

WTOK-TV
EEO PUBLIC FILE REPORT
02/01/22-01/31/2023

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Meteorologist/MMJ x2	1-30, 32-35, 37-38, 40-48	16, 48
Multimedia Journalist x3	1-30, 32-35, 37-38, 40-48	32, 44, 46
Chief Meteorologist	1-30, 32-35, 37-38, 40-48	43
Creative Services Producer	1-30, 32-35, 37-38, 40-48	43
Traffic Coordinator	1-30, 32-35, 37-38, 40-48	46
Technical Media Producer x2	1-30, 32-35, 37-38, 40-49	36 ,49
Chief Engineer	1-30, 32-35, 37-38, 40-48	32
News Director	1-30, 32-35, 37-38, 40-48	43
News Anchor	1-30, 32-35, 37-38, 40-48	44

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	MAB Job Bank, 403D-s Towne Center Boulevard, Ridgeland, MS 39157-5115 Ph: 601-957-9121 email@msbroadcasters.org	Y	0
2	Alabama Broadcasters Assn., Cindi McGee and Lisa Rice, 2180 Parkway Lake Drive, Hoover, AL 35244 Ph: 205-982-5001 cmcgee@al-ba.com ; lrice@al-ba.com	Y	0
3	TV Jobs.com d/b/a Broadcast Employment Services, Mark C. Holloway, CEO, P. O. Box 4116, Oceanside, CA 92052-4116 Ph: 760-754-8177 jobs@tvjobs.com	N	0
4	Media Line, Mark Shilstone, Manager, Box 51909, Pacific Grove, CA 93059 Ph: 800-237-8073 medialine@medialine.com	N	0
5	Alabama State University, Career Center, Ella Tucker, 915 S. Jackson Street, Montgomery, AL 36101-0271 Ph: 334-229-4140 etucker@alasu.edu	Y	0
6	Alcorn State University, Dr. David Crosby, President, 1000 Alcorn State Drive, Alcorn State, MS 39096 Ph: 601-877-6100	N	0
7	Auburn University, Karen Allen, Career Development Services, 303 Martin Hall, Auburn University, AL 36849 Ph: 334-844-3864 Post job openings to website: https://auburn-csm.symplicity.com/employers/	Y	0
8	Delta State University, Leigh Ann Nelson, Career Services & Placement, DSU Box 3174, Cleveland, MS 38733 Ph: 662-846-4646.	Y	0
9	East Central Community College, Christi Gregory, P. O. Box 851, Decatur, MS 39327 Ph: 601-635-2111 Ext.300	Y	0
10	Howard University, School of Communications, Carol Dudley, Director, Office of Career Development, Powell Building, 525 Bryant Street, N.W., Washington, DC 20059 Ph: 202-806-7690 cdudley@howard.edu	Y	0
11	Jackson State University, Dorothy Whitley, Placement Center, P. O. Box 17280, Jackson, MS 39217 Ph: 601-979-2477 Job openings posted to website: Tigers2Work@jsums.edu	Y	0
12	Louisiana State University, Holly Nelson, Coordinator, Career Services, 1502 CEBA Building, Baton Rouge, LA 70803 Ph: 225-578-2674	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
13	Meridian Community College, , Career Center, 910 Highway 19 North, Meridian, MS 39307 Ph: 601-481-1327 thouse@meridiancc.edu and jtaylor@mcc.cc.ms.us (Broadcasting Program)	Y	0
14	Millsaps College Career Center, Vickey McDonald or Tonya Craft, 1701 North State Street, Jackson, MS 39210 Ph: 601-974-1218 or 601-974-1346 craft@milsaps.edu	N	0
15	Miss. College Communication Department, Cliff Fortenberry, Chairman, P. O. Box 4019 MC, Clinton, MS 39058 Ph: 601-925-3457 fortenbe@mc.edu	N	0
16	Mississippi State University, Ms. Cassandra Latimer, Career Center, P. O. Box P, Mississippi State, MS 39762 Ph: 662-325-3344 Post job openings to website: http://www.career.msstate.edu/	N	1
17	Mississippi State University, Meridian Campus, Kimberly Davidson, 1000 Highway 19 North, Meridian, MS 39307 Ph: 601-484-0139	N	0
18	Mississippi University for Women, Towanda Williams and Eric Harlan Division of Communication, 1100 College Street – MUW 940, Columbus, MS 39701 Ph: 662-329-7192 twilliams@ss.muw.edu EHarlan@as.muw.edu	N	0
19	Mississippi Valley State Univ., Alisha Rose, Career Services Center, 14000 Hwy 82 West #7225, Itta Bena, MS 38941-1400 Ph: 662-254-3441	N	0
20	Ohio/Illinois Centers for Broadcasting, Gary James, National Director of Placement, 9000 Sweet Valley Drive, Valley View, OH 44125	N	0
21	Rust College, Dr. Debayo Moyo, Chairman, Mass Communications Dept., Holly Springs, MS 38635 Ph: 601-252-8000 X4553 dmoyo@rustcollege.edu	N	0
22	Syracuse University, Ms. Karen McGee, Director of Career Development, 215 University Place, Syracuse, NY 13244 Ph: 315-443-2268 kmcgee@syr.edu	N	0
23	Tougaloo College, Ms. Gladys Jones and Ms. Tekesia McClendon, 500 West County Line Road, Tougaloo, MS 39174 Ph: 601-977-7817 gjones@tougaloo.edu	N	0
24	University of Alabama, UAB Career Center, P. O. Box 870293, Tuscaloosa, AL 35487-0293 Ph: 205-348-2128 Job openings posted directly to website: http://www.career.ua.edu/	N	0
25	University of MS, Ellen Meacham, Department of Journalism, 331 Farley Hall, University, MS 38677 Ph: 662-915-7146	N	0
26	University of Southern MS, Mass Communication and Journalism, Ms. Mandy Nace, USM, 118 College Drive #5121, Hattiesburg, MS 39406 Ph: 601-266-4258 amanda.tilley@usm.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
27	University of West Alabama, Ms. Tammy White, Director of Career Services, Station 29, Livingston, AL 35470 Ph: 205-652-3651. Job openings also posted to UWA website: http://www.collegecentral.com/uwa/	N	0
28	Western Kentucky University, Mr. Dan Onitsuka, Career Services Center, Cravens 216, One Big Red Way, Bowling Green, KY 42101 Ph: 270-745-3095 Dan.onistuka@wku.edu	N	0
29	Ms Band of Choctaw Indians, Ms. Wanda McMillan, PHR, Director, Human Resources, and Ms. Glenda Willis, P. O. Box 6033, Philadelphia, MS 39350 Ph: 601-650-1540 www.choctaw.org	Y	0
30	NAACP, Mrs. Janet Moore, President, PO Box 4143, Meridian, MS 39302 Ph: 601-483-4919	N	0
31	The Clarion Ledger, Beverly Brown, P. O. Box 23061, Jackson, MS 39225- 3061 (Newspaper Advertisement) Ph: 601-961-7125	N	0
32	Gray Media, Inc Television Stations, Becky Gaines, HR Manager, 4370 Peachtree Road, NE, Atlanta, GA 30319 jobs@gray.tv 470-225-5416	N	12
33	Multi-County Community Services Agency, Ms. Mary Atterberry, P. O. Box 905, Meridian, MS 39301 Ph: 601-484-3975 matterberry@multi-county.org	N	0
34	Naval Air Station, Family Employment Readiness Program, Ms. Stacy Jemison, 405 Rosenbaum Avenue, Meridian, MS 39309 Ph: 601-679-2360 (Ms. Shelby Proaps added effective 10/06.)	N	0
35	Jobs In MS, Christina Mercier, Account Representative, P. O. Box 604, Westbrook, ME 04098. Ph: 601-360-1707 Job openings posted directly to website at http://www.jobsinms.com/	N	0
36	Spots-N-Dots Weekly Publication, Joe Marcoe, Account Representative, 167 Oakdale Road, Johnson City, NJ 13790 Ph: 607-729-7295; Fax: 607-729-7331 Job openings posted to weekly publication and ads@spotsndots.com website.	N	0
37	Indeed Inc., 7501 N. Capital of Texas Hwy, Building B, Austin Tx 78731 Ph: 800-475-4361	N	7
38	Career Education Institutes, P.O. Box 11171, Winston-Salem, NC 27116. Ph 336-768-2999 Email: CEIBill@att.net	N	0
39	Columbus Commercial Dispatch, Connie Harris, 516 Main Street, PO Box 511, Columbus MS 39703 662-328-2424	N	
40	Nat'l Urban League, Dale Johnson, Manager, 1101 Connecticut Ave, Ste 810, Washington, DC 20036	N	
41	Job Fair	N	0
42	WTOK Web Site	N	0
43	WTOK Internal Candidate	N	4
44	WTOK Employee Referral	N	7
45	Non-Employee Referrals	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
46	Linkedin, Sunnyvale, CA; https://linkedin.com	N	4
47	Walk In	N	0
48	Handshake	N	2
49	WTOK Commercial	N	1
50	Media Recruiter, 9457 So. University #303, Highlands Ranch, CO 80126 Ph:303-400-5150	N	0
51	JournalismJobs.com, Ph: 510.508.7386 Email: info@journalismjobs.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			38

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in job fairs	<p>On February 9, 2022, the General Manager attended MAB Day with Jackson State University. Information was provided to applicants in order to increase their awareness of job opportunities in the field of broadcasting. We received resumes from attendees who were interested in the broadcasting field and they were reviewed by our Production Manager, Sales Manager and News Director</p> <p>On February 10, 2022, Office Manager, Creative Services Manager and News Director attended The Governors Job Fair Meridian, Mississippi. Information was provided to applicants in order to increase their awareness of job opportunities in the field of broadcasting. We received resumes from attendees who were interested in the broadcasting field and they were reviewed by our Production Manager, Sales Manager and Interim News Director. WТОK was also a co-sponsor for this Job Fair.</p> <p>On February 22, 2022, the General Manager attended MAB Day with University of Southern Mississippi. Information was provided to applicants in order to increase their awareness of job opportunities in the field of broadcasting. We received resumes from attendees who were interested in the broadcasting field and they were reviewed by our Production Manager, Sales Manager and News Director</p> <p>On March 24, 2022, the General Manager attended MAB Day with Mississippi State University. Information was provided to applicants in order to increase their awareness of job opportunities in the field of broadcasting. We received resumes from attendees who were interested in the broadcasting field and they were reviewed by our Production Manager, Sales Manager and News Director</p> <p>On April 7, 2022, the General Manager and News Director attended MAB Day with Mississippi University. Information was provided to applicants in order to increase their awareness of job opportunities in the field of broadcasting. We received resumes from attendees who were interested in the broadcasting field and they were reviewed by</p>

		our Production Manager, Sales Manager and News Director
2	Activity designed to further dissemination of broadcast employment information	<p>On an ongoing basis, General Manager and Creative Services Manager serve on the community advisory board for 2-year broadcast technology program at Meridian Community College, Meridian, MS.</p> <p>On March 25, 2022, the General Manager organized a virtual recruiting event where we spoke with Colorado State University juniors and seniors. We talked about how to get your first job, what your reel should look like, and what your first on the job experience will most likely look like</p> <p>On November 10, 2022, the General Manager helped organize and attended the MAB Student Conference at Jackson State University. The News Director attended it as well. It was an event to speak to upcoming graduates about presentation skills, reporting, and personal branding.</p>
3	Scholarship program	WTOK funds an ongoing Broadcast Communications Scholarship at Meridian Community College, Meridian, MS
4	Mentoring/Internship	<p>Our Chief Meteorologist Mentored a student from The University of South Alabama in becoming the next generation of skilled meteorologists.</p> <p>A sophomore at Mississippi State University job shadowed news and sales on April 21, 2022. She watched account executives meet with clients. She also traveled with reporters to stories and then watched them write, edit, and produce a newscast. Our General Manager continued to mentor her as she completed her collegiate assignments and her reel.</p> <p>WTOK participates in an ongoing program in which interns from colleges are mentored in skills required for broadcast employment. Several current employees came to WТОK through this program.</p> <p>During the Summer of 2022 two broadcasting intern came to WТОK. One from Jackson State University participated in produce News reports by writing, editing stories and assisted in the field for the News Department including practicing on camera before and after our News Shows.</p> <p>The other intern came from Mississippi State and she participated in creating and producing commercials in our Creative Service department. Including assisting in the field.</p> <p>On October 4, 2022 a group from Neshoba Central High School Digital Media Technology program visited WТОK. They spoke to our News Director and Technical Media Producer Supervisor about the different job opportunities available in the broadcast industry.</p>

5	EEO Training to Management Level Personnel	On February 17, 2022, our General Manager and Office Manager attended a training on the FCC's EEO Rules and Regulations provided by Joan Stewart of Wiley Rein.
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