

EEO Public File Report

Station: **WHLT**
 Period Covered by Report: **2/1/14 to 1/31/15**

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source for Candidate Hired	Recruitment Source(s) Utilized to Fill Vacancy.	Number Interviewed
1	Digital Journalist	12/06/13	03/10/14	Media General/WHLT Website	Recruitment Sources Contacted for Each Full-Time Vacancy - see attached, numbers 1-34	3
2	Administrative Assistant-Sales	02/24/14	03/31/14	Employee Referral	Recruitment Sources Contacted for Each Full-Time Vacancy - see attached, numbers 1-34	4
3	Production Supervisor	01/24/14	04/14/14	Personal Acquaintance (Word of Mouth)	Recruitment Sources Contacted for Each Full-Time Vacancy - see attached, numbers 1-34 and 35	13
4	Digital Journalist	04/07/14	06/09/14	Employee Referral	Recruitment Sources Contacted for Each Full-Time Vacancy - see attached, numbers 1-34	3
5	Account Executive	06/05/14	09/02/14	Employee Referral	Recruitment Sources Contacted for Each Full-Time Vacancy - see attached, numbers 1-34 and 37	4

TOTAL

27

* See Attached List of Recruitment Sources for Contact Information

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Recruitment Sources Contacted for Each Full-Time Vacancy

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No.	Recruitment Source	Contact	Total # of Referrals	Entitled to Notification
1	MS Valley State University 14000 Hwy 82 W, Box 7246, Itta Bena, MS 38941	Career Development 662-254-9041		n
2	MS Employment Services - Jackson Office 5959 I-55 North Frontage Road, Suite C, Jackson, MS 39213	Ms. Ketra McGriggs 601-961-7931		n
3	WJTV-TV 1820 TV Road, Jackson, MS 39204	Karen Cole 601-372-6311		n
4	Holmes Jr. College Career Planning, P.O. Box 369, Goodman, MS 39079	Pamela Fells 662-472-2312		n
5	Mississippi University For Women 405 Cochran Hall, 1100 College St., MUW-1624, Columbus, MS 39701	Office of Career Services 662-329-4750		n
6	Miss. State University P.O. Box P, Miss State, MS 39762	Gloria Reeves 662-325-3344		n
7	Hinds Community College Career Center, P.O. Box 1100, Raymond, MS 39154-1100	GR Davis 601-857-3384		n
8	Mississippi College Career Services, P.O. Box 4010, Clinton, MS 39058	Karen Lindsey-Lloyd 601-925-3901		n
9	William Carey College 498 Tuscan Avenue, Box 181, Hattiesburg, MS 39401	Leslie Sellers 601-318-6207		n
10	Alcorn State University Career Placement Services, P.O. Box 390, Lorman, MS 39096	W. Johnson 601-877-6100		n
11	University of Southern MS Career Services, 118 College Drive #5014, Hattiesburg, MS 39406-0001	Ms. Kathleen Killam 601-266-4153		n
12	Belhaven College 1500 Peachtree Street, Jackson, MS 39202	Jennifer Griffin 601-968-5969		n
13	Millsap's College 1701 North State Street, Jackson, MS 39210	Tonya Craft 601-974-1346		n

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14	Jackson Advocate Classified Department, 309 N. Farish Street, Jackson, MS 39202	Alice Tisdale 601-648-4123		n
15	Tougaloo College Career Services, 500 W. County Line Road, Tougaloo, MS 39174	Ms. Gladys Jones 601-977-7817		n
16	Department of Veterans Affairs 1600 East Woodrow Wilson Dr., Jackson, MS 39216	Jennifer Armwood		n
17	Antonelli College 480 E. Woodrow Wilson Dr, Jackson, MS 39216	Kim Ramsey 601-853-1175		n
18	TVJobs Broadcast Employment Services P.O. Box 4116, Oceanside, CA 92052	TVJobs.com 800-374-0119		n
19	NAACP 1072 Lynch Street, Ste #10, Jackson, MS 39203	Janette Self 601-353-6906		n
20	Jackson Urban League 2310 Hwy 80 West, Bldg. 1, Suite E, Jackson, MS 39204	Willie Cole 601-981-4211		n
21	University of Mississippi Career Center, PO Box 1848, University, MS 39677	Lisa Gooden 662-915-7211		n
22	Holmes Community College 412 W. Ridgeland Avenue, Ridgeland, MS 39157	Ms. Rose Canterbury		n
23	WHLT-TV (On-Air Advertisement) Cloverleaf Mall, 5912 Hwy 49, Ste A, Hattiesburg, MS 39401	Local TV Advertisement 601-545-2077		n
24	Media General/WHLT Website 111 North 4th Street, Richmond, VA 23219 / Cloverleaf Mall, 5912 Hwy 49, Ste A, Hattiesburg, MS 39401	MG Division HR 804, 775-4608, www.mgbg.com, www.whlt.com	10	n
25	MS Employment Services - Hattiesburg Office P.O. Box 15428, Hattiesburg, MS 39401	601-264-0502		n
26	Employee Referrals		10	n
27	Former Employee Referrals			
28	Personal Acquaintances (Word of Mouth)		1	
29	Industry Referrals			
30	Self Initiated/Walk-In/Call-In		1	
31	Career Fairs			

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32	Unsolicited			
33	Internal			n
34	Craig's List	Website	3	n
	1381 9th Avenue, San Francisco, CA, 94122			

Recruitment Sources Contacted for SPECIFIC Full-Time Vacancies				
35	Indeed.com (Media General/WHLT Website) 177 Broad Street, 6th Floor, Stamford, CT 06901 <i>(Production Supervisor 1/24/14)</i>	Website	1	n
36	Monster Worldwide, Inc. 622 Third Avenue, 39th Floor, New York, NY 10017	monster.com 212-351-7000		n
37	Career Builder 200 N. LaSalle St., Suite 1100, Chicago, IL 60601	Career Builder.com 866-438-1485	1	n
38	Clarion Ledger, Newspaper Advertisement P.O. Box 23067, Jackson, MS 39225-3067	Beverly Brown 601-961-7100		n
39	Hattiesburg American Newspaper Advertisement 825 N. Main Street, Hattiesburg, MS 39401	Roslyn 601-582-4321		n
40	Journalism Jobs.Com 72 Plaza, 2nd Floor, Berkley, CA 94705	Website 510-653-1521		n
41	"Look Here First", Media General IMD Product 111 North 4th Street, Richmond, VA 23219	Website		
42	Media Match.com 714 N. La Brea, Hollywood, CA 90038	Website 323-284-5589		n
43	Talent Dynamics Website 600 E. LasColinus Suite 100, Irving, TX 75039	Corporate HR www.talentdynamics.com		n
44	Television Bureau of Advertising, Inc. 3 East 54th Street, 10th Floor, New York, NY, 10022	Website TVB.org 212-486-1111		n
45	Spots-n-Dots 600 W. Peachtree Street, NW, Atlanta, GA 30308	Website dai@spotsndots.com 888-884-2630		n
46	Media bizjobs.com PO Box 95915, Seattle, WA	Website 406-558-4696		n
47	MS Association of Broadcasters	Website		n

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48	855 S Pear Orchard Rd # 403, Ridgeland, MS 39157 Jackson Advertising Federation P.O. Box 922, Jackson, MS, 39205	601-957-9121 Website www.jaxadfed.org	n
49	Collective Talent Website www.collectivetalent.com 1721 Richardson Place, Tampa, FL, 33606	Website Michael Bille 813-254-9695	n

Total Interviewed 27

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Supplemental Recruitment Initiatives

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No.	Date	Initiative	Description	Personnel Involved	Scope of Involvement
1	On-Going	Training Programs & Cross-Training Programs	Train employees for positions other than what they were hired for.	News Director/Business Manager/Director of Engineering/Director of Revenue/Brand Manager/WHLT General Sales Manager	Management & employees train employees to gain skills to allow them to obtain promotions and/or transfers.
2	2/18/14	Mississippi College Career Day at Anderson Hall, MC Campus, Clinton, MS	WJTV Employees represented WJTV and WHLT at College Career Day where they provided written information to students regarding available positions at both stations and other Media General properties.	WJTV Regional Digital Sales Manager, Sara Jane Ingram, WJTV Local Sales Manager, Jeff Inman, and WJTV Brand Manager, Brett Kenyon.	Participation in Job Fairs representing all Media General properties and providing written information regarding current job openings.
3	2/26/14	University of Southern Mississippi 2014 Spring Career Fair at the Thad Cochran Center, USM Campus, Hattiesburg, MS	WHLT employees represented WJTV and WHLT at Career Fair where they provided information to students regarding available positions at both stations and other Media General properties.	WHLT Brand Manager, Katie Townsend	Participation in Job Fairs representing all Media General properties and providing written information regarding current job openings.
4	3/19/14	University of Southern Mississippi Mass Communication Job Fair on the College Hall, 3rd Floor, USM Campus, Hattiesburg, MS	WHLT employees represented WJTV and WHLT at Career Fair where they provided information to students regarding available positions at both stations and other Media General properties.	WHLT Brand Manager, Katie Townsend	Participation in Job Fairs representing all Media General properties and providing written information regarding current job openings.
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