

**WCVE-FM, WCVE-TV, WBBT-FM, WWLB(FM), WNVN(DT), WCVW(DT),
WCNV(FM), WMVE(FM)¹
EEO PUBLIC FILE REPORT
6/1/2018-5/30/2019**

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
Programming Assistant	3-5, 16, 21, 27, 28, 35, 36	27
Political Reporter	3-5, 22, 27, 28, 35	5
FM Announcer/Producer	3-5, 12, 21, 22, 27, 28	4
FM Traffic Coordinator	3-5, 10, 12, 22, 27, 28	5
Politifact Reporter	5*	5
Legal Reporter	3-5, 12, 10, 27, 28, 31-33, 35-37	5
Jr. Digital Video Producer	3-5, 12, 20, 22, 27, 36	5
Ready to Learn Manager	3, 4, 5, 20, 12, 27, 21, 22, 20, 15	6
President	5, 38*	38
Production Technician	3-5, 12, 21, 27, 39	3
City of Richmond Reporter	3-5, 12, 21, 22, 27-29, 30-32, 35, 40	12
Assistant Web Manager	3-5, 12, 20-22, 27, 28	27
Mobile Production Technician	3-5, 12, 21, 22, 26, 27	3
Digital News Producer	3-5, 12, 21, 22, 28, 31, 32, 35, 36, 39, 40	5
Event Manager	3-5, 16, 20-22, 27, 28	16
Event Manager	3-5, 16, 20-22, 27, 28	20
Administrative Assistant	3-5, 12, 20-22, 27, 28	27
Social Media Assistant	3-5, 12, 16, 20-22, 27, 36	5
Chief Investment Officer	5*	5
Chief Financial Officer	5, 38*	38
Chief Content Officer	3-5, 12, 20, 27, 28, 35-37, 41	5

**Exigent circumstances*

¹ Due to new station acquisitions and channel sharing arrangements, Commonwealth Public Broadcasting Corporation, the licensee of the above-referenced stations, elected to re-organize the structure of its Station Employment Units (“SEUs”) beginning with the 2019 reporting period. As a result, WNVN(DT), which had previously been considered part of another SEU, will now be reported on the same EEO Public File Report as its channel sharing partner, WCVE-TV. In addition, WCNV(FM) and WMVE(FM), which had previously been considered under-5 SEUs, will now be grouped with the stations included on this EEO Public File Report.

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6/1/2017-5/31/2018**

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	9
4	Internal posting	N	1
5	Station Employee Referral	N	9
6	Non-Employee Referral	N	3
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	AFP Central Virginia www.afpcentralva.org	N	0
12	Corporation for Public Broadcasting Jobline www.cpb.org/jobline	N	1
13	Charlottesville Weekly 106 E Main St. Charlottesville, VA 22902 (434) 817-2749	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
14	Daily Progress Dana Hubbard 685 Rio Road W. Charlottesville, VA 22901 (434) 978-7297	N	0
15	Virginia Employment Commission William Walton, Office Manager 5211 West Broad St. Richmond, VA 23230 804-662-9614	N	0
16	Walk-In/Self-Referral	N	3
17	TV Jerry www.tvjerry.com 804-358-5320	N	0
18	America's Job Bank & Virginia's Job Bank www.careerconnect.state.va	N	0
19	Virginia Association of Fund Raising Exec., Inc. (VAFRE) www.vafre.org	N	0
20	Connect Virginia www.connectvirginia.org	N	5
21	Craigslist https://richmond.craigslist.org/	N	1
22	WCVE Facebook www.facebook.com/WCVE.VA	N	0
23	Creative Jobs Central www.creativejobscentral.com	N	0
24	Society of Broadcast Engineers (SBE) www.sbe.org	N	0
25	Virginia Radio Television (VARTV) ads@VARTV.com	N	0
26	National Assoc. Of Broadcasters Education (NAB) http://broadcastcareerlink.com	N	0
27	Indeed www.indeed.com (<i>directly posted</i>)	N	8
28	Idealist www.idealist.org	N	0
29	Public Media Women in Leadership Facebook Group www.facebook.com/groups/1558435007731899/	N	0
30	Public Radio News Directors Incorporated (PRNDI) http://prndi.org/term/jobs-0	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
31	National Association of Hispanic Journalists (NAHJ) www.nahjcareercenter.com/	N	0
32	National Association of Black Journalists (NABJ) www.nabjcareers.org/	N	0
33	Native American Journalists Association (NAJA) www.naja.com/resources/job-listings/	N	0
34	Asian American Journalists Association (AAJA) www.aaaja.org/career_center	N	0
35	Current www.publicmediajobs.org	N	0
36	LinkedIn www.linkedin.com	N	1
37	The Ladders www.theladders.com	N	0
38	SRI Keith McCallister 551 North 5 th Avenue, Suite 417 New York, NY 10176	N	2
39	TV Jobs www.tvjobs.com	N	0
40	Journalism Jobs www.Journalismjobs.com	N	1
41	Talent Zoo www.talentzoo.com	N	0
42	The Ladders www.theladders.com	N	0
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			44

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1.	Internship Programs	<p>In the summer of 2018, our Community Engagement Department hosted an intern from Virginia Commonwealth University. She assisted with administrative support, event management, and graphics creation. She was supervised by the Outreach and Communications Manager.</p> <p>Our Digital Department hosted one intern from Virginia State University in the winter of 2018 and one intern from Virginia Commonwealth University during the summer of 2018. Both interns were supervised by the Director of Digital Engagement and provided support for social media and digital content creation and distribution.</p> <p>During the winter of 2018-2019, our Production Department hosted two interns from the Richmond Technical Center. They were supervised by our Central VA TV Studios Manager and worked on producing the Virginia General Assembly coverage.</p> <p>During the winter and spring of 2019, our Virginia Currents producer hosted an intern from Virginia Commonwealth University. She edited and created graphics, coordinated interviews, and wrote scripts for the show.</p> <p>During the summer of 2018, our FM News Department hosted an intern from Virginia Commonwealth University and an intern from University of Virginia. In the spring of 2019, our FM News Department hosted an intern 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 from the AP and the Times Dispatch to rewrite copy for broadcast.</p>

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
		During the fall of 2018 and the winter of 2019, our FM Music Department hosted an intern from Virginia Commonwealth University. She was supervised by the Director of Classical Music Initiatives and worked on programming and the music library
2.	Host event for an educational institution or community organization relating to careers in broadcasting	<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 August 3, 2018, our Director or Programming gave a tour to 14 students from the Faison School for Autism.</p> <p>On August 13, 2018, our Senior Major Gifts Officer gave a tour to four community members.</p> <p>On August 15, 2018, a volunteer docent gave a tour to eight community members.</p> <p>On August 31, 2018, our Senior Major Gifts Officer gave a tour to two community members.</p> <p>On September 21, 2018, a volunteer docent gave a tour to seven members of St. Michael's Church Job Assistance Ministry, which provides career transition support for community members.</p> <p>On September 25, 2018, our Major Gift Officer gave a tour to 12 community members.</p> <p>On November 9, 2018, our Corporate Support Representative gave a tour to two employees of Sona Bank.</p> <p>On November 14, 2018, our volunteer docent gave a tour to five community members.</p> <p>On December 8, 2018, we hosted a Holiday Open House where our VP of Radio and Operations Manager/Jazz Host provided tours to approximately 200 members of the public.</p> <p>On March 12, 2019, our volunteer docent gave a tour to 10 residents of Bickford Independent</p>

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		<p>Living.</p> <p>On March 18, 2019, our Major Gift Officer gave a tour to 10 residents of Lucy Corr Nursing Home.</p> <p>On March 19 and March 20, 2019, our Programming Director and Art Director gave a tour to 6 students from the Career Skills Exploration Program (“CSEP”), a career exploration program for high school students with special needs.</p> <p>On April 10, 2019, our Senior Major Gift Officer gave a tour to 17 Girl Scouts.</p>
3.	Participate in job fairs	<p>During the reporting period our SEU participated in job and career fairs, as detailed below. At each event station personnel was on-hand to discuss career opportunities at our stations and to answer questions about careers in broadcasting generally.</p> <p>On August 22, 2018, our Volunteer Manager participated in a Career Fair at the YMCA.</p> <p>On September 20, 2018, our Human Resources Director participated in the Fall Career and Internship fair at Virginia State University.</p> <p>On January 24, 2019, our Digital News Editor participated in a Job and Internship fair at Virginia Commonwealth University.</p> <p>On February 6, 2019, our Human Resources Director participated in the Spring Internship & Career Expo at Virginia State University.</p>
4.	Participate in events for or on behalf of educational institutions or community organizations relating to careers in broadcasting	<p>On February 19, 2019, our Senior Operations Manager spoke to a film documentary class at Virginia Commonwealth University.</p> <p>On April 10, 2019, our Digital News Editor and Senior Producer/Director participated in a panel discussion at the Virginia State University Communications, Sport and Entertainment Symposium. The theme of the symposium was “Emerging Trends in Media and Sports.”</p> <p>On April 13, 2019, our VA Currents Host spoke to the Chesterfield Pilots Association about the difference between commercial and public</p>

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
		media.
5.	Provide training to management level personnel to ensure EEO and prevent discrimination.	<p>On August 28, 2019, our Corporate Human Resources Director participated in the Virginia Association of Broadcasters EEO Webinar about FCC and EEO non-discrimination and equal opportunity requirements.</p> <p>All employees and interns of the station participated in online Harassment Training in September of 2018.</p> <p>On November 12, 2018 all employees of the station participated in Diversity and Inclusion training provided by Virginia Centers for Inclusive Communities.</p>
6.	Participate in an event/program related to methods of ensuring equal employment opportunity and preventing discrimination	<p>In September and October of 2018, our Corporate Human Resources Director participated in an Equitable Human Resources course provided by the Community Foundation for a greater Richmond.</p> <p>On January 31, 2019, our Corporate Human Resources Director participated in a Richmond Society for Human Resource Management seminar on Resolving Conflict and Seeing Different Perspectives.</p> <p>On February 5, 2019, our Human Resources Director; VP, Digital; Digital News Editor; and Director of Digital Engagement attended an RVA Table Talk sponsored by Virginia Centers for Inclusive Communities on Refugee Resettlement in the Richmond area.</p> <p>On February 28, 2019, our Corporate Human Resources Director attended a Richmond Area Diversity Roundtable discussion on Unconscious Bias.</p> <p>On March 21, 2019, our Corporate Human Resources Director participated in the Richmond SHRM Diversity & Inclusion Symposium.</p> <p>From September of 2018 to June of 2019, our Corporate Director of Corporate Support participated in Leadership Metro Richmond. Her final project focused on diversity, inclusion, and institutional bias.</p>

