

West Virginia Radio Corporation of the Alleghenies EEO PUBLIC FILE REPORT JUNE 2018- MAY 2019
for WEPM, WICL, WLTF

A. Full-Time Vacancies Filled During Past Year

1. Job Title: Account Executive Date Filled: 6/18/18, 3/5/19
 (The position of "Account Executive" was left open and continued to be advertised as we hired additional Account Executives)

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

1. Job Title: Account Executive				Date Filled: 6/18/18, 3/5/19	
Source	Contact Person	Address		Tel #	Referred Person Hired
Internal Postings (Martinsburg and Morgantown offices)	Jennifer Chrisman	1606 W. King St. Martinsburg, WV 25401		304-263-8868	
WV Radio Corporation Website	Jodi Hart	1251 Earl Core Rd, Morgantown		304-263-8868	
Radio Ads-WEPM-WICL-WKMZ	Jeff Adams	1606 W. King St. Martinsburg, w WV 25401		304-263-8868	
WLTF Facebook	Jeff Adams	1606 W. King St. Martinsburg, w WV 25401		304-263-8868	
Indeed.com	Maggie Lautenslager	Indeed.com		203-653-4879	5 Interviewed
Monster.com	Sarah Phillips	207 W. King St., Martinsburg, WV 25401		304-263-8931	
www.collegecentral.com	Career Services	Shepherd University-301 N. King St, Shepherdstown, WV 25443		304-876-5317	
www.collegecentral.com	Career Services	Hagerstown Community College-11400 Robinwood Drive, Hagerstown, MD 21742		240-500-2238	
www.collegecentral.com	Career Services	Lord Fairfax Comm. Colleg-173 Skimisher Lane, Middletown, VA 22645		540-868-7000	
www.collegecentral.com	Career Services	Blue Ridge Comm./Tech College-13650 Apple Harvest Dr., Martinsburg, WV 25403		304-260-4380	
www.collegecentral.com	Career Services	Shenandoah University-1460 University Dr., Winchester, VA 22601		540-665-4500	
Blue Ridge CTC Career Fair	Jennifer Barrett	13650 Apple Harvest Dr. Martinsburg, WV 25403		304-260-4380	
Internal Referral	Wendy Dozier	1606 W King St Martinsburg WV 25404		304-263-8868	1 Interviewed - 1 Hired
Internal Referral	Jeff Adams	1606 W King St Martinsburg WV 25404		304-263-8868	1 Interviewed
External Referral		1606 W King St Martinsburg WV 25404		304-263-8873	1 Interviewed - 1 Hired

C. Total Number of persons interviewed for all full-time Vacancies filled during the past year: 8

D. Total Number of Interviewees for All Full-Time Vacancies Filled During The Past Year Per Recruitment/Referral Sources:
 **See Above

E. Outreach Activities

Job openings were placed on WLTF-FM & WICL-FM station websites
 Job openings were advertised on WVRC Radio Stations (WEPM-AM, WICL-FM & WLTF-FM)
 Announcements were placed on all station websites notifying organizations of their right to request information on job openings
 An internship program is offered to bring awareness to job opportunities in broadcasting available at WVRC.
 Hosted 1 intern from George Mason University and 1 intern from Marymount University during Spring semester 2019 who were supervised by Sports Director and News Director. Interns work directly with Program Directors and on-air staff to learn about commercial production, daily on-air responsibilities, and station promotions and giveaways.
 Attended a job fair at Blue Ridge CTC, On April 19th, 2019 - Sales Manager and Account Executive were the Representatives.
 On March 21, 2019 Corporate Sales Trainer attended the Fairmont State University Career Fair in Fairmont, WV