

WCTV, WSWG
EEO PUBLIC FILE REPORT
12.01.2013 – 11.30.2014

1. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Office Manager (1)	1-15	12, 13
Sales Assistant (1)	1-15	12, 13, 14
Anchor/Multi Media Journalist (9)	1-15	5, 10, 11, 13
Internet Producer (2)	1-15	12, 13, 14
Sports Anchor (1)	1-15	10, 13
Videographer (2)	1-15	5, 12
Director (3)	1-15	12, 13
Media Manager (1)	1-15	12, 13
Producers (7)	1-15	5, 10, 12, 13, 14
Account Executive (2)	1-15	12, 13

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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	WorkForce Plus 2525 S. Monroe St., #3A Tallahassee, FL 32301	Y	0
2	Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304	N	0
3	Florida State University College of Communications 356 Dittenbach Tallahassee FL 32306	N	0
4	University of Georgia College of Journalism Athens, GA 30602-3018	N	0
5	Florida A&M University 428 Tucker Hall Tallahassee FL 32399	N	8
6	Bethune Cookman College 640 Dr. Mary McLeod Bethune Blvd. Daytona, FL 32114	N	0
7	Troy State University University Boulevard Troy, AL 36082	N	0
8	Clark Atlanta University 223 James P. Brawley Atlanta, GA 30314	N	0
9	Division of Blind Services 325 W. Gaines Street, Suite 1114 Tallahassee, FL 32399	N	0
10	TVJOBS.COM Mark Holland (E-mail)	N	38
11	Gray Television Corporate Internal Posting	N	0
12	WCTV6.com (Stations Website)	N	49
13	Employee Referrals	N	15
14	Outside Referrals	N	0
15	WCTV Intern	N	2
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			112

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participate in (multiple day) event sponsored by educational institution relating to career opportunities in broadcasting.	<p>Our Stations participated in the Media Sales Institute held by FAMU May 12th-May 22nd, 2014.</p> <p>On May 14, our GM/VP attended as a speaker and gave a presentation on “How to Be an Effective Local Sales Person.” She also participated in a Q & A about job opportunities and the presentation.</p> <p>On May 20 and May 21, our GSM and DSM participated in the recruitment program. They observed, critiqued, and advised MSI participants on their presentations and later interviewed each candidate for a potential job placement at WCTV.</p>
2	Internship program	<p>The stations maintain an on-going Internship Program with Florida State University-Tallahassee, Florida A&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 30 students interned at the station during the Summer, Fall, and Winter semesters. (10 per semester). Interns work in the News and Production departments.</p>
3	Training Program for Station Employees that Teaches Skills Needed for Promotion to a Higher Level Position	<p>Three WCTV Producers attended the May 2014 – Producer Seminar. The seminar was designed to improve their skill-set, expand their knowledge and creativity, as well as prepare them to assume leadership of a more important newscast.</p>
4	Formal Mentoring Program for Station Personnel	<p>One of our Senior Anchors holds monthly training/mentoring session for our beginning Multi-Media Journalists. She mentors them, as well as provides guidance as to how to grow their reporter skill-set.</p>