

**A. Full-Time Vacancies Filled During Past Year**

|   |                              |
|---|------------------------------|
| 1. Job Title: <b>Controller</b>                   | Date Filled: 6/20/22         |
| 2. Job Title: <b>Event Coordinator</b>            | Date Filled: 7/18/22         |
| 3. Job Title: <b>Digital Marketing Specialist</b> | Date Filled: 8/15/22         |
| 4. Job Title: <b>Director of Engineering</b>      | Date Filled: 8/24/22         |
| 5. Job Title: <b>Sports Marketing Specialist</b>  | Date Filled: 11/1/22         |
| 6. Job Title: <b>IT Systems Administrator</b>     | Date Filled: 11/14/22        |
| 7. Job Title: <b>Board Operator</b>               | Date Filled: 1/1/23          |
| 8. Job Title: <b>Radio News Reporter</b>          | Date Filled: 1/9/23, 2/27/23 |
| 9. Job Title: <b>Digital Marketing Specialist</b> | Date Filled: 2/5/23          |

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

| 1. Job Title: <b>Controller</b> Date Filled: 6/20/22                   |                    |  |              |             |                       |
|--|--------------------|--|--------------|-------------|-----------------------|
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Internal Postings  | Kelly Ayersman     | 260 Spruce St. Morgantown, WV  | 304-554-3905 |             |                       |
| WV Div of Rehabilitation   | Linda Lutman       | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155 |             |                       |
| American Broadcasting School   | Michelle McDonnell | 4511 SE 29th Street, Oklahoma City, OK                                   | 405-672-6511 |             |                       |
| Fairmont State University  | Meagan Gibson      | 1201 Locust Ave, Fairmont WV   | 304-333-3665 |             |                       |
| Ohio Media School  | Alvis Moore        | 5330 East Main Street, Columbus OH                                       | 614-655-5250 |             |                       |
| West Virginia Broadcaster's Association                                | Michele Crist      | PO Box 8499, South Charleston, WV  | 304-744-2143 |             |                       |
| Indeed   | Online             | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online       | 5           | 1                     |
| Linked In  | Online             | <a href="http://www.linkedin.com">www.linkedin.com</a>                   | Online       |             |                       |
| Referral   | George Pelletier   | 260 Spruce St. Morgantown, WV  | 304-296-0029 | 1           |                       |
| 2. Job Title: <b>Event Coordinator</b> Date Filled: 7/18/22            |                    |  |              |             |                       |
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Special Circumstance**   | Kelly Ayersman     | 260 Spruce St. Morgantown, WV  | 304-554-3905 | 1           | 1                     |
| 3. Job Title: <b>Digital Marketing Specialist</b> Date Filled: 8/15/22 |                    |  |              |             |                       |
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Internal Postings  | Kelly Ayersman     | 260 Spruce St. Morgantown, WV  | 304-554-3905 |             |                       |
| Ohio Media School  | Lee Wagner         | 5330 East Main Street, Columbus OH                                       | 614-655-5250 |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler      | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155 |             |                       |
| Indeed   | Online             | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online       | 9           | 1                     |
| WVRC Media Website   | Patrick Rinehart   | <a href="http://www.wvrcmedia.com/careers">www.wvrcmedia.com/careers</a> | 304-296-0029 |             |                       |
| Linked In  | Online             | <a href="http://www.linkedin.com">www.linkedin.com</a>                   | Online       |             |                       |
| West Virginia Broadcaster's Association                                | Michele Crist      | PO Box 8499, South Charleston, WV  | 304-744-2143 |             |                       |
| 4. Job Title: <b>Director of Engineering</b> Date Filled: 8/24/22      |                    |  |              |             |                       |
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Ohio Media School  | Lee Wagner         | 5330 East Main Street, Columbus OH                                       | 614-655-5250 |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler      | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155 |             |                       |
| All Access   | Online             | <a href="http://allaccess.com">allaccess.com</a>                         | Online       |             |                       |
| West Virginia Broadcaster's Association                                | Michele Crist      | PO Box 8499, South Charleston, WV  | 304-744-2143 |             |                       |
| Referral   | George Pelletier   | 260 Spruce St. Morgantown, WV  | 304-296-0029 | 1           | 1                     |
| Society of Broadcast Engineers   | Online             | <a href="http://sbe.com">sbe.com</a>                                     | Online       |             |                       |
| 5. Job Title: <b>Sports Marketing Specialist</b> Date Filled: 11/1/22  |                    |  |              |             |                       |
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Ohio Media School  | Lee Wagner         | 5330 East Main Street, Columbus OH                                       | 614-655-5250 |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler      | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155 |             |                       |
| West Virginia Broadcaster's Association                                | Michele Crist      | PO Box 8499, South Charleston, WV  | 304-744-2143 |             |                       |
| Indeed   | Online             | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online       | 2           |                       |
| Internal Postings  | Kelly Ayersman     | 260 Spruce St. Morgantown, WV  | 304-554-3905 |             |                       |
| WVRC Media Website   | Patrick Rinehart   | <a href="http://www.wvrcmedia.com/careers">www.wvrcmedia.com/careers</a> | 304-296-0029 |             |                       |
| Referral   | Tony Caridi        | 260 Spruce St. Morgantown, WV  | 304-296-0029 | 1           | 1                     |
| 6. Job Title: <b>IT Systems Administrator</b> Date Filled: 11/14/22    |                    |  |              |             |                       |
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Ohio Media School  | Lee Wagner         | 5330 East Main Street, Columbus OH                                       | 614-655-5250 |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler      | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155 |             |                       |
| WVRC Media Website   | Patrick Rinehart   | <a href="http://www.wvrcmedia.com/careers">www.wvrcmedia.com/careers</a> | 304-296-0029 | 1           | 1                     |
| Indeed   | Online             | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online       | 3           |                       |
| All Access   | Online             | <a href="http://allaccess.com">allaccess.com</a>                         | Online       |             |                       |
| Society of Broadcast Engineers   | Online             | <a href="http://sbe.com">sbe.com</a>                                     | Online       |             |                       |
| West Virginia Broadcaster's Association                                | Michele Crist      | PO Box 8499, South Charleston, WV  | 304-744-2143 |             |                       |
| Linked In  | Online             | <a href="http://www.linkedin.com">www.linkedin.com</a>                   | Online       |             |                       |
| 7. Job Title: <b>Board Operator</b> Date Filled: 1/1/23                |                    |  |              |             |                       |
| Source   | Contact Person     | Address  | Telephone #  | Interviewed | Referred Person Hired |
| Ohio Media School  | Lee Wagner         | 5330 East Main Street, Columbus OH                                       | 614-655-5250 |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler      | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155 |             |                       |
| WVRC Media Website   | Patrick Rinehart   | <a href="http://www.wvrcmedia.com/careers">www.wvrcmedia.com/careers</a> | 304-296-0029 |             |                       |
| Indeed   | Online             | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online       | 2           |                       |

|  |                  |  |                            |             |                       |
|--|------------------|--|----------------------------|-------------|-----------------------|
| Referral   | Christian Miller | 1251 Earl L Core Road, Morgantown WV                                     | 304-296-0029               | 1           | 1                     |
| Internal Postings  | Kelly Ayersman   | 260 Spruce St. Morgantown, WV  | 304-554-3905               |             |                       |
| <b>8. Job Title: Radio News Reporter</b>   |                  |  | <b>Date Filled: 1/9/23</b> |             |                       |
| Source   | Contact Person   | Address  | Telephone #                | Interviewed | Referred Person Hired |
| Internal Postings  | Kelly Ayersman   | 260 Spruce St. Morgantown, WV  | 304-554-3905               | 1           |                       |
| Ohio Media School  | Lee Wagner       | 5330 East Main Street, Columbus OH                                       | 614-655-5250               |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler    | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155               |             |                       |
| WVRC Media Website   | Patrick Rinehart | <a href="http://www.wvrcmedia.com/careers">www.wvrcmedia.com/careers</a> | 304-296-0029               |             |                       |
| Indeed   | Online           | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online                     | 2           | 2                     |
| All Access   | Online           | <a href="http://allaccess.com">allaccess.com</a>                         | Online                     |             |                       |
| West Virginia Broadcaster's Association  | Michele Crist    | PO Box 8499, South Charleston, WV  | 304-744-2143               |             |                       |
| JournalismJobs.com   | Online           | <a href="http://journalismjobs.com">journalismjobs.com</a>               | Online                     |             |                       |
| Twitter  | Online           | <a href="http://twitter.com">twitter.com</a>                             | Online                     | 2           |                       |
| Linked In  | Online           | <a href="http://www.linkedin.com">www.linkedin.com</a>                   | Online                     |             |                       |
| <b>9. Job Title: Digital Marketing Specialist</b>  |                  |  | <b>Date Filled: 2/5/23</b> |             |                       |
| Source   | Contact Person   | Address  | Telephone #                | Interviewed | Referred Person Hired |
| Referral   | Kelly Ayersman   | 260 Spruce St. Morgantown, WV  | 304-554-3905               | 1           | 1                     |
| Ohio Media School  | Lee Wagner       | 5330 East Main Street, Columbus OH                                       | 614-655-5250               |             |                       |
| WV Div of Rehabilitation   | Peggy Tingler    | 1415 Earl Core Road, Morgantown WV                                       | 304-285-3155               |             |                       |
| Indeed   | Online           | <a href="http://www.indeed.com">www.indeed.com</a>                       | Online                     | 2           |                       |
| WVRC Media Website   | Patrick Rinehart | <a href="http://www.wvrcmedia.com/careers">www.wvrcmedia.com/careers</a> | 304-296-0029               |             |                       |
| <b>C. Total Number of persons interviewed for all full-time Vacancies filled during the past year :</b>  |                  |  |                            | <b>35</b>   |                       |
| <b>D. Outreach Activities</b>  |                  |  |                            |             |                       |
| 1. Announcements were placed on all station websites notifying organizations of their right to request information on job openings   |                  |  |                            |             |                       |
| 2. An internship program is offered to bring awareness to job opportunities in broadcasting available at WVRC. We had One Journalism Intern with WAJR/MetroNews.   |                  |  |                            |             |                       |
| 3. Corporate HR Liason/Assistant to the President attended the West Virginia Broadcasters Association's EEO Certification Seminar presented by Jackson Kelly on May 5, 2023 at 1:30pm  |                  |  |                            |             |                       |
| 4. Corporate HR Liason/Assistant to the President and the Corporate Promotions Director attended Fairmont State University's Spring Job Fair on March 16, 2023 from 8am-2pm. Many discussions about Broadcasting, Digital Marketing, and Sales were covered with approximately 50+ students.                 |                  |  |                            |             |                       |
| 5. Corporate HR Liason/Assistant to the President participated in the February Statewide Virtual Job Fair presented by Workforce WV on February 1, 2023. Job opportunities and broadcasting in general is discussed with interested parties. This event allows Attendees to contact you over a 3 day period. |                  |  |                            |             |                       |
| 6. Corporate HR Liason/Assistant to the President participated in the February Statewide Virtual Job Fair presented by Workforce WV on March 1, 2023. Job opportunities and broadcasting in general is discussed with interested parties. This event allows Attendees to contact you over a 3 day period.    |                  |  |                            |             |                       |
| 7. Corporate HR Liason/Assistant to the President and the Corporate Promotions Director attended MTech's Spring Job Fair on April 4, 2023 from 8am-11am. Many discussions about Broadcasting, Digital Marketing, and Sales were covered with approximately 50+ students.                                     |                  |  |                            |             |                       |
| 8. Corporate Promotions Director and a Local Sales Manager of WVRC Media co-hosted a Media Day for the Leadership Monongalia group at the corporate offices of WVRC Media. Jobs about broadcasting were discussed as well as a tour of the facilities. This was on November 17, 2023.                        |                  |  |                            |             |                       |
| <b>D. NOTES**</b>  |                  |  |                            |             |                       |

**\*\*Event Coordinator was an immediate need for an event bought by WVRC Media. Former Owner offered to be an employee and run it for us. No one else has the knowledge to run this show currently.**