

WCTV, WFXU, WUFX-LD
EEO PUBLIC FILE REPORT
12.01.2018 – 11.30.2019

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
Front Desk Receptionist (2)	1-18	7,18
MM Journalist (Associate) (2)	1-18	15,15
News Executive Producer (1)	1-18	11
Weekend Anchor/MMJ (1)	1-18	7
Producer (W/E SEC Web) (1)	1-18	13
Digital Executive Producer (1)	1-18	13
News Reporter-Local Investigative (1)	1-18	12
Sales Digital Marketing Coordinator (2)	1-18	17, 11
Sales Account Executive (3)	1-18	7, 7,11

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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	Career Source Capital Region-Veterans & WorkForce Plus 325 John Knox Road #102 Tallahassee, FL 32303 and 2525 S. Monroe St., #3A Tallahassee, FL 32301	Y	0
2	Opportunity Services 3689 Coolidge Court #5, Tallahassee, FL 32311	Y	0
3	Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304	N	0
4	Florida State University College of Communications 356 Dittenbach Tallahassee FL 32306	N	0
5	University of Georgia College of Journalism Athens, GA 30602-3018	N	0
6	Florida A&M University 428 Tucker Hall Tallahassee FL 32399	N	0
7	Indeed.com/People Matter	N	11
8	Clark Atlanta University 223 James P. Brawley Atlanta, GA 30314	N	0
9	Division of Blind Services 325 W. Gaines Street, Suite 1114 Tallahassee, FL 32399	N	0
10	TVJOBS.COM Attention: Mark Holland (E-mail)	N	0
11	Gray Television Corporate Recruiter	N	9
12	WCTV6.com (Stations Website)	N	10
13	Employee Referrals	N	9
14	Outside Referrals	N	5
15	WCTV Intern	N	2
16	ziprecruiter.com	N	0
17	Linkedin	N	9
18	Kelly Temp Services	N	4
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			59

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship program	<p>The stations maintain an on-going Internship Program with Florida State University-Tallahassee, Florida A&M University-Tallahassee, and Valdosta State University-Valdosta, Georgia.</p> <p>These internships are offered for the term of one semester and afford students studying communications the opportunity to achieve practical experience in the field.</p> <p>A total of 18 students interned at the station during the Spring, Summer, and Fall, semesters. (7) Spring; (6) Summer and (5) in the Fall. Interns work in the News and Production departments.</p>
2	Formal Mentoring Program for Station Personnel	Senior Anchor holds training/mentoring session for our beginning MMJ/Anchors. She mentors them, as well as provides guidance as to how to enhance their anchoring skill set.
3	Participate in Events Sponsored by Community Groups Interested in Broadcast Employment Issues	Media Sales Institute- 6/3/19-6/13/19 NABOB/National Association of Black Owned Broadcasters Media Sales Institute at Atlanta University. GM/VP attending as part of the curriculum for the institute, speaker and she talked to interested students about opportunities at WCTV
4	Provide EEO Training to Management Level Personnel	November 12, 2019 all hiring managers attended a refresher meeting where we reviewed the presentation webinar FCC/EEO rules and regulations and best-hiring practices by Joan Stewart from Wiley Rein 6/2019.
5	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	2/28/19 WCTV hosted a Student for the Day from the TCCC Eagle Shadow Program Career Center of Experiential Learning. The program is to help students gain experience and

		<p>knowledge in the communications careers. The Production Student spent a full day shadowing news, production, and CS. Managers from all departments met and discussed what their departments did and answered any questions.</p>
6	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	<p>10/4/19 News Director attended job fair-FAMU School of Journalism and Graphic Communication Career Fair. Event consisted of Campus visit, mentoring, going over job openings and how to get a job/career. Interviews were done at the time of the event.</p>
7	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	<p>8/15/19 Keiser University Job Fair. NSM and OM attended the Event. Students were provided A list of job openings and information on how to apply.</p>
8	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	<p>2/5/19 GM, GSM, LSM and News Director attended Thomas University –Business Behind the Camera Event. Event consisted of Campus visit, speaking to students about how broadcasting works; mentoring, going over job openings. Interviews were done at the time of and students were provided information on how to apply online.</p>