

**WWBT-TV
NBC12**

**EEO PUBLIC FILE REPORT
Period Covered June 1, 2015 – May 31, 2016**

Recruitment Sources Used For Full-Time Vacancies

Attachment A includes a list of recruitment sources, indicating name, address, contact person and telephone number of each. Sources with an asterisk (*) denote organizations that have requested notification of full-time job vacancies.

**Full-Time Positions Filled; Recruitment Sources Used (#'s in parenthesis)
[With Hiree's Recruitment Source In Brackets]**

<u>Position</u>	<u>Recruitment Resources</u>	<u>Hiring Source</u>
Producer	(1-19, 24,26,30,32,45-47,49,50,56,58)	[26]
Local Sales Manager	(1-13,26,30,32,34,42,43,45-47,49,50,56,58)	[42]
News Specialist	(1-13,30,45-47,49,50,56)	[12]
Master Control Operator	(1-13, 22,24,26,30,45-47,49,50,56,58)	[30]
News Content Specialist (4)	(1-13, 26, 30, 40,45-47,49,50,56,58,59)	[59,12,40,30]
Photojournalist	(1-13,26,27,30,40,45,-47,49,50,56,58)	[40]
Digital Content Producer	(1-13,26,30,32, 43,45-47,49,50,56,58)	[30]
Producer	(1-13,24,26,30,32,40,43,45-47,49,50,56,58)	[40]
Anchor/Reporter	(1-19,24,26,30,32,42,43-47,49,50,51,53,56-58)	[42]
Account Executive	(1-13,22,24,26,30,32,34,40,45-47,49,50,56,57,58)	[40]
Sales Assistant	(1-13,22,26,30,42,45-47,49,50,56)	[42]
Morning News Anchor	(1-13,26,30,32,43,45-47,49,50,56,57)	[30]
News Content Specialist (2)	(1-13,26,30,32,40,43,45-47,49,50, 56)	[40, 12]
Meteorologist	(1-13,26,30,32,43,45-47,49,50,56,57,58)	[26]
Director	(1-13,26,30,32,43,45-47,49,50,56,57,58)	[50]
Reporter (3)	(1-13,24,26,30,32,40,43,44,45-47,49,50,51, 56,57,58)	[40,40,26]
Digital Content Manager	(1-13,26,30,32,43,45-47,49,50,56,57,63)	[63]
Producer	(1-13,26, 30,32,43,45-47,49,50,56,57,58)	[26]
Account Executive	(1-13,26,30,34,45-47,49,50,56,57,58,63)	[30]
Digital Sales Assistant	(1-13, 22,26,30,32,34,40,45-47,49,50,56,57,58,63)	[40]
News Content Specialist (3)	(1-13,26,30,40,45-47,49,50,56)	[26,40,40]
Director	(1-13,26,30,45-47,49,50,56)	[50]
Photojournalist	(1-13,16,26,27,30,32,42,43,45-47,49,50,	[42]

	56,63)	
Digital Content Producer	(1-13,26,30,40,45-47,49,50,56)	[40]
News Content Specialist	(1-13,30,36,42,45-50,56)	[42]
Associate Producer	(1-13, 30,44-47,49,50,56,58)	[50]
Account Executive	(1-13,26, 30,32,34,40,44-47,49,50,56-58,63,64)	[40]

Total Interviewees for all Full-Time Positions: 76
Supplemental Outreach Activities: See Attached

WWBT

MASTER LIST OF RECRUITMENT SOURCES

June 1, 2015 thru May 31, 2016

Sources with an asterisk () denote organizations that requested notification of job vacancies

*Source Number	Organization	Contact Person	Mailing/Email Address	Website	Phone Number	Number of Interviews
COMMUNITY SOURCES						
1.*	Hampton University	Ms. Courtney Walker	Career Center, Hampton, VA 23666		(757) 727-5331	
2.*	Howard University	Kim Wells	Career Services Office, 525 Bryant Street, N.W., Washington, DC 20059	https://howard-csm.smplicity.com/employers	(202) 806-7513	
3.*	Norfolk State University	Nash D. Montgomery	2401 Coprew Avenue, Norfolk, VA 23504	http://nsu-csm.smplicity.com/employers/index.php	(757) 823-8462	
4.*	Virginia State University	Dannia Trice-Program Coordinator & Career Advisor	P. O. Box 9410, Petersburg, VA 23806 dtrice@vsu.edu	https://vsu-csm.smplicity.com	(804) 524-6799	
5.*	NAACP	Ms Frances Robinson	1214 W. Graham Road, Richmond, VA 23220		(804) 644-9337	
6.*	Virginia Commonwealth University	Ms. Kim Hanmerman	University Career Center, University Student Commons, Monroe Park Campus, 907 Floyd Avenue, Room 143, Richmond, VA 23284, hannemank@vcu.edu		(804) 827-0410	1
7.*	Virginia Commonwealth University School of Mass Communications	Student Services Coordinator	901 W. Main Street, P. O. Box 842034, Richmond, VA 23284-2034		(804) 827-3725	
8.*	Urban League of Greater Richmond	Larry B. Murphy	1420 Hull Street, Building B3, Richmond, VA 23224		(804) 230-8791	
9.*	Capital Area Training Consortium	Felicia Aines	1001 N. Laburnum Avenue, Suite B, Henrico, VA 23223		(804) 226-1941	
10.*	Virginia Union University	Mildred Maree Britt	1500 Lombardy Street, Richmond, VA 23220	http://vu-csm.smplicity.com/employers	(804) 257-5656	
11.*	Virginia Employment Commission		703 E. Main Street, Richmond, VA 23218	www.vawc.virginia.gov	(804) 786-1485	
12.*	Virginia Association of Broadcasters	Christina Sandridge	250 W. Main Street, Suite 100, Charlottesville, VA 22902	www.vabonline.com	(434) 977-3716	4
13.*	Randolph-Macon College	Jessica Majkovicz, Assistant Director of Employer Relations & Internships	The Edge Center for Personal and Career Development, P. O. Box 5005, Ashland, VA 23005	https://www.myinterface.com/rmc/employer/home.aspx	(804) 752-3227	
14	University of Richmond	Sarah B. Kuhn	Office of Alumni and Career Services, University of Richmond, VA	https://www.myinterface.com/rmc/employers/home.aspx	(804) 289-8139	
15	George Mason College		University Career Services	https://gmu-csm.smplicity.com	(703) 995-2370	
16	James Madison University		Career and Academic Planning, Employer Relations and Recruiting Services	https://jmu-csm.smplicity.com/employers		
17	Old Dominion University		Career Management Center	http://odu-csm.smplicity.com/employers		
18	Virginia Tech	Vickie Earhman	Smith Career Center, Washington Street & West Campus Drive (mail Code 0128), Blacksburg, VA 24061	https://www.myinterface.com/vt/employer	(540) 231-6776	

19	University of Virginia	Employee Services Manager	300 Gateway Center Parkway, Richmond, VA 23235	(434) 924-8900	https://virginia-csm.svmplicity.com/employers
ADDITIONAL SOURCES					
20	WWBT On-Air Advertisement Broadcast Cable Financial Management Association	Judy Gibson	5710 Midlothian Turnpike, Richmond, VA 23225	(804) 230-2720	
21	Richmond Times Dispatch-also jobs.richmond.com	Jamie Smith	330 W. Frontage Road, Suite 3600, Northfield, IL 60093	(847) 716-7000	www.bcfm.com
22	Television Weekly	Michelle Gillison	301 E. Franklin Street, Richmond, VA 23219	(804) 649-6052	mabrams@crain.com
23	Medialine.com	Marc Abrams	740 North Rush Street, Chicago, IL 60611	(323) 370-2415	www.medialine.com
24	RTNDA	Don Mathews	P. O. Box 51909, Pacific Grove, CA 93950; dmathews31@comcast.net	(706) 364-7564	www.rtda.org ; NicoleN@rtda.org
25	TVJobs.com	Nicole Newsome	1600K Street, NW, Suite 700, Washington, DC 20006-2828	(202) 467-5208	www.tvjobs.com
26	The National Press Photographers Association Job Information Bank Website	Mark Holloway	227 6th Street, NE, Washington, DE 20002	(757) 535-4459	www.b-roll.net
27	Society of Broadcast Engineers	Kevin Johnson	lepstein@ewrns.com 9227 North Mendota Street, Suite 305, Indianapolis, IN 46260		www.nppa.org http://www.sbe.org
28	Raycom Media Website	Linda D. Epstein		(917) 253-1640	www.raycommedia.com/www.nbc12.com
29	National Association of Broadcasters-Broadcast Career Link	Scott Jones (kjones@sbe.org)			15
30	Mediabizjobs.com	Nate Mann, Director of Development	1771 N Street, NW, Washington, DC 20036-2881	(202) 429-5498	www.nab.org
31	AdWeek Magazine (AdWeek, BrandWeek & MediaWeek)	John Slupe (info@mediabizjobs.com)	P. O. Box 95915, Seattle, WA 98145	(206) 331-3875	www.mediabizjobs.com
32	Spots 'n Dots	Liz Reich	770 Broadway, 7th Floor, NY, NY 10003	(646) 654-5310	lreich@adweek.com
33	American Marketing Association	Emily McKay	sales@spotsndots.com	(800) 978-7635	
34	ECP Technical College	Jeremy D. Johnson, Comput Director of Career Services	www.AMA.jobcontrolcenter.com/hr		
35	Journalismnext.com	Eric Wee	800 Moorefield Park Drive, Richmond, VA 23226	(804) 330-5533	jdjohnson@ecpi.edu/www.ecpi.edu eric@mail.journalismnext.com
36	CharlottesvilleHelpWanted.com /RegionalHelpWanted.com	Eric P. Straus		(800) 365-8630	eric@RegionalHelpWanted.com
37	602 Communications/Graeme Newell	Sandy Lizik	1011 Lyndhurst Falls Lane, Knightsdale, NC 27545	(919)217-4438	slizik@602communications.com
38	Raycom Employee			(602) 954-8373	21
39	Unsolicited Inquiry				1
40	Non-Employee Referral				18
41	TVNewscheck & NetNewsCheck	Patty Hersh	24 W. Lancaster Avenue, Suite 205, Ardmore, PA 19003	(610) 420-6003	persher@newscheckmedia.com
42	South Carolina Broadcasters Association	Karen Nettles	One Harbison Way, Suite 112, Columbia, SC 29212	(803) 732-1186	www.scbn.net
43	National Association of Hispanic Journalist	Virginia Galindo	100 National Press Building, S24, 14th Street NW, Washington, DC 20045	(202) 662-7145	http://www.nahjcareercenter.com
44	Asian American Journalist Association	Mr. Albert Lee	1182 Market Street, Suite 20, San Francisco, CA 94102	(415) 346-2051	www.aaja.org
45	Television Business Report	Jim Carnegie	P. O. Box 6633, Woodbridge, VA 22195	(813) 909-2916	http://tbr.com
46	Strayer University	William Randolph	2820 Waterford Lake Drive, Chesterfield, VA 23112	(804) 763-6300	
47	Native American Journalist Association	Rebecca Lansberry (rebeccalansberry@naia.com)	Lindsay Street, Norman, OK 73019-4201	(405) 325-1649	www.naia.com
48	Internal Job Posting/Current Employee	Judy Gibson	5710 Midlothian Turnpike, Richmond, VA 23225	(804) 230-1212	www.cwrhichmond.tv
49					3

51	North Carolina Association of Broadcasters	Elizabeth Parker	P. O. Box 627, Raleigh, NC 27602	eparker@ncbroadcast.com	(919) 821-7900	
52	University of North Carolina Wilmington		Career Center, 601 South College Road, Wilmington, NC 28403-5924	careers@uncw.edu	(910) 962-3174	
53	Linked In Jobs		2029 Sterlin Court, Mountain View, CA 94043	http://www.linkedin.com	(650) 687-3600	
54	VCU Brandcenter	Ashley Sommar Dahl	103 S. Jefferson Street, Richmond, VA 23284	www.brandcenter.vcu.edu / asommar Dahl@vcu.edu	(804) 827-8874 (804) 330-4952 X1003	
55	ITT Technical Institute	Jason Callahan	300 Gateway Center Parkway, Richmond, VA 23235	www.itt-tech.edu	(804) 644-0496	
56	Richmond Free Press	Cynthia Downing	P. O. Box 27709, Richmond, VA 23261	classifieds@richmondfreepress.com		
57	TVandRadioJobs.com			www.TVandRadioJobs.com		
58	TVB.org					
59	VCURayson Career Fair					2
60	Rally Point	Brandon Charters	brandon_charters@rallypoint.com	www.RallyPoint.com	(916) 606-8002	
61	Broadcastengineering.com	Julie Dahlstrom		Julie.dahlstrom@penton.com	(312) 840-8436	
62	HireVeteransFirst.com			HireVeteransFirst.com		3
63	Indeed.com					
64	Monster.com	Bradley Hamilton		bradley.hamilton@monster.com	943-773-7137	1
65	Virginia Union University Career Fair					
	TOTAL					76

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Date(s) of Initiative Event(s): June 1, 2015 – May 31, 2016

Describe Nature of Initiative:

List each upper level category job opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

During the reporting period, the station provided notice of all full-time vacancies to the Virginia Association of Broadcasters, the National Association of Hispanic Journalist, the Asian American Journalist Association, the Native American Journalist Association and the Richmond Free Press, all of which include substantial participation by women and minorities.

Names of Station Personnel involved in Initiative:

Human Resources Director & Business Manager

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Date(s) of Initiative Event(s): June 1, 2015 – July 24, 2015

Describe Nature of Initiative:

Internship Program

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

June 1, 2015 – July 24, 2015 - Virginia Association of Broadcasters Summer Internship Program – 2 college students participated in an 8 week structured internship program in our News & Sales Departments. This program offers undergraduate training in broadcasting related programs to college juniors and seniors. One student was from Emory & Henry College and one from James Madison University.

Names of Station Personnel involved in Initiative:

Human Resources Director, Supervising Producers and various members of the News Department and Sales Manager from the Sales Department.

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Date(s) of Initiative Event(s): See below

Describe Nature of Initiative:

Participate in events sponsored by educational institutions relating to broadcast career opportunities.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

September 23, 2015 – Attended Virginia State University Career Fair. Spoke to students about careers in Broadcasting and Internships available at WWBT through the Virginia Association of Broadcasters. Station Personnel involved – Human Resources Director.

October 1, 2015 - Attended Virginia Commonwealth University School of Business Career Fair. Spoke to students about careers in Broadcasting and Internships available at WWBT through the Virginia Association of Broadcasters. Station Personnel involved – Human Resources Director.

October 28, 2015 – Virginia Commonwealth University/Raycom Media Career Day - NBC12/Raycom Media and VCU held a Career Day to recruit for Broadcast Sales, News, Marketing/Creative Services positions at our Richmond location and other Raycom owned stations throughout the country. Our goal was to educate students about careers in TV Broadcasting and opportunities within Raycom Media. After the presentation Managers from WWBT's News, Sales, Marketing and Commercial Production departments held a meet and greet to interact with students and discuss career paths and open positions at WWBT and other Raycom Stations. Materials from the Virginia Association of Broadcasters was distributed regarding their various programs such as the job bank and the Summer Internship program. Station Personnel involved - Managers from WWBT's News, Sales, Marketing and Commercial Production departments and the Vice President & General Manager and the Human Resources Director.

February 16, 2016 – WWBT/NBC12's VP & GM of WWBT, spoke to Dr. Clarence Thomas' class at The Robertson School of Media & Culture on Diversity in the Media. Station Personnel involved – Vice President & General Manager.

March 16, 2016 – ECPI University Career Fair. Spoke to students about careers in Broadcasting and Internships available at WWBT through the Virginia Association of Broadcasters. Station Personnel involved – Human Resources Director.

April 8, 2016 – Virginia Union University "Step Into Your Future" Career Expo. Spoke to students about careers in Broadcasting and Internships available at WWBT through the Virginia Association of Broadcasters. Station Personnel

involved – Human Resources Director.

April 14, 2016 – National Association of Black Accountants – WWBT's VP & GM was the keynote speaker at the 26th Annual Scholarship banquet. He spoke about his career path in the Broadcast field and the importance of internships.

Names of Station Personnel involved in Initiative:

See above.

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Date(s) of Initiative Event(s): June 1, 2015 – May 31, 2016

Describe Nature of Initiative:

Participation in job banks, internet recruitment programs or other programs designed to promote outreach generally (that is, that are not primarily directed to providing notification of specific job vacancies)

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

WWBT announces on-air, on a periodic basis, that the station will send all open full-time position posting to any qualified minority agency upon request.

Names of Station Personnel involved in Initiative:

Human Resources Director