

WTAP-TV
EEO PUBLIC FILE REPORT
June 01, 2017-May 31, 2018

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Producer	3, 4, 7 8, 9, 11, 18, 20	20
Account Executive	3, 4, 7 8, 9, 11, 18, 20	20
Multi-Media Journalist	3, 4, 7 8, 9, 11, 18, 20	4
Account Executive	3, 4, 7 8, 9, 11, 18, 20	4
Sales Assistant	3, 4, 7 8, 9, 11, 18, 20	20
Producer	3, 4, 7 8, 9, 11, 18, 20	4
Weekend Meteorologist/MMJ	3, 4, 7 8, 9, 11, 18, 20	4
Master Control Operator (MCO)	3, 4, 7 8, 9, 11, 18, 20	4
MM Journalist	3, 4, 7 8, 9, 11, 18, 20	1
Technical Media Producer	3, 4, 7 8, 9, 11, 18, 20	4
MM Journalist	3, 4, 7 8, 9, 11, 18, 20	4
Sports MMJ/Weekend Sports Anchor	3, 4, 7 8, 9, 11, 18, 20	4

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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 Reporting Period
1	Linked In (On-line) Position listed by News Director	N	1
2	Hocking College (Communications program eliminated) 3301 Hocking Parkway Nelsonville, OH 45762 740-753-3591	N	
3	Marietta College Career Center, Natalie Wood 215 Fifth St Marietta, OH 740-376-4645	Y	
4	Gray Media All positions listed here are Automatically posted on Indeed.com	N	11
5	Mountain State College Gary D. Dailey 1508 Spring St Parkersburg, WV 26101 304-485-5487	N	
6	National Assn of Hispanic Journalists Michelle Vignoli 1000 National Press Building Washington, DC 20045-2100 202-662-7483	N	
7	Ohio University Office of Career Services 185 Lindley Hall Athens, OH 45701 740-593-2909	Y	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
8	TVJOBS.COM Mark C. Holloway P.O. Box 4116 Oceanside, CA 92052 760-754-8177	Y	
9	WV Broadcasters Assn Michelle Crist 140 Seventh Ave South Charleston, WV 25303 304-744-2143	Y	
10	West Virginia University at Parkersburg Les Bennett 300 Campus Drive Parkersburg, WV 26101 304-424-8208	Y	
11	Other Gray TV stations Gray Television, Inc. Chelsea Clements, Human Resources Specialist 4370 Peachtree Road, NE Atlanta, GA 30319	N	
12	Parkersburg News & Sentinel 519 Juliana St Parkersburg, WV 26101 304-485-1891	N	
13	Marietta Times 700 Channel Lane Marietta, OH 45750 740-373-2121	N	
14	Ohio Valley College Kathy Muller 1 Campus View Drive Vienna, WV 26105 304-865-6082	Y	
15	American Women in Radio and Television Kimberly McCoy 1594 Springhill Rd, Suite 330 Vienna, VA 22182 703-506-3290	N	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
16	Eastern Kentucky University 108 Alumni Coliseum 521 Lancaster Avenue Richmond, KY 40475 859-622-1821	Y	
17	West Virginia University Trina Cole P. O. Box 6008 Morgantown, WV 26505 304-293-2222	Y	
18	www.thenewscenter.tv WTAP-TV Dirk Kreiss One Television Plaza Parkersburg, WV 26101 304-485-4588	N	
19	WV Job Service Joe Baldwin Parkersburg, WV 304-420-4525	Y	
20	Other (On-air announcements/Employee Referral) Dirk Kreiss WTAP-TV One Television Plaza Parkersburg, WV	N	6
21.	Other/Unknown Interviewee specified a service we do not use or did not specify the original source of job posting.	N	11
TOTAL INTERVIEWEES OVER REPORTING PERIOD			29

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III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Internship Program	<p>WTAP offers an internship program to students at area colleges and universities.</p> <p>During this reporting year, the station hosted 2 interns. One from West Virginia University and one from Ohio University.</p> <p>These students were communications majors.</p> <p>They interned with our News Department and were supervised by the News Director.</p>
2	Employee Training Programs	<p>WTAP for years has a mentoring program that trains entry-level employees to advance into other positions.</p> <p>During this reporting year, several employees from our Creative Services department were cross-trained to expand their individual skill levels. Original job titles were photographer and editor. They were trained to become Creative Services Producers. This cross training was done by members of the department and the department director.</p> <p>In early 2018 we promoted a sales assistant to the position of Digital Marketing Coordinator. This employee participated in a number of training programs, including on-line and teleconference sessions with Local X our digital provider, Gray Digital-our corporate digital team and she traveled (Dec 3-15, 2017) out-of-state with our LSM to one of our other stations for several days of intensive digital training.</p>

		<p>During this reporting year, news employees traveled to outside training including our main anchor and a veteran reporter attending news workshops on March 24, 2018 at the West Virginia Broadcasters Association Excellence in Broadcasting Ceremony and training sessions.</p>
3	Job Fairs	<p>WTAP on-air staff as well as members of management respond to requests from secondary schools and colleges to lecture or speak on broadcasting, stressing the educational requirements necessary to work in the field. We also touch on other aspects of the station, i.e., accounting, traffic, sales, etc.</p> <p>During this reporting year, our News Director traveled to Job Fairs at Kent State University (10/19/2017) and West Virginia University Career Day (2/23/2018).</p> <p>At Kent State University there was a presentation to a group of students and following the meeting the News Director had individual meetings with 3 students.</p> <p>At the West Virginia University Career Day the News Director had 30-minute individual meetings with 10 students.</p>
4	Scholarship Program	<p>WTAP awards an annual scholarship, the Glenn Wilson Memorial Broadcast Scholarship to one area high school student who is planning to pursue a career in Broadcast Journalism. Funds for this scholarship are raised primarily through our annual (5/14/18) golf tournament. The program is administered through the Parkersburg Area Community Foundation as they administer a number of scholarships throughout the region. This year's scholarship was presented by one of our news staff and awarded on May 25, 2018 to a Parkersburg High School student.</p>