

**WCVE-FM, WCVE-TV, WCVW(TV)
EEO PUBLIC FILE REPORT
6/1/2017-5/31/2018**

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring
Administrative Assistant, Major Gifts	3, 4, 5, 26, 27, 37	3
Administrative Assistant, Development	3, 4, 5, 26, 27, 37, 39	5
Front Desk Ambassador	3, 4, 5, 26, 27, 32, 37, 39	26
Development Officer	3, 4, 5, 12, 24, 26, 27, 30, 39, 40	26
Development Officer	3, 4, 5, 12, 24, 26, 37	24
Development Officer	3, 4, 5, 12, 24, 26, 37	26
Community Engagement Coordinator	2, 3, 4, 5, 27, 37, 38	37
News Reporter	3, 4, 5, 10, 12, 32, 35, 37, 40 - 45	12

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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	Richmond Times Dispatch Michelle Gillison PO Box 27775, Richmond, VA 23261-7775 (804) 649-6597	N	0
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	3
4	Internal posting	N	0
5	Station Employee Referral	N	5
6	Non-Employee Referral	N	0
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 https://www.vabonline.com/careers/	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	2
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	5
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	0
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	1
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	4
38	ZipRecruiter www.ziprecruiter.com	N	0
39	Idealist www.idealist.org	N	0
40	Public Media Women in Leadership Facebook Group https://www.facebook.com/groups/155843500773	N	0

41	Public Radio News Directors Incorporated (PRNDI) http://prndi.org/term/jobs-0	N	0
42	National Association of Hispanic Journalists (NAHJ) https://www.nahjcareercenter.com/	N	0
43	National Association of Black Journalists (NABJ) https://www.nabjcareers.org/	N	0
44	Native American Journalists Association (NAJA) http://www.naja.com/resources/job-listings/	N	0
45	Asian American Journalists Association (AAJA) https://www.aja.org/career_center	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			23

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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 Randolph Macon College in the spring of 2017, one intern from Christopher Newport University in the summer of 2017, and two interns from Virginia Commonwealth University in the fall of 2017. All interns were supervised by the Director of Digital Engagement and provided support for social media and digital content creation and distribution.</p> <p>Our Community Engagement Department hosted one intern from Virginia Polytechnic Institute for the summer of 2017. The intern was supervised by the Director of Community Engagement and worked on local Community Engagement events.</p> <p>During the summer of 2017 and the winter of 2017-2018, our TV Production Department hosted an intern from James Madison University. The intern was supervised by our TV Production Sales Executive and provided production and social media support. The intern also expanded the TV Production's social media presence.</p> <p>During the summer of 2017, our FM News Department hosted one intern from Douglas Freeman High School. During the fall of 2017, the FM News Department hosted one intern from the University of Richmond, and during the winter of 2018, the FM News Department hosted two interns from Virginia Commonwealth university. All interns were supervised by the News Director and worked with our FM Political Reporter, Senior Features Editor and Producer, and our FM Announcer/News Producer. Interns selected stories to rewrite copy from the AP and the Times Dispatch for broadcast.</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 15, 2017, our Director of Programming gave a station tour to a group of 10 Girl Scouts.</p> <p>On July 21, 2017, our Digital Marketing Manager gave a tour to two students from Boushall Middle School and one student from Lucille Brown Middle School.</p> <p>On July 25, 2017, our Director of Programming gave a tour to five middle school students.</p> <p>On July 31, 2017, two docents gave a tour to a group of 12 members of Canine Companions for Independence.</p> <p>On August 1, 2017, our Director of Programming gave a tour to two community members.</p> <p>On August 4, 2017, our Ready to Learn Manager hosted a group of elementary school students from Rainbow Station's Camp Blue Sky. The students were given tours from our Digital Assistant and completed educational activities around the station.</p> <p>On August 18, 2017, a docent gave a tour to three community members.</p> <p>On August 22, 2017, our Digital Assistant gave a tour to 6 community members.</p> <p>On October 26, 2017, our Director of Programming gave a tour to a group of 15 students from Williamsburg Christian Academy.</p> <p>On November 1, 2017, two docents gave a tour to 13 members of Reveille United Methodist Church.</p> <p>On November 7, 2017, our Director of programming gave a tour to a group of 12 Girl Scouts.</p> <p>On November 14, 2017, our Director of Programming gave a tour to 25 students from Dinwiddie Middle School.</p>
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On December 1, 2017, our Senior Graphic Designer gave a tour to two community members.

On December 6, 2017, our Digital Assistant gave a tour to 8 Cub Scouts.

On January 18, 2018, our Major Gifts Officer gave a tour to 15 residents of Westminster Canterbury.

On January 25, 2018, a docent gave a tour to two employees of the Chesterfield Food Bank.

On February 26, 2018, a docent gave a tour to 20 members of the Woodlake Community Association.

On April 3, 2018, a docent gave a tour a volunteer from Big Brothers/Big Sisters and a middle school aged child.

On May 4, 2018, two docents gave a tour to 16 students from Dinwiddie Middle School.

On May 8, 2018, our Digital Assistant and Digital Marketing Manager gave a tour to 13 4th grade students from Collegiate School.

	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>On August 4, 2017, our Major Gifts Officer spoke at a career luncheon for high school students hosted by Partnership for the Future.</p> <p>On August 8, 2017, our FM Political Reporter and FM Artsline Producer spoke to a group of high school students interested in careers in news and broadcast hosted at the VCU School of Business.</p> <p>On September 14, 2017, our Human Resources Director attended a career fair at Virginia State University.</p> <p>On November 14, 2017, our FM News Director spoke at Career Day at Falling Creek Elementary School.</p> <p>On December 15, 2017, our FM Political Reporter spoke to a class of journalism students at VCU.</p> <p>On March 9, 2018, our Human Resources Director spoke at Career Day to the fourth grade at Three Chopt Elementary School.</p> <p>On April 26, 2018, our Major Gifts Officer spoke to a class of students at the University of Washington about careers and work force readiness.</p> <p>On March 19, 2018, our FM Political Reporter spoke to the Capitol News Service Class at VCU.</p>
	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY

4	<p>Provide training to management level personnel to ensure EEO and prevent discrimination.</p>	<p>On May 24, 2017, the Human Resources Director attended Richmond's Society for Human Resource Management's (SHRM) CommUnity Symposium. The event focused on diversity and inclusion in the workplace and offered key note speakers and breakout sessions.</p> <p>On December 7, 2017, all employees attended Sexual Harassment Training.</p> <p>On January 25, 2018, the Human Resources Director planned and attended a Richmond SHRM roundtable discussion on Religious Diversity in the Workplace. This event was sponsored by the station and held on the premises.</p> <p>On April 12, 2018, the Human Resources Director planned and attended a Richmond SHRM roundtable discussion on Ageism in the Workplace. This event was sponsored by the station and was held on the premises.</p> <p>On May 23, 2018 the Human Resources Director attended an event sponsored by Connect VA and Virginia Centers for Inclusive Communities on diversity and inclusion in the workplace.</p>
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