 (804) 648-0311	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
25	<a href="http://www.amfmtvonline.com">www.amfmtvonline.com</a> B. Bryant	N	0
26	<a href="http://www.ConnectVA.org/richmond/">www.ConnectVA.org/richmond/</a> Nancy Stutts, PHD 205 West Franklin St., Richmond, VA 23220 (804) 827-2164	N	7
27	<b>Craigslist</b> <a href="http://richmond.kijiji.com/c-PostAd">http://richmond.kijiji.com/c-PostAd</a>	N	1
28	<b>Yahoo Hot Jobs</b> <a href="http://www.hotjobs.com">www.hotjobs.com</a>	N	0
29	<b>Indeed</b> ( <i>not directly contacted by SEU</i> ) <a href="http://www.indeed.com">www.indeed.com</a>	N	1
30	<b>AFP Central VA</b> <a href="http://www.afpcentralva.org">www.afpcentralva.org</a>	N	0
31	<b>Ebay</b> <a href="http://www.ebayclassifieds">www.ebayclassifieds</a>	N	0
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			15

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**III. RECRUITMENT INITIATIVES**

	<b>TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)</b>	<b>BRIEF DESCRIPTION OF ACTIVITY</b>
<b>1</b>	Internship programs	<p>Throughout this reporting period, our SEU hosted four interns to assist with Science Matters (“SM”) programming initiatives. Supervised by our SM Project Manager, our SM interns researched and wrote articles for the SM website, promoted SM and SM’s Facebook page through social media, maintained the SM You Tube channel, served as SM ambassadors at community events and, for those who had film experience, developed concepts and film for SM videos for the SEU’s website.</p> <p>During Summer 2013, our SEU hosted a student from University of Virginia, who worked with our production team. She observed and assisted with the production of the SEU’s award-winning magazine program, Virginia Currents, as well as various other general productions.</p>
<b>2</b>	Host events/programs for or on behalf of an educational institution relating to careers in broadcasting	<p>During the reporting period, the following 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 careers in the broadcast industry.</p> <p>August 9, 2013-Our Director of TV Programming gave a tour to Tuckaway Child Development Center students (ages 7-12)</p> <p>January 2, 2014-Our President/CEO, Commonwealth Circle Manager and VP of Development gave a tour to a home school group.</p> <p>February 24-27, 2014-A student from Trinity High School observed various departments for a week, shadowing creative services, and development and production personnel, among others.</p>

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
3	Host events/programs for or on behalf of a community organization relating to careers in broadcasting	Throughout this reporting period, SEU personnel gave station tours to local scouting troops. During each of these tours, SEU personnel---including our Director of Central VA TV Studios, Director of TV Programming, as well as VP, General Manager of Programming & Production---answered questions about public broadcasting and careers in the broadcast industry. The specific tour dates took place on 6/13, 10/30, 12/4, 12/17, 2/26, 2/27 and 3/18.