

WCVE-FM, WCVE-TV, WCVW(TV)
EEO PUBLIC FILE REPORT
6/1/2016-5/31/2017

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring
Production Technician	1-5, 12, 27, 29, 34	29
Facilities Maintenance Coordinator	1-5, 27, 37	17
Human Resources Manager	1-5, 12, 26, 27, 31	26
Major Gifts Officer	1-5, 12, 24, 26, 27, 31	26
RF Engineer	1-5, 12, 22, 34, 35, 36	5
Digital Support Assistant	1-5, 26, 27, 32, 37	5
Engineer In Charge	1-5, 27, 34, 37	37

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II. MASTER RECRUITMENT SOURCE LIST (MRS�)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Richmond Times Dispatch Michelle Gillison PO Box 27775, Richmond, VA 23261-7775 (804) 649-6597	N	2
2	Richmond Times Dispatch Website(s) www.timesdispatch.com and/or www.Jobs.Richmond.com	N	0
3	Commonwealth Public Broadcasting Corporation/CIS Website www.ideastations.org .	N	2
4	Internal posting	N	0
5	Station Employee Referral	N	5
6	Non-Employee Referral	N	2
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

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
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
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	5
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	www.diversityinc.com (in conjunction with the Richmond Times Dispatch)	N	0
22	TV Jerry tvjerry@tvjerry.com www.tvjerry.com 804-358-5320	N	
23	America’s Job Bank & Virginia’s Job Bank www.careerconnect.state.va	N	0
24	Virginia Association of Fund Raising Exec., Inc. (VAFRE) Barbara Baker, PO Box 29235, Richmond VA 22323 (804) 648-0311 www.vafre.org	N	1

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
25	www.amfmtvonline.com B. Bryant	N	0
26	www.connectvirginia.org Nancy Stutts, PHD 205 West Franklin St., Richmond, VA 23220 (804) 827-2164	N	6
27	Craigslist http://richmond.kijiji.com/c-PostAd	N	1
28	Yahoo Hot Jobs www.hotjobs.com	N	0
29	Indeed (not directly posted by SEU) www.indeed.com	N	2
30	AFP Central VA www.afpcentralva.org	N	0
31	Ebay – Snagajob snagajob.com www.ebayclassifieds	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	Virginia Radio Television (VARTV) ads@VARTV.com	N	0
36	National Assoc. Of Broadcasters Education (NBA) http://broadcastcareerlink.com	N	0
37	Indeed www.indeed.com (directly posted)	N	1
38	ZipRecruiter www.ziprecruiter.com	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			31

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship programs	<p>Our Digital Department hosted one intern from Virginia Commonwealth University, one from the University of Virginia, and one from Douglas Freeman high school in the summer of 2016. In the fall of 2016, the Digital Department also hosted one intern from Randolph Macon University, one from the University of Richmond, and one from Virginia Commonwealth University. One intern from Virginia Commonwealth University was hosted in the spring of 2017. All interns were supervised by the Social Media Manager and provided support for social media and digital content creation and distribution.</p> <p>During the winter of 2016 our FM Department hosted an intern from James River High School. In the fall of 2016 our FM Department also hosted two interns from Maggie Walker High School. In the spring of 2016, the FM Department hosted one intern from Collegiate School, and in the spring of 2016 the FM Department hosted one student from Trinity Episcopal School. All interns were supervised by the News Director and worked with our FM Political Reporter and our FM Announcer/News Producer. Interns selected stories to rewrite copy from the AP and the Times Dispatch for broadcast. Interns also worked with the FM Public Affairs Associate to help write and edit Artsline.</p>

<p>2 Host event sponsored by or on behalf of an educational institution relating to careers in broadcasting</p>	<p>During the reporting period, the following personnel gave station tours 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>On June 28, 2016, our Director of Community Engagement and Ready to Learn Program Manager gave a tour to 20 elementary school students from Essex Village.</p> <p>On August 10, 2016, our VP of Television gave a tour to 6 students from Matoaca Middle School's Summer Program.</p> <p>On September 23, 2016 a docent gave a tour to 9 students from the University of Richmond.</p> <p>On October 18, 2016 our Director of Programming gave a tour to a group of 5 homeschooled students.</p> <p>On November 9, 2016 our Senior Graphic Designer gave a tour to 6 students from Thomas Jefferson High School's Special Needs Program.</p> <p>On November 15, 2016 a docent gave a tour to 9 students from the University of Richmond.</p> <p>On January 31, 2017, our Ready to Learn Program Manager, Science Matters Program Manager, Director of Community Engagement, and Membership Services Coordinator hosted a program entitled "Homeschool Family Connection" which brought over 70 homeschooled students and their families to the station for a tour and age appropriate educational activities.</p> <p>On February 14, 2017 our Director of Programming gave a tour to 20 students from George Wythe High School's Future Center.</p> <p>On February 21, 2017, our VP of Digital Media and Social Media Manager gave a tour to 14 students</p> <p>On February 22, 2017 our Director of Programming gave a tour to 20 students from the Jobs for Virginia Graduates program at Petersburg High School.</p>
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	<p>On February 24, 2017 a docent gave a tour to 6 students from the University of Richmond.</p> <p>On April 17, a docent gave a tour to 6 students from the University of Richmond.</p> <p>On April 21, 2017, our Director of Programming and Graphic Designer gave a tour to 6 students from the Sarah Dooley Center for Autism at St. Joseph's Villa.</p>
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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
3	Participate in event/program sponsored by or on behalf of an Educational Institution relating to broadcast careers	<p>From July 11 through July 19, a Senior Producer was a guest speaker and producer at a Video Camp for Powhatan Middle School's Summer Workshop.</p> <p>On October 4, 2016 and February 7, 2017, our Sr. Operations Manager and Jazz Host spoke to a film class at Virginia Commonwealth University about Public Broadcasting careers.</p> <p>On October 18, 2016 and March 14, 2017, a Senior Producer and a Producer spoke to a Documentary class in the Mass Communications Department at Virginia Commonwealth University.</p> <p>On January 10, 2017, our News Director spoke to the Capital news Service, a group of Seniors from Virginia Commonwealth University who cover the General Assembly session. He gave the students a tour and offered radio broadcasting and writing mentorship and support during the GA session.</p> <p>On February 14, 2017, our Director of Community Engagement participated in mock interviews and spoke to high school students about Public Broadcasting careers at the Richmond Technical Center.</p> <p>On March 16, 2017, our Sr. Operations Manager and Jazz Host spoke to a course at Longwood University .</p> <p>On April 26, 2017, our News Director spoke to students in an Introduction to Radio and TV Broadcasting course at Virginia Commonwealth University.</p> <p>On May 31, 2017, our Radio Frequency Engineer spoke to students at Northumberland High School's Career Day.</p>