

WEST VIRGINIA RADIO CORPORATION OF CHARLESTON EEO PUBLIC FILE REPORT JUNE 2018- MAY 2019
- WCHS AM, WKAZ AM & FM, WKWS FM, WRVZ FM, WSWW AM , WVAF

A. Full-Time Vacancies Filled During Past Year

1. Job Title: Director of Sales	Date Filled: 8/20/18
2. Job Title: Account Executive	Date Filled: 9/24/18, 11/1/18, 11/15/18
3. Job Title: News Reporter	Date Filled: 9/17/18
4. Job Title: Creative Director	Date Filled: 4/1/19
5. Job Title: Traffic/Receptionist	Date Filled: 4/22/19

B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

1. Job Title: Director of Sales Date Filled: 8/20/18

Source	Contact Person	Address	Telephone #	Interviewed	Referred Person H
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131		
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE , Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WVSU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
WV Radio Corp Website	online	wvradio.com/careers/	online only		
All Access	online	allaccess.com	310-457-6616		
RAB.com	online	www.rab.com	304-744-2143	2	1

2. Job Title: Account Executive Date Filled: 9/24/18, 11/1/18, 11/15/18

Source	Contact Person	Address	Telephone #	Interviewed	Referred Person H
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131		
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE , Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WVSU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
ZipRecruiter.com	online	www.ziprecruiter.com	online only	1	
WVBA Website	Michele Crist	140 Seventh Ave, Charleston WV	304-744-2143		
Indeed.com	Ashley Prowse	indeed.com	online only	8	2
Recruit Radio Ads on all 7 station	Ashley Prowse	1111 Virginia Street East, Charleston, WV 25301	304-342-8131	1	1

3. Job Title: News Reporter Date Filled: 9/17/18

Source	Contact Person	Address	Telephone #	Interviewed	Referred Person H
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131		
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE , Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WVSU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
Indeed.com	online	www.indeed.com	online only	3	1
JournalismJobs.com	online	journalismjobs.com	online only		

4. Job Title: Creative Director Date Filled: 4/1/19

Source	Contact Person	Address	Telephone #	Interviewed	Referred Person H
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131	1	1
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE , Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WVSU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
Indeed.com	Ashley Prowse	indeed.com	online only	9	
Recruit Radio Ads on all 7 station	Ashley Prowse	1111 Virginia Street East, Charleston, WV 25301	304-342-8131		

4. Job Title: Traffic/Receptionist Date Filled: 4/22/19

Source	Contact Person	Address	Telephone #	Interviewed	Referred Person H
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131	1	1
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE , Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WVSU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
Recruit Radio Ads on all 7 station	Ashley Prowse	1111 Virginia Street East, Charleston, WV 25301	304-342-8131		
Indeed.com	Ashley Prowse	indeed.com	online only	6	

C. Total Number of persons interviewed for all full-time Vacancies filled during the past year :					32
D. Total Number of Interviewees for All Full-Time Vacancies Filled During The Past Year Per Recruitment/Referral Sources:					7
Referral Source	Contact Person	Address	Tel#	# of Interviewee	# of Hires
RAB.com	online	www.rab.com	304-744-2143	2	1
WVRC Charleston Stations	Ashley Prowse	1111 Virginia St E, Charleston, WV 25301	3043428131	1	1
Indeed.com	online	indeed.com/jobs	online only	26	3
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131	2	2

E. Outreach Activities

Announcements were placed on all station websites notifying organizations of their right to request information on job openings. **entitled organizations are not required to pay for advertising.

An internship program is offered to bring awareness to job opportunities in broadcasting available at WVRC.

WVU student served an unpaid intern in the WCHS/WV MetroNews news room from 6/1/18-7/31/18.Intern performed duties such as field reporting, writing and editing.

Business Manager attended Job Fair for WV Junior College on 7/20/18

Business Manager attended Job Fair for Kanawha Valley Job Fair hosted by U.S. Senator Joe Manchin on 3/22/19

On May 4, 2019 Business Manager attended a seminar sponsored by the West Virginia Broadcasters Association and presented by Jackson Kelly PLLC on EEO Rules and Regulations to date. EEO Credit/Certificates awarded for each station.