

West Virginia Radio Corporation of the Alleghenies EEO PUBLIC FILE REPORT JUNE 2017- MAY 2018
for WEPM, WICL, WKMZ

A. Full-Time Vacancies Filled During Past Year					
1. Job Title: Account Executive			Date Filled: 1/8/18, 8/8/17, 5/14/18		
2. Job Title: On Air Talent			Date Filled: 9/25/17, 9/25/17, 11/6/17		
(The position of "Account Executive" was left open and continued to be advertised as we hired additional Account Executives)					
B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy					
1. Job Title: Account Executive					
				Date Filled: 1/8/18, 8/8/17, 5/14/18	
Source	Contact Person	Address	Tel #	Referred Person Hired	
Internal Postings (Martinsburg and Morgantown offices)	Jennifer Chrisman	1606 W. King St. Martinsburg, WV 25401	304-263-8868		
WV Radio Corporation Website	Jodi Hart	1251 Earl Core Rd. Morgantown	304-263-8868	1 Interviewed - 1 Hired	
Radio Ads-WEPM-WICL-WKMZ		1606 W. King St. Martinsburg, w WV 25401	304-263-8868		
WKMZ Facebook	Jeff Adams	1606 W. King St. Martinsburg, w WV 25401	304-263-8868		
Herald Mail Co.	Jackie Connelly	100 Summit Ave. Hagerstown, MD 21740	301-733-5131		
The Journal	Sarah Phillips	207 W. King St. Martinsburg, WV 25401	304-263-8931		
Indeed.com	Maggie Lautenslager	Indeed.com	203-653-4879	5 Interviewed - 1 Hired	
Monster.com	Sarah Phillips	207 W. King St. Martinsburg, WV 25401	304-263-8931		
www.collegecentral.com	Career Services	Shepherd University-301 N. King St. Shepherdstown, WV 25443	304-876-5317		
www.collegecentral.com	Career Services	Hagerstown Community College-11400 Robinwood Drive, Hagerstown, MD 21742	240-500-2238		
www.collegecentral.com	Career Services	Lord Fairfax Comm. Colleg-173 Skimisher Lane, Middletown, VA 22645	540-868-7000		
www.collegecentral.com	Career Services	Blue Ridge Comm./Tech College-13650 Apple Harvest Dr., Martinsburg, WV 25403	304-260-4380		
www.collegecentral.com	Career Services	Shenandoah University-1460 University Dr., Winchester, VA 22601	540-866-4300		
Blue Ridge CTC Career Fair	Jennifer Barnett	13650 Apple Harvest Dr. Martinsburg, WV 25403	304-260-4380		
External Referral	Amy Orndoff	217 North High St. Martinsburg WV 25404	304-263-8873	1 Interviewed - 1 Hired	
2. Job Title: On Air Talent					
				Date Filled: 9/25/17, 9/25/17, 11/6/17	
Source	Contact Person	Address	Tel #	Referred Person Hired	
Internal Postings (Martinsburg and Morgantown offices)	Jennifer Chrisman	1606 W. King St. Martinsburg, WV 25401	304-296-0029	2 Interviewed - 2 Hired	
Workforce WV Job Service	N/A	891 Auto Parts Place, Suite 1314, Martinsburg, WV 25403	304-267-0065		
VA Medical Center-Vocational Rehabilitation	Jeff Stoddard	510 Butler Ave. Room 3a128, Martinsburg, WV 25405	304-263-6776		
Sl. of MD Dept. of Labor	William Saaman	14 N. Potomac St. Hagerstown, MD 21740	301-393-8223		
WV Division of Rehabilitation Services	Ross Hudson	489 Mid Atlantic Parkway, Ste 2, Martinsburg, WV 25404	304-267-0005		
WKMZ Facebook	Jeff Adams	1606 W. King St. Martinsburg, w WV 25401	304-263-8868		
All-Access	Jeff Adams	All-Access.com	304-263-8868	1 interviewed - 1 Hired	
C. Total Number of persons interviewed for all full-time Vacancies filled during the past year:				10	
D. Total Number of Interviews for All Full-Time Vacancies Filled During The Past Year Per Recruitment/Referral Sources:					
**See Above					
E. Outreach Activities					
Job openings were placed on WKMZ-FM & WICL-FM station websites					
Job openings were advertised on WVRC Radio Stations (WEPM-AM, WICL-FM & WKMZ-FM)					
Announcements were placed on all station websites notifying organizations of their right to request information on job openings					
An internship program is offered to bring awareness to job opportunities in broadcasting available at WVRC.					
Hosted 1 intern from Waynesburg University during Spring semester 2018 who were supervised by Sports Director. Interns work directly with Program Directors and on-air staff to learn about commercial production, daily on-air responsibilities, and station promotions and giveaways.					
Attended a job fair at Blue Ridge CTC. On April 20th, 2018 - Sales Manager and Account Executive were the Representatives.					
The Morning Show Producer on WKMZ attended Career days at Spring Mills Primary from 12:30-3p on May 7th.					