

**WCTV, WSWG**  
**EEO PUBLIC FILE REPORT**  
**12.01.2016 – 11.30.2017**

**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>
Account Executive (6)	1-17	7, 13, 13, 15, 14, 17
Front Desk Receptionist (2)	1-17	7, 15
Multi Media Journalist (1)	1-17	7
Producers (2)	1-17	13, 15
News Anchor (1)	1-17	13
Videographers (2)	1-17	6, 13
Sports Director (1)	1-17	14
Photographer (1)	1-17	13
Director (3)	1-17	13, 13, 17
Promotions Producer (1)	1-17	15

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

<b>RS Number</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	Career Source Capital Region-Veterans & WorkForce Plus 325 John Knox Road #102 Tallahassee, FL 32303 and 2525 S. Monroe St., #3A Tallahassee, FL 32301	Y	1
2	Opportunity Services <u>3689 Coolidge Court #5, Tallahassee, FL 32311</u>	Y	0
3	Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304	N	0
4	Florida State University College of Communications 356 Dikkenbaugh Tallahassee FL 32306	N	0
5	University of Georgia College of Journalism Athens, GA 30602-3018	N	0
6	Florida A&M University 428 Tucker Hall Tallahassee FL 32399	N	1
7	Indeed.com	N	14
8	People Matter ( <a href="https://peoplesmatter.com">https://peoplesmatter.com</a> )	N	0
9	Clark Atlanta University 223 James P. Brawley Atlanta, GA 30314	N	0
10	Division of Blind Services 325 W. Gaines Street, Suite 1114 Tallahassee, FL 32399	N	0
11	TVJOBS.COM Attention: Mark Holland (E-mail)	N	2
12	Gray Television Corporate Internal Posting	N	0
13	WCTV6.com (Stations Website)	N	25
14	Employee Referrals	N	9
15	Outside Referrals	N	9
16	WCTV Intern	N	1
17	ziprecruiter.com	N	4
<b>TOTAL INTERVIEWEES OVER 12-MONTH PERIOD</b>			<b>66</b>

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**III. RECRUITMENT INITIATIVES**

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
<b>1</b>	Internship program	<p>The stations maintain an on-going Internship Program with Florida State University-Tallahassee, Florida A&amp;M University-Tallahassee, and Valdosta State University-Valdosta, Georgia.</p> <p>These internships are offered for the term of one semester and afford students studying communications the opportunity to achieve practical experience in the field.</p> <p>A total of 21 students interned at the station during the Spring, Summer, and Fall, semesters. (5) Spring; (6) Summer and (10) in the Fall. Interns work in the News and Production departments.</p>
<b>2</b>	Formal Mentoring Program for Station Personnel	<p>One of our Senior Anchors holds training/mentoring session for our beginning MMJ/Anchors. She mentors them, as well as provides guidance as to how to enhance their anchoring skill set.</p>
<b>3</b>	Participate in Events Sponsored by Community Groups Interested in Broadcast Employment Issues	<p>National Association of Black Journalists 3-day conference that includes many speakers, interactive sessions and information. News employee attended conference on August 10th-August 13<sup>th</sup>, 2017. Participation in group and individual discussion about WCTV and broadcasting careers.</p> <p>Media Sales Institute- July 12, 2017  NABEF/National Association of Black Owned Broadcasters Media Sales Institute at Atlanta University. GM/VP attending as part of the curriculum for the institute, speaker and she talked to interested students about opportunities at WCTV.</p>
<b>4</b>	Co-Sponsor Job Fair with Organizations whose memberships includes Substantial Participation by Women and Minorities.	<p>Career Connections: IT, Government &amp; Non Profit Hiring Fair / FSU Turnball / June 21, 2017- WCTV sponsored Event, which was</p>

		hosted by Career Source. Attendance was in the hundreds. News and Sales Director attended interactive booth and talked with prospective candidates about careers in television, and openings at the station.
<b>5</b>	Provide EEO Training to Management Level Personnel	November 13, 2017 all hiring managers attended a meeting where we reviewed the March 23, 2017 presentation webinar FCC/EEO rules and regulations and best-hiring practices by Joan Stewart from Wiley Rein.
<b>6</b>	Participate in Events or Programs Sponsored by Education Institutions Relating to Careers in Broadcasting	FAMU Job Fair October 12, 2017 News Director and hiring news managers attended using technology and interactions with students to teach them about WCTV-jobs openings and how to get a job/career.