

# WWBT/WUPV

## EEO PUBLIC FILE REPORT

June 1, 2018 to May 31, 2019

### I. VACANCY LIST

See Master Recruitment Source List for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Photographer	1,3-13, 20,26,27,30,43,45,46,49,50,53,57,58,63	30
Digital Content Producer	1, 3-13,20,26,30,43,45,46,49,50,53,57,58	42
Anchor/Reporter	1-13,20,26,30,43,45,46,49,50,56,58,63	26
Producer (2)	1-13,20,26,30,43,45,46,49,50,53,56,57,58,63	30,30
Digital Account Assistant	1-13,20,30,45,46,49,50,63	40
Producer (2)	1-13,20,26,30,45,46,49,50,53,57,58,63	40,63
Digital Content Producer	1-13,20,22,26,29,30,35,36,43,45,46,49,50,53,56,57,58,63	30
Assistant Chief Engineer	1-13,20,26,30,43,45,46,49,50,56,58	30
Master Control Operator	1-13,20,26,30,43,45,46,49,50	30
Mgr Audience Development	1-13,20,26,30,34,43,45,46,49,50,53,57,58,63	40
Reporter (2)	1-13,20,26,30,43,45,46,49,50,53,57,63	26,30
Meteorologist	1-13,20,26,30,43,45,46,49,50,57	26
Producer	1-9,11-13,20,26,30,45,46,49,50,57,63	63
Photographer (2)	1-9,11-13,20,26,30,43,45,46,49,50,57,63	40,42

Gray TV acquired WUPV on January 2, 2019. This report contains information for WUPV from that date to present.

# WWBT/WUPV

## II. MASTER LIST OF RECRUITMENT SOURCES

June 1, 2018 thru May 31, 2019

\*Sources with an asterisk (\*) denote organizations that requested notification of job vacancies

*Source Number	Organization	Contact Person	Mailing/Email Address	Website	Phone Number	Number of Interviews
<b>COMMUNITY SOURCES</b>						
1.*	Hampton University	Ms. Courtney Walker	Career Center, Hampton, VA 23666		(757) 727-5331	
2	Howard University	Jozanne Douglas	Career Services, 525 Bryant St., NW., Washington, DC 20059		(202) 806-7513	
3.*	Norfolk State University	Nash D. Montgomery	2401 Corprew Avenue, Norfolk, VA 23504	<a href="http://nsu-csm.symplicity.com/employers/index.php">http://nsu-csm.symplicity.com/employers/index.php</a>	(757) 823-8462	
4.*	Virginia State University	Darnita Trice-Program Coordinator & Career Advisor	P. O. Box 9410, Petersburg, VA 23806 dtrice@vsu.edu	<a href="https://vsu-csm.symplicity.com">https://vsu-csm.symplicity.com</a>	(804) 524-6799	
5.*	NAACP	Margaret S. Johnson, Secretary	P. O. Box 25576 Richmond, VA 23260	<a href="http://www.rvanaacp@gmail.com">www.rvanaacp@gmail.com</a>	800-426-2227	
6.*	Virginia Commonwealth University	Ms. Kim Harnerman	University Career Center, University Student Commons, Monroe Park Campus, 907 Floyd Avenue, Room 143, Richmond, VA 23284, harnerman@vcu.edu		(804) 827-0410	
7.*	Virginia Commonwealth University School of Mass Communications	Student Services Coordinator	901 W. Main Street, P. O. Box 842034, Richmond, VA 23284-2034		(804) 827-3725	
8.*	Rhodes, Inc.	Oneida Cary	1300 Thomas Street, Suite F, Hampton, VA 23669	<a href="http://www.ulhr.org">www.ulhr.org</a>	(757) 224-8085	
9.*	Capital Area Training Consultium	William Seaton III, Business Development Manager	1001 N. Laburnum Avenue, Suite B, Henrico, VA 23223		(804) 226-1941	
10.*	Virginia Union University #		1500 Lombardy Street, Richmond, VA 23220	<a href="http://vu-csm.symplicity.com/employers">http://vu-csm.symplicity.com/employers</a>	(804) 257-5656	
11.*	Virginia Employment Commission		703 E. Main Street, Richmond, VA 23218	<a href="http://www.vawc.virginia.gov">www.vawc.virginia.gov</a>	(804) 786-1485	
12.*	Virginia Association of Broadcasters	Christina Sandridge	250 W. Main Street, Suite 100, Charlottesville, VA 22902	<a href="http://www.vabonline.com">www.vabonline.com</a>	(434) 977-3716	
13.*	Randolph-Macon College	Jessica Majkowsky, Assistant Director of Employer Relations & Internships	The Edge Center for Personal and Career Development, P. O. Box 5005, Ashland, VA 23005	<a href="https://www.myinterfase.com/rmc/employer/home.aspx">https://www.myinterfase.com/rmc/employer/home.aspx</a>	(804) 752-3227	
14	University of Richmond	Sarah B. Kuhn	Office of Alumni and Career Services, University of Richmond, VA	<a href="https://richmond-csm.symplicity.com/employers">https://richmond-csm.symplicity.com/employers</a>	(804) 289-8139	
15	George Mason College	Bernadette Davey	University Career Services	<a href="https://gm-csm.symplicity.com">https://gm-csm.symplicity.com</a>	(703) 993-2370	
16	James Madison University		Career and Academic Planning, Employer Relations and Recruiting Services	<a href="https://jmu-csm.symplicity.com/employers">https://jmu-csm.symplicity.com/employers</a>	(540) 568-3597	
17	Old Dominion University		Career Management Center	<a href="http://odu-csm.symplicity.com/employers">http://odu-csm.symplicity.com/employers</a>	(757) 683-4388	
18	Virginia Tech	Vickie Earthman	Smith Career Center, Washington Street & West Campus Drive (mail Code 0128), Blacksburg, VA 24061	<a href="https://www.myinterfase.com/vt/employer">https://www.myinterfase.com/vt/employer</a>	(540) 231-6776	

19	University of Virginia	Employee Services Manager	300 Gateway Center Parkway, Richmond, VA 23235	<a href="https://virginia-csm.symplicity.com/employers">https://virginia-csm.symplicity.com/employers</a>	(434) 924-8900	
<b>ADDITIONAL SOURCES</b>						
20	WWBT/WWUPV On-Air Recruitment Advertisement	Judy Gibson	5710 Midlothian Turnpike, Richmond, VA 23225		(804) 230-2720	
21	Broadcast Cable Financial Management Association	Jamie Smith	550 W. Frontage Road, Suite 3600, Northfield, IL 60093	<a href="http://www.bcfm.com">www.bcfm.com</a>	(847) 716-7000	
22	Richmond Times Dispatch-also jobs.richmond.com	Michelle Gillison	301 E. Franklin Street, Richmond, VA 23219		(804) 649-6052	
23	Television Weekly	Marc Abrams	mabrams@crain.com		(323) 370-2415	
24	Medialine.com	Don Mathews	P. O. Box 51909, Pacific Grove, CA 93950; dmathews31@comcast.net	<a href="http://www.medialine.com">www.medialine.com</a>	(706) 364-7564	
25	RTNDA	Nicole Newsome	1600K Street, NW, Suite 700, Washington, DC 20006-2828; NicoleN@rtnda.org	<a href="http://www.rtnda.org">www.rtnda.org</a>	(202) 467-5208	4
26	TVJobs.com	Mark Holloway		<a href="http://www.TVjobs.com">www.TVjobs.com</a>		
27	B Roll Online Website	Kevin Johnson	227 6th Street, NE, Washington, DE 20002	<a href="http://www.b-roll.net">www.b-roll.net</a>	(757) 535-4459	
28	The National Press Photographers Association Job Information Bank Website	Linda D. Epstein	lepstein@ewrols.com	<a href="http://www.nppa.org">www.nppa.org</a>		
29	Society of Broadcast Engineers	Scott Jones	kjones@sbe.org		(317) 253-1640	
30	Raycom Media/Gray TV Website		201 Monroe St., 20th Floor, Montgomery AL 36104	<a href="http://www.raycommedia.com/www.nbc12.com">www.raycommedia.com/www.nbc12.com</a> and <a href="https://gray.tv/careers#cruentopneings">https://gray.tv/careers#cruentopneings</a>	(334) 206-1416	9
31	National Association of Broadcasters-Broadcast Career Link	Nate Mann, Director of Development	1771 N Street, NW, Washington, DC 20036-2891	<a href="http://www.nab.org">www.nab.org</a>	(202) 429-5498	
32	Retail Merchants Association of Greater Richmond	Preston Perrin	5101 Monument Avenue, Richmond, VA 23230		(804) 682-5500	
33	AdWeek Magazine (AdWeek, BrandWeek & MediaWeek)	Liz Reich	lreich@adweek.com		(646) 654-5310	
34	Spots 'n Dots	Emily McKay	<a href="mailto:sales@spotsndots.com">sales@spotsndots.com</a>		(800) 978-7635	
35	American Marketing Association	Jeremy D. Johnson, Comput Director of Career Services	jdjohnson@ecpi.edu	<a href="http://www.AMA.jobcontrolcenter.com/hr">www.AMA.jobcontrolcenter.com/hr</a>	(312) 542-9000	
36	ECPI Technical College	Eric Wee	eric@mail.journalismnext.com	<a href="http://www.ecip.edu">www.ecip.edu</a>	(804) 330-5533	
37	Journalismnext.com	Eric P. Straus	eric@RegionalHelpWanted.com		(703) 629-0178	
38	CharlottesvilleHelpWanted.com /RegionalHelpWanted.com	Eric P. Straus	eric@RegionalHelpWanted.com		(800) 365-8630	
39	502 Communications/Graeme Newell	Sandy Lizik	slizik@602 communications.com		(919) 217-4438	
40	Raycom Media/Gray TV Employee				(602) 954-8373	4
41	TVJerry.com		tvjerry@tvjerry.com			2
42	Non-Employee Referral					
43	TVNewscheck & NetNewsCheck	Patty Hersh	phersh@newscheckmedia.com		(610) 420-6003	
44	South Carolina Broadcasters Association	Karen Nettles	One Harbison Way, Suite 112, Columbia, SC 29212	<a href="http://www.scba.net">www.scba.net</a>	(803) 732-1186	
45	National Association of Hispanic Journalist +	Virginia Galindo	100 National Press Building, S24, 14th Street NW, Washington, DC 20045	<a href="http://www.nahicareercenter.com">http://www.nahicareercenter.com</a>	(202) 662-7145	
46	Asian American Journalist Association +	Mr. Albert Lee	1182 Market Street, Suite 20, San Francisco, CA 94102	<a href="http://www.aajaa.org">www.aajaa.org</a>	(415) 346-2051	
47	Television Business Report	April McLynn	P. O. Box 6633, Woodbridge, VA 22195	<a href="http://tbr.com">http://tbr.com</a>	(813) 909-2916	
48	Strayer University	William Randolph	2820 Waterford Lake Drive, Chesterfield, VA 23112		(804) 763-6300	

49	Native American Journalist Association +	Rebecca Landsberry	University of Oklahoma, Gaylord College, 395 W Lindsey Street, Norman, OK 73019-4201; Rebecca Landsberry (rebeccalandsberry@naja.com)	<a href="http://www.naja.com">www.naja.com</a>	(405) 325-1649	
50	Internal Job Posting	Judy Gibson	5710 Midlothian Turnpike, Richmond, VA 23225	<a href="http://www.cwrichmond.tv">www.cwrichmond.tv</a>	(804) 230-1212	
51	North Carolina Association of Broadcasters	Elizabeth Parker	<a href="mailto:eparker@ncbroadcast.com">eparker@ncbroadcast.com</a>		(919) 821-7300	
52	University of North Carolina Wilmington		<a href="mailto:careers@uncw.edu">careers@uncw.edu</a>		(910) 962-3174	
53	Linked In Jobs		2029 Stierlin Court, Mountain View, CA 94043	<a href="http://www.linkedin.com">http://www.linkedin.com</a>	(650) 687-3600	4
54	VCU Brandcenter	Ashley Somnardahl	<a href="mailto:asomnardahl@vcu.edu">asomnardahl@vcu.edu</a>	<a href="http://www.brandcenter.vcu.edu">www.brandcenter.vcu.edu</a>	(804) 827-8874	
55	Longwood University	Teresa Dodson	201 High Street, Farmville, VA 23909; <a href="mailto:dodsonts@longwood.edu">dodsonts@longwood.edu</a>		(434) 395-2445	
56	Richmond Free Press	Cynthia Downing	<a href="mailto:classifieds@richmondfreepress.com">classifieds@richmondfreepress.com</a>		(804) 644-0496	
57	TVandRadioJobs.com			<a href="http://www.TVandRadioJobs.com">www.TVandRadioJobs.com</a>		
58	TVB.org	Ariene Fong		<a href="http://www.tvb.org">www.tvb.org</a>	(212) 486-1111	
59	VCU/Raycom Career Fair					
60	Rally Point	Brandon Charters	<a href="mailto:brandon.charters@rallypoint.com">brandon.charters@rallypoint.com</a>	<a href="http://www.RallyPoint.com">www.RallyPoint.com</a>	(916) 606-8002	
61	Broadcastengineering.com	Julie Dahlstrom	<a href="mailto:julie.dahlstrom@penton.com">julie.dahlstrom@penton.com</a>		(312) 840-8436	
62	HireVeteransFirst.com			<a href="http://HireVeteransFirst.com">HireVeteransFirst.com</a>		
63	Indeed.com			<a href="http://www.indeed.com">www.indeed.com</a>		7
64	Monster.com	Bradley Hamilton- <a href="mailto:bradley.hamilton@monster.com">bradley.hamilton@monster.com</a>			(843) 773-7137	
TOTAL						30

+ No longer used after 1-2-2019 after Gray TV merger.

# No longer used as of June 2018 - website no longer valid - Communications department at school under reconstruction

**WWBT/WUPV**  
**EEO PUBLIC FILE REPORT**

June 1, 2018 thru May 31, 2019

**III. SUPPLEMENTAL OUTREACH INITIATIVES**

**DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES**

Date(s) of Initiative Event(s): June 1, 2018 – May 31, 2019

Describe Nature of Initiative:

List each upper level category job opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

During the reporting period, the station provided notice of all full-time vacancies to the Virginia Association of Broadcasters, the National Association of Hispanic Journalist, the Asian American Journalist Association, the Native American Journalist Association, Urban League of Greater Richmond/Hampton and the Richmond Chapter of the NAACP, all of which include substantial participation by women and minorities.

Names of Station Personnel involved in Initiative:

Human Resources Director/EEO Coordinator

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**III. SUPPLEMENTAL OUTREACH INITIATIVES**

**DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES**

Date(s) of Initiative Event(s): June 1, 2018 – May 31, 2019

Describe Nature of Initiative:

Outreach Public Service Announcement

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

WWBT/WUPV announces on-air, on a periodic basis, that the stations will send all open position posting to any qualified minority agency upon request:

“WWBT/WUPV, is committed to a broad applicant recruiting outreach program in our continuing efforts to represent our diverse community. As part of this effort, we encourage qualified community organizations to become part of our full-time job opportunity notification mailing list. If your organization is interested and you distribute job information or can provide referrals as part of your regular activity, send your request to: Human Resources Director WWBT/WUPV, P. O. Box 12, Richmond, VA 23218.”

Names of Station Personnel involved in Initiative:

Human Resources Director/EEO Coordinator

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**EEO PUBLIC FILE REPORT**

June 1, 2018 to May 31, 2019

**III. SUPPLEMENTAL OUTREACH INITIATIVES**

**DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES**

Date(s) of Initiative Event(s): June 4, 2018 – July 27, 2018

Describe Nature of Initiative:

Internship Program

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

June 4, 2018 – July 27, 2018 - Virginia Association of Broadcasters Summer Internship Program – 2 college students from Virginia Tech and 1 college student from Virginia Commonwealth University participated in an 8 weeks structured internship program in our Sales/Marketing department and our News department. This program offers undergraduate training in broadcasting related programs to college juniors and seniors.

Names of Station Personnel involved in Initiative:

Human Resources Director/EEO Coordinator, Production Coordinator/Director, AM & PM Production Managers and the Marketing Manager.

See above.

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## EEO PUBLIC FILE REPORT

June 1, 2018 to May 31, 2019

### III. SUPPLEMENTAL OUTREACH INITIATIVES

#### DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Date(s) of Initiative Event(s): See below

Describe Nature of Initiative:

Participate in career events sponsored by education institutions relating to broadcast career opportunities.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

August 1, 2018 – Cumberland County Public Schools – Workplace Field Experience – WWBT/WUPV hosted a group of educators from Cumberland County Public Schools where teachers/administrator and the Director of Human Resources visited the television station to become familiar with a television broadcast station in order to prepare their students for future careers in Broadcasting. Station Personnel involved: Human Resources Director/EEO Coordinator, Director of Technology, Marketing Director, General Sales Manager and News Anchor.

September 18, 2018 – Virginia Commonwealth University School of Business Career Fair. Attended this event along with representatives from the Virginia Association of Broadcasters. Discussed with students the opportunities for careers in Broadcasting and opportunities at WWBT/WUPV. Also discussed Virginia Association of Broadcasters Summer Internship program. Station Personnel involved: Human Resources Director/EEO Coordinator.

October 18 & 19, 2018 – Mission Tomorrow RVA – Richmond, VA's interactive Career Exploration event for 12,000 8<sup>th</sup> grade students. This event was sponsored by the Richmond Chamber of Commerce. Representatives from WWBT/WUPV helped staff this interactive event where students explored career interests. Discussed careers in Broadcasting. Station Personnel involved – Human Resources Director/EEO Coordinator, Marketing Director, News Operations Manager, Traffic Reporter, Meteorologist, News Reporters, Photojournalist, Creative Services Manager.



February 8 & 9, 2019 – Randolph Macon College 7<sup>th</sup> Annual EDGE Boot Camp – WWBT/WUPV's VP & GM attended this event where students of Randolph Macon College which prepares students for success upon graduation. This program helps students plan and execute their experience while at college. Broadcasting career opportunities were discussed as well as opportunities for jobs and internships at WUPV. Station Personnel involved – Vice President & General Manager.

March 27, 2019 – WWBT/WUPV's Assistant News Director conducted a tour of WWBT/WUPV for a Mass Communications-Journalism class at Virginia Commonwealth University. He spoke to the students about careers in broadcasting and also gave some tips on editing. Station Personnel involved – Assistant News Director.

April 17, 2019 – WWBT/WUPV's Vice President & General Manager participated in a Radford University Media Management Course class assignment where a student interviewed him about management style and techniques. The student then presented these finding to the class to demonstrate how classroom techniques are used in the real business practices. Station Personnel involved – Vice President & General Manager.

Names of Station Personnel involved in Initiative:

See above.

# **WWBT/WUPV**

## **EEO PUBLIC FILE REPORT**

June 1, 2018 to May 31, 2019

### **III. SUPPLEMENTAL OUTREACH INITIATIVES**

#### **DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES**

Date(s) of Initiative Event(s): See below

Describe Nature of Initiative:

Provide training to management level personnel as to methods of ensuring equal employment opportunities and prevent discrimination.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

August 28, 2018 – FCC EEO Training – Virginia Association of Broadcasters with Brooks Pierce Law Firm – WWBT/WUPV's Human Resources Director/EEO Coordinator attended webinar on compliance with FCC and EEO guidelines and preparation of annual EEO Public File Report. Rules, recruitment, outreach and record keeping/reporting in order to provide a workplace that is free from discrimination were covered. Station Personnel involved: Human Resources Director/EEO Coordinator.

October 11, 2018 – Richmond SHRM 9<sup>th</sup> Annual Strategic Leadership Conference - WWBT/WUPV's Human Resources Director/EEO Coordinator attended this day-long leadership conference. Key note speakers, networking and break-out sessions. Station Personnel involved: Human Resources Director/EEO Coordinator.

Names of Station Personnel involved in Initiative:

See above.