

**WCVE-FM, WCVE-TV, WBBT-FM, WWLB(FM), WNVN(DT), WCVW(DT),  
WCNV(FM), WMVE(FM)  
PUBLIC FILE REPORT  
June 1, 2022-May 31, 2023**

**I. VACANCY LIST**

*See Master Recruitment Source List (MRSL) for recruitment source data*

<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Production Manager	1-7	3
Digital /FM Reporter	1, 2, 4, 5, 7-9	1
Multimedia Journalist, Focal Point	1, 2, 5, 6, 8-11	2
Graphic Designer	1-5, 7	7
Director, Digital Strategy & Operations	1-3, 5-7, 12, 15	2
Local Government Reporter	1, 2, 6-10	7
Multimedia Journalist, VPM News	1, 2, 4, 5, 7	7
General Manager, Style Weekly	1, 2	1
Development Analyst	1, 2, 4, 5	4
Digital Fundraising Specialist	1, 2, 4-6	1
Social Media Specialist	1, 2, 4, 7	7
Radio News Host	1, 2, 7	1
FM Reporter/Announcer	1, 2, 4, 5, 7	7
Programming Manager	1, 2, 5-7, 16	1
Production Crew Supervisor	1-3, 5, 7, 13	3
News Producer, Focal Point	1, 2, 6-9, 13	1
Managing Editor	1, 2, 5, 6, 8, 9, 12-14	14

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**II. MASTER RECRUITMENT SOURCE LIST (MRSL)**

<b>RS No.</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS over 12-month period</b>
1	<b>VPM Media Corporation Website</b> Employment Opportunities on vpm.org	N	27
2	<b>LinkedIn</b> www.linkedin.com	N	5
3	<b>Indeed</b> www.indeed.com	N	7
4	<b>ConnectVA Online Job Board</b> connectva.org/jobs	N	3
5	<b>Commonwealth Public Broadcasting (CPB) Online Job Board</b> cpb.org/jobline	N	4
6	<b>Current Job Board</b> publicmediajobs.org	N	0
7	<b>Employee Referral</b>	N	20
8	<b>National Association of Black Journalists (NABJ)</b> www.nabjcareers.org/	N	0
9	<b>National Association of Hispanic Journalists (NAHJ)</b> https://www.nahjcareercenter.com/	N	0
10	<b>Journalist Jobs</b> Journalismjobs.com	N	1
11	<b>Media Job Board</b> Mediajobboard.com	N	0
12	<b>Media Bistro Online Job Board</b> www.mediabistro.com	N	1
13	<b>VAB – Virginia Association of Broadcasters Online Job Board</b> www.vabonline.com/careers/	N	0
14	<b>URL Media</b> ( <i>network of media outlets targeted at Black, Latinx, Asian and Immigrant communities</i> ) url-media.com	N	1
15	<b>Diversity Job Board</b> diversityjobboard.com	N	0
16	<b>NETA – National Educational Telecommunications Association</b> www.netaonline.org/form/job-listing	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD:</b>			<b>69</b>

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**III. RECRUITMENT INITIATIVES**

	<b>TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)</b>	<b>BRIEF DESCRIPTION OF ACTIVITY</b>
1.	Host an internship program (multiple)	<p>Our SEU hosted 7 interns during the Summer 2022 semester from the following schools: Regent University, Virginia Commonwealth University, University of Richmond, Western Kentucky University, Christopher Newport University, University of Virginia. Two interns worked in News and were supervised by the Daily Newscast Editor/Internship Coordinator. One intern worked in Radio and was supervised by a Programming Director. Another intern worked in Post-Production and was supervised by a Producer/Director. The remaining three interns worked in Digital, TV News (Focal Point), and Community Engagement and were supervised, respectively, by an Executive Producer, Sr. News Producer and Host, and Community Engagement Manager.</p> <p>In addition, our SEU hosted one high school intern for 7 weeks in Summer 2022 through the Partnership for the Future program serving Richmond City. The program works with high-potential students from challenging circumstances.</p> <p>In the Fall 2022, our SEU hosted two interns, one from the University of Richmond and the other from George Mason University. One intern worked in TV News (Focal Point) and was supervised by the Sr. News Producer and Host; the other intern worked in Digital and was supervised by our Executive Producer.</p> <p>In the Spring 2023, our SEU hosted 3 interns from the following schools: Virginia Commonwealth University, Arizona State University and George Mason. One intern</p>

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
		worked in News and supervised by the Managing Editor; one worked in TV News (Focal Point) and was supervised by the Sr. News Producer and Host, and one worked in Digital and was supervised by an Executive Producer.
2.	Participate in job fairs (2)	<p>On February 2, 2023, our HR Manager participated in the University of Richmond's Job and Internship Fair to promote jobs and internships in the creative services and media industries.</p> <p>On March 1, 2023, our HR Manager attended Virginia Commonwealth University's RVA Internship and Experiential Opportunities Fair to promote careers and internship opportunities in journalism and media.</p>
3.	Provide training to personnel to ensure EEO and prevent discrimination (multiple)	<p>All employees and interns participated in Commonwealth Public Broadcasting (CPB) online Workplace Conduct and Harassment Training in June, July and August 2022.</p> <p>In addition, all staff have participated in two additional DEI training days hosted by Avent Diversity Consulting. The training modules included: Implicit Bias and Strategic Accountability: More than Words &amp; Celebrations.</p>