

WEST VIRGINIA RADIO CORPORATION OF CHARLESTON EEO PUBLIC FILE REPORT JUNE 2018- MAY 2019
WCHS AM, WKAZ AM & FM, WKWS FM, WRVZ FM, WSWW AM , WVAF

A. Full-Time Vacancies Filled During Past Year

1. Job Title: Director of Sales	Date Filled: 8/20/18
2. Job Title: Account Executive	Date Filled: 9/24/18, 11/1/18, 11/15/18
3. Job Title: News Reporter	Date Filled: 9/17/18
4. Job Title: Creative Director	Date Filled: 4/1/19
5. Job Title: Traffic/Receptionist	Date Filled: 4/22/19

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

1. Job Title: Director of Sales		Date Filled: 8/20/18			
Source	Contact Person	Address	Telephone #	Interviewed	Referred Person Hired
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131		
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE, Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WV SU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
WV Radio Corp Website	online	wvradio.com/careers/	online only		
All Access	online	allaccess.com	310-457-6616		
RAB.com	online	www.rab.com	304-744-2143	2	1

2. Job Title: Account Executive		Date Filled: 9/24/18, 11/1/18, 11/15/18			
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Source	Contact Person	Address	Telephone #	Interviewed	Referred Person Hired
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131		
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE, Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WV SU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
ZipRecruiter.com	online	www.ziprecruiter.com	online only	1	
WVBA Website	Michele Crist	140 Seventh Ave, Charleston, WV	304-744-2143		
Indeed.com	Ashley Prowse	indeed.com	online only	8	2
Recruit Radio Ads on all 7 stations	Ashley Prowse	1111 Virginia Street East, Charleston, WV 25301	304-342-8131	1	1

3. Job Title: News Reporter		Date Filled: 9/17/18			
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Source	Contact Person	Address	Telephone #	Interviewed	Referred Person Hired
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131		
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE, Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WV SU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
Indeed.com	online	www.indeed.com	online only	3	1
JournalismJobs.com	online	Journalismjobs.com	online only		

4. Job Title: Creative Director		Date Filled: 4/1/19			
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Source	Contact Person	Address	Telephone #	Interviewed	Referred Person Hired
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131	1	1
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE, Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WV SU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
Indeed.com	Ashley Prowse	indeed.com	online only	9	
Recruit Radio Ads on all 7 stations	Ashley Prowse	1111 Virginia Street East, Charleston, WV 25301	304-342-8131		

5. Job Title: Traffic/Receptionist		Date Filled: 4/22/19			
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Source	Contact Person	Address	Telephone #	Interviewed	Referred Person Hired
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131	1	1
University of Charleston**	Christopher Leigh	2300 MacCorkle Ave SE, Charleston, WV	800-995-4682		
American Broadcasting School**	Michelle McConnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511		
Pitt Broadcasting School**	Dr. Bailey	Baileycg@marshall.edu	800-990-9445		
WV SU Media Studies**	Kim Kobb	PO Box 1000, Institute, WV	304-766-3000		
Recruit Radio Ads on all 7 stations	Ashley Prowse	1111 Virginia Street East, Charleston, WV 25301	304-342-8131		
Indeed.com	Ashley Prowse	indeed.com	online only	6	

C. Total Number of persons interviewed for all full-time Vacancies filled during the past year : **32**

D. Total Number of Interviewees for All Full-Time Vacancies Filled During The Past Year Per Recruitment/Referral Sources: **7**

Referral Source	Contact Person	Address	Tel#	# of Interviewees	# of Hires
RAB.com	online	www.rab.com	304-744-2143	2	1
WVRC Charleston Stations	Ashley Prowse	1111 Virginia St E, Charleston, WV 25301	3043428131	1	1
Indeed.com	online	indeed.com/jobs	online only	26	3
Internal Postings	Ashley Prowse	Posted in Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices	304-342-8131	2	2

E. Outreach Activities

Announcements were placed on all station websites notifying organizations of their right to request information on job openings. **entitled organizations are noted above.
 An internship program is offered to bring awareness to job opportunities in broadcasting available at WVRC.
 WVU student served an unpaid intern in the WCHS/WV MetroNews news room from 6/1/18-7/31/18. Intern performed duties such as field reporting, writing and editing.
 Business Manager attended Job Fair for WV Junior College on 7/20/18 in Charleston, WV
 Business Manager attended Job Fair for Kanawha Valley Job Fair hosted by U.S. Senator Joe Manchin on 3/22/19
 On May 4, 2019 Business Manager attended a seminar sponsored by the West Virginia Broadcasters Association and presented by Jackson Kelly PLLC on EEO Rules and Regulations to date.
 EEO Credit/Certificates awarded for each station.