

## WTVP PUBLIC FILE REPORT 2015-2016

### Description of Long-Term Initiatives

**Participation in Job Fairs:** Our Studio Supervisor, Tracy Simmons, who is responsible for entry-level hiring, manned one full-day recruitment booth during the year. The “2015 Fall Internship Fair” was held at Bradley University in Peoria, IL in August 2015. She also visits with TV/radio and theater students at Illinois Central College and talks with students about the television industry. The focus of the job fair and college visits is recruitment for various crew positions. These positions provide training in camera operation, lighting and sound, set preparation, and remote productions. The experience gained has been successful in preparing crew members for employment in television - either at WTVP or elsewhere. Registration and plans have been made to attend another job fair in the Fall of 2016.

**Internship Programs:** There were no interns during the fiscal year.

Internship programs have been established with Bradley University, Illinois State University, Illinois Central College, Southern Illinois University – Carbondale, Eastern Illinois University, Eureka College, and Olivet Nazarene University. These internships have reiterated that broadcast television is still a viable employment opportunity and have attracted a wide range of part-time employees.

**Training Program for Station Personnel:** Part-time crew members are being cross-trained for more production responsibility and for Master Control responsibilities. We currently have seven part-time crew members who have moved into master control and/or directing and three of them are producing their own local on-air show. They continue to learn new skills and take on more responsibilities. Part-time Master Control employees are being cross-trained in Traffic, Information Technology, and Editing. These programs encourage those in our entry-level positions to learn new skills in preparation for possible careers.

**Participation in Other Activities to Disseminate Employment Information:** Another means of obtaining entry-level employees is through our relationships with certain community organizations specializing in underserved populations. In addition to being notified of specific job openings at WTVP, these organizations are encouraged to refer job hunters to WTVP to apply for entry-level positions. Examples of these organizations are Tri-County Urban League and the Carver Community Center, both in Peoria, IL, and Carver Community Action Agency in Galesburg, IL.

**Sponsorship of Community Events:** WTVP encourages tours of our facility by school groups, community agencies, and the general public. Over 150,000 people have visited our facility over the past fifteen years. During tours, we emphasize broadcasting as a career choice and WTVP’s specific need for talented and interesting individuals. This has resulted in a continuing varied pool of applicants. Some of these applicants have gone on to be employed by the station in various capacities.

## **Full-time Job Vacancies Filled July 1, 2015 through June 30, 2016**

### **JOB VACANCY #1**

**POSITION: FULL-TIME Director of Development**

**SUCCESSFUL APPLICANT REFERRED BY PEORIA JOURNAL STAR**

This position was advertised in fiscal 2016 and filled February 29, 2016.

(Note: All sources that referred applicants are listed below each position. All sources contacted that resulted in no applications are listed below the referral list. Recruitment sources that requested notification of job vacancies but were not contacted by WTVP are identified separately at the end of this document.)

#### **List of recruitment sources that referred applicants for this position:**

Recruitment Source:

Name: WTVP (website)

Address: [www.wtvp.org](http://www.wtvp.org)

Contact Person: Personnel

Phone Number: (309) 677-4747

# of total interviews generated for vacancy: 1

Recruitment Source:

Name: Employee Referral

# of total interviews generated for vacancy: 4

Recruitment Source:

Name: Peoria Journal Star

Address: 1 News Plaza, Peoria, IL 61643

Contact Person: Personnel

Phone Number: (309) 677-3223

# of total interviews generated for vacancy: 1

Recruitment Source:

Name: Indeed.com

Address: 101 State Street, Peoria, IL 61602

# of total interviews generated for vacancy: 1

#### **List of recruitment sources that did not refer applicants for this position:**

Recruitment Source:

Name: WTVP (on air position announcement spots)

Address: 101 State Street, Peoria, IL 61602

Contact Person: Personnel

Phone Number: (309) 677-4747

# of total interviews generated for vacancy: 0

Recruitment Source:

Name: Bradley University Placement Office

Address: 1501 W. Bradley Avenue, 239 Sisson Hall, Peoria, IL 61625

Contact Person: Personnel

Phone Number: (309) 677-3223

# of total interviews generated for vacancy: 0

Recruitment Source:

Name: City of Peoria Workforce Development

Address: 211 Fulton Street, 3<sup>rd</sup> Floor, Peoria, IL 61602

Contact Person: Personnel

Phone Number: (309) 495-8900

# of total interviews generated for vacancy: 0

Recruitment Source:

Name: Illinois Central College Job Placement office

Address: L221, East Peoria, IL 61635

Contact Person: Mrs. Mick Gerkin

Phone Number: (309) 694-5321

# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Illinois Job Service - Local Office  
Address: 406 Elm Street, Peoria, IL 61605  
Contact Person: Personnel  
Phone Number: (309) 671-3113  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: ISU Career Center  
Address: 185 Student Services Building, Campus Box 2520  
Normal, IL 61790  
Phone Number: (309) 438-3539  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Mid Central Community Action Center  
Address: 923 E. Grove, Bloomington, IL 61701  
Contact Person: Human Resources, Pamela Miller  
Phone Number: (309) 829-0691  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Midstate College  
Address: 411 Northmoor Road, Peoria, IL 61614  
Contact Person: Personnel  
Phone Number: (309) 692-4092  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Tri-County Peoria Urban League  
Address: 317 S. MacArthur Highway, Peoria, IL 61605  
Contact Person: Personnel  
Phone Number: (309) 673-7474  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: University of Illinois Career Connect  
Address: P.O. Box 19243, Springfield, IL 62799-9243  
Contact Person: Personnel  
Phone Number: (217) 206-6222  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Carver Community Action Agency  
Address: 235 E. Main, Galesburg, IL 61402-0028  
Contact Person: Personnel  
Phone Number: (309) 342-0158  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Carver Community Center  
Address: 710 W. Third Street, Peoria, IL 61605  
Contact Person: Personnel  
Phone Number: (309) 674-9219  
# of total interviews generated for vacancy: 0

**List of recruitment sources that asked to be contacted for Vacancies:**

Recruitment Source:  
Name: Bradley University Placement Office  
Address: 1501 W. Bradley Avenue, 239 Sisson Hall, Peoria, IL 61625  
Contact Person: Personnel  
Phone Number: (309) 677-3223  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Carver Community Action Agency  
Address: 235 E. Main, Galesburg, IL 61402-0028  
Contact Person: Personnel  
Phone Number: (309) 342-0158  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Carver Community Center  
Address: 710 W. Third Street, Peoria, IL 61605  
Contact Person: Personnel  
Phone Number: (309) 674-9219  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: City of Peoria Workforce Development  
Address: 211 Fulton Street, 3<sup>rd</sup> Floor, Peoria, IL 61602  
Contact Person: Personnel  
Phone Number: (309) 495-8900  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Illinois Central College Job Placement office  
Address: L221, East Peoria, IL 61635  
Contact Person: Mrs. Mick Gerkin  
Phone Number: (309) 694-5321  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Illinois Job Service - Local Office  
Address: 406 Elm Street, Peoria, IL 61605  
Contact Person: Personnel  
Phone Number: (309) 671-3113  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: ISU Career Center  
Address: 185 Student Services Building, Campus Box 2520  
Normal, IL 61790  
Phone Number: (309) 438-3539  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Mid Central Community Action Center  
Address: 923 E. Grove, Bloomington, IL 61701  
Contact Person: Human Resources, Pamela Miller  
Phone Number: (309) 829-0691  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Midstate College  
Address: 411 Northmoor Road, Peoria, IL 61614  
Contact Person: Personnel  
Phone Number: (309) 692-4092  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: Tri-County Peoria Urban League  
Address: 317 S. MacArthur Highway, Peoria, IL 61605  
Contact Person: Personnel  
Phone Number: (309) 673-7474  
# of total interviews generated for vacancy: 0

Recruitment Source:  
Name: University of Illinois Career Connect  
Address: P.O. Box 19243, Springfield, IL 62799-9243  
Contact Person: Personnel  
Phone Number: (217) 206-6222  
# of total interviews generated for vacancy: 0