

A. Full-Time Vacancies Filled During Past Year

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| 1. Job Title: Senior Producer | Date Filled: 11/1/2022 |
| 2. Job Title: Account Executive | Date Filled: 8/9/2022 |
| 3. Job Title: Account Executive | Date Filled: 3/27/23 |
| 4. Job Title: Continuity-Traffic Coordinator | Date Filled: 5/26/2023 |

1. Job Title: Senior Producer **Date Filled: 11/1/2022**

| Source | Contact Person | Address | Telephone # | Interviewed | Referred Person Hired |
|------------------------|----------------|------------------------------------|--------------|-------------|-----------------------|
| Special Circumstance** | Ashley Prowse | 1111 Virginia St. E Charleston, WV | 304-342-8131 | 1 | 1 |

2. Job Title: Account Executive **Date Filled: 8/9/2022**

| Source | Contact Person | Address | Telephone # | Interviewed | Referred Person Hired |
|--------------------------------|--------------------|---|--------------|-------------|-----------------------|
| Internal Postings | Kelly Ayersman | Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices | 304-342-8131 | 2 | |
| Indeed | Online Only | Indeed.com | online | | |
| WVRC Media Career Page/Website | Patrick Rinehart | wvrcaudio.com/careers/ | 304-296-0029 | 1 | 1 |
| American Broadcasting School | Michelle McDonnell | 4511 SE 29th Street, Oklahoma City, OK | 405-672-6511 | | |
| WV Div of Rehabilitation | Linda Lutman | 1415 Earl Core Road, Morgantown WV | 304-285-3155 | | |
| American Broadcasting School | Michelle McDonnell | 4511 SE 29th Street, Oklahoma City, OK | 405-672-6511 | | |
| Fairmont State University | Meagan Gibson | 1201 Locust Ave, Fairmont WV | 304-333-3665 | | |
| Ohio Media School | Alvis Moore | 5330 East Main Street, Columbus OH | 614-655-5250 | | |

3. Job Title: Account Executive **Date Filled: 3/27/23**

| Source | Contact Person | Address | Telephone # | Interviewed | Referred Person Hired |
|--------------------------------|------------------|---|--------------|-------------|-----------------------|
| Internal Postings | Kelly Ayersman | Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices | 304-342-8131 | 1 | 1 |
| Indeed | Online Only | Indeed.com | online | 1 | |
| Linked In | Online Only | linkedin.com | 304-296-0029 | | |
| WVRC Media Career Page/Website | Patrick Rinehart | wvrcaudio.com/careers/ | 304-296-0029 | | |
| Ohio Media School | Lee Wagner | 5330 East Main Street, Columbus OH | 614-655-5250 | | |
| WV Div of Rehabilitation | Peggy Tingler | 1415 Earl Core Road, Morgantown WV | 304-285-3155 | | |
| Online Virtual Job Fair | Kelly Ayersman | Workforce Virtual Job Fair online | online | 1 | |

4. Job Title: Continuity-Traffic Coordinator **Date Filled: 5/26/2023**

| Source | Contact Person | Address | Telephone # | Interviewed | Referred Person Hired |
|--------------------------------|------------------|---|--------------|-------------|-----------------------|
| Internal Postings | Ashley Prowse | Charleston, Cumberland, Morgantown, Beckley, Elkins, Clarksburg & Martinsburg offices | 304-342-8131 | 1 | 1 |
| Indeed | Online Only | Indeed.com | online | 3 | |
| Linked In | Online Only | linkedin.com | 304-296-0029 | | |
| WVRC Media Career Page/Website | Patrick Rinehart | wvrcaudio.com/careers/ | 304-296-0029 | | |
| Ohio Media School | Lee Wagner | 5330 East Main Street, Columbus OH | 614-655-5250 | | |
| WV Div of Rehabilitation | Peggy Tingler | 1415 Earl Core Road, Morgantown WV | 304-285-3155 | | |

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| C. Total Number of persons interviewed for all full-time Vacancies filled during the past year : | 11 | 4 |
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D. Outreach Activities

- Announcements were placed on all stations notifying orgainizations of their rights to request information on job openings.
- Two Marshall University students served as an unpaid interns in the WCHS/WV MetroNews news room from May-August of 2022. The interns performed duties such as field reporting, writing and editing. The intern reports directly to the Director of News.
- Corporate HR Liason/Assistant to the President attended the West Virginia Broadcasters Association's EEO Certification Seminar presented by Jackson Kelly on May 5, 2023 at 1:30pm
- Business Manager particiapted in the WV Scholar Program. This program gives away a full scholarship to WV Wesleyan College in partnership with WV MetroNews in the month of June. We provide free on-air advertising to inform listeners about the scholarship, perform interviews for candidates, attended the awards luncheon for the winner and provided an on-air interview for the winner.
- Corporate HR Liason/Assistant to the President and the Corporate Promotions Director attended Fairmont State University's Spring Job Fair on March 16, 2023 from 8am-2pm. Many discussions about Broadcasting, Digital Marketing, and Sales were covered with approximately 50+ students.
- Corporate HR Liason/Assistant to the President participated in the February Statewide Virtual Job Fair presented by Workforce WV on February 1, 2023. Job opportunites and broadcasting in general is disussed with interested parties. This event allows Attendees to contact you over a 3 day period.
- Corporate HR Liason/Assistant to the President participated in the February Statewide Virtual Job Fair presented by Workforce WV on March 1, 2023. Job opportunites and broadcasting in general is disussed with interested parties. This event allows Attendees to contact you over a 3 day period.
- Corporate HR Liason/Assistant to the President and the Corporate Promotions Director attended MTech's Spring Job Fair on April 4, 2023 from 8am-11am. Many discussions about Broadcasting, Digital Marketing, and Sales were covered with approximately 50+ students.

E. Notes

**** WVRC Media of Charleston needed immediate help. WCHS-AM lost two part time employees within 30 days. We needed to fill these 2 positions with one full time position immediately. We will fill this position with a current part time employee to who is fully trained to fulfill this position.**