

WTOK-TV
EEO PUBLIC FILE REPORT
02/01/17-01/31/18

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
News Producer/Video Journalist	1-33, 37-41,43-46, 51-57, 60, 63-68	64
Sports Anchor/Reporter (2)	1-33, 37-41,43-46, 51-57, 60, 62-68	62,62
Sales Account Executive (2)	1-33, 37-41,43-46, 51-57, 60, 63-68	67, 68
Master Control Operator/Production Tech (3)	1-33, 37-41,43-46, 51-57, 60, 62-68	62,67,67
Meteorologist/ Reporter/ Photographer	1-33, 37-41,43-46, 51-57, 60, 63-68	62
News Video Journalist (2)	1-33, 37-41,43-46, 51-57, 60, 63-68	66, 66
Anchor/Reporter	1-33, 37-41,43-46, 51-57, 60, 63-68	66
Traffic and Sales Assistant	1-33, 37-41,43-46, 51-57, 60, 63-68	67
News Director	1-33, 37-41,43-46, 51-57, 60, 63-68	68
Chief Engineer	1-33, 37-41,43-46, 51-57, 60, 63-68	66

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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, Executive Assistant, Karla Hooten and Kathy Miles 855 South Pear Orchard Road, Suite 403, Ridgeland, MS 39157-5115 Ph: 601-957-9121 email@msbroadcasters.org	N	0
2	NAB, Michael McKinley, Director of Broadcast Resources, 1771 N. Street, N.W., Washington, DC 20036-2891 Ph: 202-429-5300	N	0
3	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	N	0
4	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	Y	0
5	Media Line, Mark Shilstone, Manager, Box 51909, Pacific Grove, CA 93059 Ph: 800-237-8073 medialine@medialine.com	N	0
6	Alabama State University, Career Center, Ella Tucker, 915 S. Jackson Street, Montgomery, AL 36101-0271 Ph: 334-229-4140 etucker@alasu.edu	Y	0
7	Alcorn State University, Dr. David Crosby, President, 1000 Alcorn State Drive, Alcorn State, MS 39096 Ph: 601-877-6100	N	0
8	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
9	Delta State University, Leigh Ann Nelson, Career Services & Placement, DSU Box 3174, Cleveland, MS 38733 Ph: 662-846-4646.	Y	0
10	East Central Community College, Christi Gregory, P. O. Box 851, Decatur, MS 39327 Ph: 601-635-2111 Ext.300	Y	0
11	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
12	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

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
13	Louisiana State University, Holly Nelson, Coordinator, Career Services, 1502 CEBA Building, Baton Rouge, LA 70803 Ph: 225-578-2674	Y	0
14	Manship School of Mass Communication, Helen Taylor, Louisiana State University, 1502 CEBA Building, Baton Rouge, LA 70803 Ph: 225-578-2040 htaylor@lsu.edu	Y	0
15	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	1
16	Meridian Community College, Ray Denton, 910 Highway 19 North, Meridian, MS 39307 Ph: 601-484-8785 rdenton@mcc.cc.ms.us	Y	0
17	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	Y	0
18	Miss. College Communication Department, Cliff Fortenberry, Chairman, P. O. Box 4019 MC, Clinton, MS 39058 Ph: 601-925-3457 fortenbe@mc.edu	Y	0
19	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/	Y	0
20	Mississippi State University, Meridian Campus, Kimberly Davidson, 1000 Highway 19 North, Meridian, MS 39307 Ph: 601-484-0139	Y	0
21	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	Y	0
22	Mississippi Valley State Univ., Alisha Rose, Career Services Center, 14000 Hwy 82 West #7225, Itta Bena, MS 38941-1400 Ph: 662-254-3441	Y	0
23	Ohio/Illinois Centers for Broadcasting, Gary James, National Director of Placement, 9000 Sweet Valley Drive, Valley View, OH 44125	Y	0
24	Rust College, Dr. Debayo Moyo, Chairman, Mass Communications Dept., Holly Springs, MS 38635 Ph: 601-252-8000 X4553 dmoyo@rustcollege.edu	Y	0
25	Syracuse University, Ms. Karen McGee, Director of Career Development, 215 University Place, Syracuse, NY 13244 Ph: 315-443-2268 kmcgee@syr.edu	Y	0
26	Tougaloo College, Ms. Gladys Jones and Ms. Tekesia McClendon, 500 West County Line Road, Tougaloo, MS 39174 Ph: 601-977-7817 gjones@tougaloo.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 Alabama, Mr. Jim Oakley, Placement Director, College of Communications, P. O. Box 870172, Tuscaloosa, AL 35487 Ph: 205-348-8594	Y	0
28	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/	Y	0
29	University of MS, Ellen Meacham, Department of Journalism, 331 Farley Hall, University, MS 38677 Ph: 662-915-7146	Y	0
30	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
31	University of Southern MS, Julia Graham, USM Career Services, 118 College Drive #5014, Hattiesburg, MS 39406-0001 Ph: 601-266-4153	Y	0
32	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/	Y	0
33	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	Y	0
34	Central United Methodist Church, Marion Surles, Hispanic Ministry, P. O. Box 1706, Meridian, MS 39302 Ph: 601-604-2661	N	0
35	Hispanic Americans for Fairness in Media, Job Placement Coordinator, Suite 250, 5400 East Olympic Boulevard, Los Angeles, CA 90022-5142 Ph: 323-726-1558	N	0
36	Nat'l. Assn. of Hispanic Journalists, Ms. Michelle Vignoli, 1000 National Press Building, Washington, DC 20045 Ph: 202-662-7483	N	0
37	MS Band of Choctaw Indians, Chief Phyllis Anderson, Philadelphia, MS 39350 Ph: 601-650-1500 – (Effective Approximately 8/07 – Chief Beasley Denson)	N	0
38	MS Band of Choctaw Indians, Ms. Rosemary John, Tribal Scholarship Program, P. O. Box 6085, Philadelphia, MS 39350 Ph: 601-650-1500	N	0
39	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	Y	0
40	NAACP, Mr. John Harris, President, 3709 Newell Road, Meridian, MS 39301 Ph: 601-483-4919	N	0
41	Nat'l. Assn. of Black Journalists, Job Placement Coordinator, University of Maryland, 8701-A Adelphia Road, Adelphia, MD 20783-1716 301-445-7100	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
42	Nat'l. Assn. of Black Owned Broadcasters, Job Placement Coordinator, Suite 600, 1155 Connecticut Ave., N.W., Washington, DC 20036 Ph: 202-463-8970	N	0
43	National Sales Network, Mr. David Richardson, Chairman, 1075 Easton Avenue, Suite 11, #316, Somerset, NJ 08873 Ph: 732-246-5236	N	0
44	Nat'l. Hispanic Media Coalition, Job Placement Coordinator, 2514 South Grand Avenue, Los Angeles, CA 90007 Ph: 213-746-6988	Y	0
45	Nat'l. Urban League, Dale Johnson, Manager, Race Relations & Civil Rights, 1101 Connecticut Ave., N.W., Suite 810, Washington, DC 20036 Ph: 202-898-16-04 djohnson@nul.org	N	0
46	Poarch Creek Indians, Ms. Clara Jones, JTPA Coordinator, 5811 Jack Springs Road, Atmore, AL 36502 Ph: 251-368-9136	Y	0
47	Columbus Commercial Dispatch, Connie Harris, 516 Main Street P. O. Box 511, Columbus, MS 39703 (Newspaper Advertisement) Ph: 662-328-2424	N	0
48	The Hattiesburg American, Beverly Brown, P. O. Box 23061, Jackson, MS 39225-3061 (Newspaper Advertisement) Ph: 601-961-7125	N	0
49	The Clarion Ledger, Beverly Brown, P. O. Box 23061, Jackson, MS 39225- 3061 (Newspaper Advertisement) Ph: 601-961-7125	N	0
50	The Meridian Star, Jo Ann Williams, 824 22 nd Avenue, P. O. Box 1591, Meridian, MS 39302 (Newspaper Advertisement) Ph: 601-693-1551	N	0
51	Gray Television, Inc Television Stations, Dottie Boudreau, Executive Assistant, 4370 Peachtree Road, NE, Atlanta, GA 30319 dottie@gray.tv 404-266-8333	N	0
52	Alabama Employment Security Commission, Larry W. Jowers, Jr., P. O. Drawer 200, Demopolis, AL Ph: 334-289-0202	N	0
53	Council of Organizations, Mr. Robert Burford., 1402 39 th Avenue, Meridian, MS 39301 Ph: 601-485-6440	N	0
54	Multi-County Community Services Agency, Ms. Mary Atterberry, P. O. Box 905, Meridian, MS 39301 Ph: 601-484-3975 matterberry@multi-county.org	Y	0
55	MS Employment Security Commission, Mr. Bud Gilbert, 2000 Highway 19 North, Meridian, MS 39302 Ph: 601-483-1406	Y	0
56	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.)	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
57	Sumter County Board of Education, Operation JUMP, Ms. Jacqueline Jackson, Adult & Community Education Program, P. O. Box 127, York, AL 36925-127 Ph: 205-652-9605	Y	0
58	Production HUB, Corporate Headquarters, Tara Withrow, 801 W. Fairbanks Ave., Winter Park, FL 32789 Ph: 877-629-4122	N	0
59	Broadcasting & Cable Magazine, Katie Rosa, Account Executive, 5700 Wilshire Blvd., Suite 120, Los Angeles, CA 90036-5804 Ph: 323-965-2089	N	0
60	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
61	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
62	Indeed Inc., 7501 N. Capital of Texas Hwy, Building B, Austin Tx 78731 Ph: 800-475-4361	N	12
63	Career Education Institutes, P.O. Box 11171, Winston-Salem, NC 27116. Ph 336-768-2999 Email: CEIBill@att.net	N	0
64	Job Fair	N	5
65	WTOK Web Site	N	6
66	WTOK Internal Candidate	N	7
67	WTOK Employee Referral	N	9
68	Non-Employee Referrals	N	7
69	WTOK Station Commercial	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD:			47

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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, 2017, Human Resources/EEO Coordinator, Production Manager, Interim News Director attended The Governors Job Fair of Mississippi at Meridian Community College. 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. WTKO was also a co-sponsor for this Job Fair.</p> <p>On March 7, 2017, the General Manager attended the Spring MAB on Campus Day for The University of 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 April 19, 2017, Our Creative Services Manager and Morning Anchor attended the MAB on Campus Day for Southern University of 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>

2	Internship program	<p>WTOK participates in an ongoing program in which interns from colleges are mentored in skills required for broadcast employment. A number of current employees came to W TOK through this program.</p> <p>During the Summer of 2017 two broadcasting interns came to W TOK. Two participated in helping 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. One came from University of Mississippi and the other one came to us from Tuskegee University.</p> <p>During the Fall of 2017 one intern came to W TOK. He participated in helping 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. He came to us from Meridian Community College</p> <p>During the Winter of 2017 Two interns came to W TOK. They participated in helping 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. One came to us from the University of Mississippi, and the other one was a Broadcast teacher from Quitman High School and she was required to do a week internship with a TV station.</p>
3	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>
4	Scholarship program	<p>WTOK funds an ongoing Broadcast Communications Scholarship at Meridian Community College, Meridian, MS</p>
5	Training	<p>On March 23, 2017 the HR Assistant participated in the FCC's Equal Employment Opportunity Rules: training webinar presented by Joan Stewart of Wiley Rein, LLP.</p>