

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: May 23, 2019 - May 22, 2020

1) Employment Unit: LM Communications/WV

**2) Unit Members (Stations and Communities of License): WKLC-FM, St. Albans, WV
WMXE-FM, South Charleston, WV
WJYP-AM, St. Albans, WV
WSCW-AM, South Charleston, WV
WMON-AM, Montgomery, WV
WWQB-FM, Westwood, KY**

3) EEO Contact Information for Employment Unit:

Mailing Address: 100 Kanawha Terrace St. Albans, WV 25177	Telephone Number: 304/722-3308
	Contact Person/Title: Dotsy Klei, VP Community Affairs
	E-mail Address: dotsy@wklc.com

4) Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

Job Title	Recruitment Source Referring Hiree
(a) Account Executive	Marshall Univ. Career Fair
(b) Program Director	www.allaccess.com
(c) Account Executive	Internal Promotion
(d) Air Talent	Interim Position

5) Job Title: Account Executive Referral Source(s) of Hire: Marshall Univ. Career Fair

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Marshall Univ. Career Fair	Randy Gray	Marshall Univ, Huntington, WV 25701	304/781-1670	3	N
LM Communications websites	Jill Wheeler	100 Kanawha Terr, St. Albans, WV 25177	304/722-3308	0	N
LM Communications on air	Jill Wheeler	100 Kanawha Terr. St. Albans, WV 25177	304/722-3308	0	N

5) Job Title: Program Director Referral Source(s) of Hire: AllAccess.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
www.allaccess.com	Randy Gray	100 Kanawha Terr, St. Albans, WV 25177	304/722-3308	2	N

5) Job Title: Account Executive Referral Source(s) of Hire: Internal Promotion

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
LM Communications on air	Jill Wheeler	100 Kanawha Terr., St. Albans, WV 25177	304/722-3308	0	N
LM Communications websites	Jill Wheeler	100 Kanawha Terr., St Albans, WV 25177	304/722-3308	0	N
Marshall Univ Fall Career Fair	Randy Gray	100 Kanawha Terr. St. Albans, WV 25177	304/722-3308	0	N
Part time employee	Randy Gray	100 Kanawha Terr. St. Albans, WV 25177	304/722-3308	1	N
Employee referrals	Randy Gray	100 Kanawha Terr, St Albans, WV 25177	304/722-3308	2	N
Corporate referral	Randy Gray	100 Kanawha Terr. St Albans, WV 25177	304/722-3308	1	N
Internal promotion	Randy Grady	100 Kanawha Terr, St Albans, WV 25177	304/722-3308	1	N

5) Job Title: Air Talent Referral Source(s) of Hire: Interim Position

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
www.allaccess.com	Crash Kelly	100 Kanawha Terr, St Albans, WV 25177	304/722-3308	4	N
Walk-in	Crash Kelly	100 Kanawha Terr, St Albans, WV 25177	304/722-3308	1	N
Interim position	Randy Gray	100 Kanawha Terr, St Albans, WV 25177	304/722-3308	1	N

Employee was hired on an interim basis while full recruitment was conducted. After the recruitment cycle, the decision was made to retain the interim employee on a permanent basis.

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Equal Opportunity Employers.**

6) Total # of Interviewees Referred: For the period from **May 23, 2019 - May 22, 2020** this Employment Unit interviewed 16 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives.

(a) Initiative: Job Fair Participation

August 21, 2019. Marshall University Career Fair on their campus in Huntington, WV. The General Manager and Huntington Sales Manager attended the event, collected resumes, and presented information regarding sales positions

Dec 2019/Jan 2020. LM Communications hosted an employment kiosk at the Huntington Mall for 8 weeks. We posted that we were hiring and would be on site for face-to-face interviews on two dates. The General Manager was the individual on site to interview.

March 31, 2020 – COVID19 cancellation. Marshall University Career Fair. The Employment Unit secured a space and was prepared to attend. The event was cancelled due to COVID19.

April 2, 2020 – COVID19 cancellation. West Virginia State University Career Expo. The Employment Unit secured a space and was prepared to attend. The event was cancelled due to COVID19.

(b) Initiative: Internship Program

The Employment Unit has established of an internship program designed to assist members of the community in acquiring skills needed for broadcast employment.

(c) Initiative: Attendance at Educational Events/Programs Relating to Career Opportunities in Broadcasting

The Employment Unit's VP of Community Affairs addressed the Intro to Public Relations/Marketing class at the University of Charleston on 3/12/20. Internships and career opportunities were discussed.

(d) Initiative: Mentoring Program for Development of Program Director

The Program Director for WKLC-FM worked with a mid-day air talent to prepare him as a future Program Director. Working with the station consultant, they developed a plan to educate on music selection, the creation of promotional opportunities and the appropriate fit for the station, and built an annual promotional plan to celebrate the station's 40th Anniversary.

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