

**WCVE-FM, WCVE-TV, WCVW(TV)
EEO PUBLIC FILE REPORT
June 1, 2014 – May 31, 2015¹**

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Administrative Assistant	1-4, 12, 26-27, 29, 31	29
Major Gifts Officer	1-4, 12, 17, 26-27, 29	17
Social Media Manager	1-4, 12, 26-27, 29, 32	29

¹ This Report was revised in May 2016 to address reporting and formatting 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	Richmond Times Dispatch Michelle Gillison PO Box 27775, Richmond, VA 23261-7775 (804) 649-6597	N	1
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	0
4	Internal Posting	N	0
5	Station Employee Referral	N	0
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 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

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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	1
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

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21	www.diversityinc.com (in conjunction with the Richmond Times Dispatch)	N	0
22	TV Jerry www.tvjerry.com 804-358-5320	N	0
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 23242-0235 (804) 648-0311	N	0
25	www.amfmtvonline.com B. Bryant	N	0
26	www.ConnectVA.org/richmond/ Nancy Stutts, PHD 205 West Franklin St. Richmond, VA 23220 (804) 827-2164	N	4
27	Craig's List http://richmond.kijiji.com/c-PostAd	N	0
28	Yahoo Hot Jobs www.hotjobs.com	N	0
29	Indeed (not directly contacted by SEU) www.indeed.com	N	4
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
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			11

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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 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 and served as SM ambassadors at community events. • Also during this reporting period, students from the Virginia Commonwealth University (VCU) School of Communications and the VCU Capital News Service trained with our Capital News Bureau. • During the Fall/Winter 2014-2015, our SEU hosted a student from James River High School who was mentored by our Reporter/FM Producer, FM Public Affairs Associate, and our FM Producer of our VA Currents show. The FM Producer worked with the intern to produce a radio feature-length story about “Living in a Food Desert.” • During Winter/Spring 2014-2015, our SEU hosted a student from Virginia Commonwealth University, who worked with our TV production team. He observed and assisted with the production of the live and taped studio shows in our Sesame Street studio and our Capital Studio locations.

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
2	Host events/programs for or on behalf of a community organization or an educational institution relating to careers in broadcasting	<p>During this reporting period, the following SEU personnel conducted 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> <ul style="list-style-type: none"> • On October 16, 2014, our Director of Programming gave a tour to participants in the National PBS Kids Writers Contest ranging in age from 8 to Senior Citizens. • On February 13, 2015, our VP/General Manager of CVA Radio gave a tour to a teacher and student from the Rehabilitation Research and Training Center – School of Education at VCU. • On February 16, 2015, our President/CEO, VP of Development and Major Gifts Officer gave a tour to the Richmond Area Mensa organization. • On March 25, 2015, our Director of TV Programming, Radio Production Manager, and an FM Announcer/Technology Manager gave a tour to a group of students from Goochland Middle School. • On April 8, 2015, our Director of TV Programming gave a tour to a group of students from the Sacred Heart Center for College and Career Bound Program. • On April 19, 2015, our President/CEO, and VP of Development gave tours to 1,000 children and adults who were at the station for the Explore the Outdoors Event. A Producer/Director, Director of Central VA Studios, Studio Supervisor, and a Production Technician made themselves available to answer questions on the tour.

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	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	<p>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, and VP, General Manager of Programming & Production, answered questions about public broadcasting and career opportunities in the broadcast industry.</p> <p>These tours were conducted on:</p> <ul style="list-style-type: none"> • June 13, 2014; • October 30, 2014; • December 4, 2014; • December 17, 2014; • February 26, 2015; • February 27, 2015; • March 18, 2015.