

**WCVE-FM, WCVE-TV, WBBT-FM, WWLB(FM), WNVN(DT), WCVW(DT),
WCNV(FM), WMVE(FM)
PUBLIC FILE REPORT
June 1, 2019-May 30, 2020**

I. VACANCY LIST

See Master Recruitment Source List (MRS�) for recruitment source data

Job	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring
Senior Director, Human Resources	3, 5, 20, 21, 27, 36, 37, 40, 42, 48	36
Front Desk Ambassador (Receptionist)	3-6, 20, 21, 27	20
Programming Assistant	3, 4, 6, 20, 27, 28, 35, 36	27
News Editor / Internship Coordinator	43	43
Human Resources Assistant	3, 4, 20-22, 27, 36, 43, 48	36
Graphic Designer	3, 4, 12, 20, 22, 27	22
Director of Marketing and Communications	3, 4	3
Digital News Editor	43	43
Content Project Manager	3-5, 27, 36	5
Community Engagement Coordinator	3, 4, 6, 16, 21, 27, 28, 46	6

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification?	No. of Interviewees Referred by RS over 12-month
1	Richmond Times Dispatch Michelle Gillison PO Box 27775 Richmond, VA 23261-7775 (804) 649-6597	N	0
2	Richmond Times Dispatch Website(s) www.timesdispatch.com and/or www.Jobs.Richmond.com	N	0
3	Commonwealth Public Broadcasting Corporation/CIS Website www.ideastations.org	N	1
4	Internal posting	N0	0
5	Station Employee Referral	N	3
6	Non-Employee Referral	N	2
7	Virginia State University Dr. Rob Turner Box 9410, Petersburg, VA 23806 (804) 524-5211	N	0
8	Virginia Union University Joseph Lowe 1500 North Lombardy Richmond, VA 23220 (804) 257-5656	N	0
9	Virginia Commonwealth University Career Center 907 Floyd Ave. Richmond, VA 23284-9026 (804) 828-1645	N	0
10	Virginia Association of Broadcasters https://www.vabonline.com/careers/	N	0
11	AFP Central Virginia www.afpcentralva.org	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification?	No. of Interviewees Referred by RS over 12-month
12	Corporation for Public Broadcasting Jobline www.cpb.org/jobline	N	0
13	Charlottesville Weekly 106 E Main St. Charlottesville, VA 22902 (434) 817-2749	N	0
14	Daily Progress Dana Hubbard 685 Rio Road W. Charlottesville, VA 22901 (434) 978-7297	N	0
15	Virginia Employment Commission William Walton, Office Manager. 5211 West Broad St., Richmond, VA 23230	N	0
16	Walk-In/Self-Referral	N	1
17	TV Jerry www.tvjerry.com 804-358-5320	N	0
18	America's Job Bank & Virginia's Job Bank www.careerconnect.state.va	N	0
19	Virginia Association of Fundraising Exec., Inc. (VAFRE) www.vafre.org	N	0
20	Connect Virginia www.connectvirginia.org	N	2
21	Craigslist https://richmond.craigslist.org/	N	2
22	WCVE Facebook https://www.facebook.com/WCVE.VA	N	2
23	Creative Jobs Central www.creativejobscentral.com	N	0
24	Society of Broadcast Engineers (SBE) http://www.sbe.org	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification?	No. of Interviewees Referred by RS over 12-month
25	Virginia Radio Television (VARTV) ads@VARTV.com	N	0
26	National Assoc. of Broadcasters (NAB) http://broadcastcareerlink.com	N	0
27	Indeed www.indeed.com	N	9
28	Idealist www.idealist.org	N	2
29	Public Media Women in Leadership Facebook Group https://www.facebook.com/groups/1558435007731899/	N	0
30	Public Radio News Directors Incorporated (PRNDI) http://prndi.org/term/jobs-0	N	0
31	National Association of Hispanic Journalists (NAHJ) https://www.nahjcareercenter.com/	N	0
32	National Association of Black Journalists (NABJ) https://www.nabjcareers.org/	N	0
33	Native American Journalists Association (NAJA) http://www.naja.com/resources/job-listings/	N	0
34	Asian American Journalists Association (AAJA) https://www.aaja.org/career_center	N	0
35	Current www.publicmediajobs.org	N	1
36	LinkedIn www.linkedin.com	N	10
37	The Ladders www.theladders.com	N	0
38	SRI Keith McCallister 551 North 5 th Avenue, Suite 417 New York, NY 10176	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification?	No. of Interviewees Referred by RS over 12-month
39	TV Jobs www.tvjobs.com	N	0
40	Journalism Jobs www.Journalismjobs.com	N	0
41	Talent Zoo www.talentzoo.com	N	0
43	Warren Whitney (<i>management consulting firm that broadly disseminates job vacancy notices</i>) Janet Duncan 7231 Forest Ave, Ste 203 Richmond, VA 23226	N	4
44	Staffmark Karen Speed 10800 Midlothian Turnpike, #151	N	0
45	James Madison University joinhandshake.com	N	0
46	Ziprecruiter.com ziprecruiter.com	N	0
47	The Job Network jobs.thejobnetwork.com	N	0
48	Chamber RVA Chamberrva.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			39

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program (various)	<p>Our Digital Department hosted one intern from Virginia Commonwealth University beginning in the fall of 2019. The intern was supervised by our Director of Digital Engagement; duties included providing support for social media and digital content creation and distribution.</p> <p>During the summer of 2019 and fall of 2019, our TV Production Department hosted two interns from Virginia Commonwealth University. The interns were supervised by our TV Production Sales Executive and provided production and social media support. The interns also expanded the TV Production’s social media presence.</p> <p>During the summer of 2019 and spring of 2020, our FM News Department hosted one intern from Virginia Commonwealth University. In addition, during the spring of 2020, the FM News Department hosted one intern from the College of William & Mary and one intern from Virginia Commonwealth University. All interns were supervised by the News Director and worked with our FM Political Reporter, Senior Features Editor and Producer, and our FM Announcer/ News Producer. Interns selected stories from the AP and Times Dispatch from which to rewrite copy for broadcast.</p>

2	Host event for an educational institution or community organization relating to careers in broadcasting	<p>During the reporting period, station personnel and/or volunteer docents gave station tours to individuals from local educational institutions or community organizations. During each of these tours, participants had the opportunity to ask questions about public broadcasting and careers in the broadcast industry.</p> <p>On July 9, 2019, our Digital Support Assistant gave a tour to 10 Girl Scouts and their parent leaders.</p> <p>On July 18, 2019, a volunteer docent gave a tour to 7 exchange students with Compass USA.</p> <p>On August 2, 2019, we hosted the Girls for a Change Tour and talked about public broadcasting careers.</p> <p>On November 12, 2019, our Leadership Giving Officer gave a tour to 21 students from Dinwiddie Middle School.</p> <p>On December 2, 2019, a volunteer docent gave a tour to 6 people from the Career Prospectors Communication Roundtable.</p> <p>On December 5, 2019, two volunteer docents gave tours to 21 students from Powhatan High School.</p> <p>On March 10, 2020, two volunteer docents gave tours to 20 students from Dinwiddie Middle School.</p> <p>On March 11, 2020, a volunteer docent gave a tour to 10 local home schooled students.</p>
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3	<p>Participate in an event/program sponsored by an educational institution or community organization relating to careers in broadcasting</p>	<p>On September 26, 2019, we participated in a Scratch Ed Teacher Workshop and station tour during which our Director of Science Matters discussed broadcast careers with a group of 25 teachers.</p> <p>On October 18, 2019, our Director of Science Matters participated in the Women in Technology Conference. We set-up a booth and discussed broadcast and STEM careers.</p> <p>On October 23, 2019, we participated in Mission Tomorrow, which is Richmond Public Schools' career event for 3,000 8th graders. Station staff participated in career demonstrations and discussions, green screen experiences, and provided tours of our mobile TV studio. SEU participants included our Director of Science Matters and staff from video and TV production.</p> <p>On November 14-16, 2019, our Director of Science Matters participated in the Virginia Association of Science Teachers Conference. We set-up a booth and discussed broadcast careers with participants.</p> <p>On December 6, 2019, we participated in the Computer Science Education Week, CodeVA event at the Science Museum of Virginia. At the event our Director of Science Matters set up a booth and discussed broadcast careers with participants.</p> <p>On February 8, 2020, we participated in the STEM U LINK Career Fair for minority middle school students at Virginia Union University. At the event our Director of Science Matters set up a booth and discussed broadcast careers with participants.</p>
4	<p>Provide training to management-level personnel to ensure equal employment opportunities and to prevent discrimination.</p>	<p>In October 2019, all SEU employees and interns participated in an online training focused on workplace harassment. Topics included what constitutes harassment and how to avoid it.</p>

