

EEO PUBLIC FILE REPORT TELEVISION

A. Employment Unit Covered

WSWP-TV

B. Reporting Period

May 28, 2008 to May 29, 2009

C. Full-time Vacancies Filled During Reporting Period

<u>Job Title</u>	<u>Date Filled</u>
Engineering Manager	8/1/2008
Broadcast Engineer	10/1/2008
Staff Accountant	1/1/2009
Master Control Operator	1/1/2009

D. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

(Organizations entitled to notification identified by *.)

Job Title: Engineering Manager **Date Filled:** 8/1/2008

Source	Contact Person	Address	Phone No.	Referred Person Hired?
In-house posting	Holteen Mitchell	P.O. Box 9004 Beckley, WV 25802	(304) 254-7840	Y
	Jan Johnson	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
	Jack Wells	191 Scott Avenue Morgantown, WV 26508	(304) 284-1440	N
Wvpubcast.org	Carole Carter	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
West Virginia Broadcasters Assoc.	Elizabeth Williams	140 Seventh Avenue, South Charleston, WV 25303	(304) 744-2143	N
Beckley Newspapers	Ann Kelly	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N
Monster.com	Ann Kelly, Beckley Newspapers	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N
Herald-Dispatch	Linda Waddell	P.O. Box 2017 Huntington, WV 25720	(304) 526-4002	N
Charleston Newspapers	Terri Spinks	P.O. Box 3142 Charleston, WV 25331	(304) 348-4898	N
West Virginia Newspaper Publishing Co.	Classified Department	1251 Earl L. Core Road, Dept. V. Morgantown, WV 26505-5881	(304) 292-6301	N
*Alderson-Broadus College	Cindy Wanamaker	College Hill Road Phillippi, WV 26417	(304) 457-1700	N
*Bethany College	Communications Dept.	Cramblet Hall Bethany, WV 26032	(304) 829-4343	N
*Bluefield State College	Placement Director	219 Rock Street Bluefield, WV 24701	(304) 327-4043	N

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*Concord College	Placement Director	P.O. Box 1000 Athens, WV 24712	(304) 384-5380	N
*Davis and Elkins College	Ken McCoy	100 Campus Drive Elkins, WV 26241	(304) 637-1900	N
*Glennville State College	Daniel Reed	P.O. Box 599 Fort Gay, WV 25514	(304) 462-7361	N
*Marshall University	Sue Wright	400 Hal Greer Boulevard, Huntington, WV 25701	(304) 696-6488	N
*West Virginia Human Rights Commission	Ivin B. Lee	1321 Plaza East, Room 108 Charleston, WV 25301	(304) 348-6880	N
*West Virginia Northern Community College	Robert W. Wycherley	Career Planning/Placement Wheeling, WV 26003	(304) 233-5900	N
*West Virginia University	Linda Adams	Career Services Center P.O. Box 6008 Morgantown, WV 26506	(304) 293-3121	N
*West Virginia Wesleyan	Barbara Morrisette	College Avenue Buckhannon, WV 26201	800-722-9933	N
*Wheeling Jesuit College	Frank Ticich	Career Development Center Wheeling, WV 26003	800-624-6992	N
*West Virginia State College	Patricia Kline	P.O. Box 1000 Institute, WV 25112	(304) 766-3000	N
*West Virginia University School of Journalism	Maryanne Reed	P.O. Box 6010 Morgantown, WV 26505	(304) 293-3121	N
*Salem International University	Deborah Woods	223 W. Main Street Salem, WV 26426	800-283-4562	N
President's Office for Social Justice	Jacqueline A. Dooley	Affirmative Action EEO Programs West Virginia University B1 Stewart Hall, PO Box 6202 Morgantown, WV 26505	(304) 293-5496	N
Center for Black Culture & Research	Chuck Blue	West Virginia University P.O. Box 6417 Morgantown, WV 26506	(304) 293-7029	N
Division of Rehabilitation Services		124 South High Street Morgantown, WV 26501	(304) 285-3155	N
FMRS Health Systems, Inc.	Brenda McClung-Merritt	101 S. Eisenhower Drive Beckley, WV 25801	(304) 256-7100	N

Total number of interviewees from all sources for this position: 4

Job Title: Broadcast Engineer

Date Filled: November 1, 2008

Source	Contact Person	Address	Phone No.	Referred Person Hired?
In-house posting	Holtteen Mitchell	P.O. Box 9004 Beckley, WV 25802	(304) 254-7840	Y
	Jan Johnson	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
	Jack Wells	191 Scott Avenue Morgantown, WV 26508	(304) 284-1440	N
Wvpubcast.org	Carole Carter	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
West Virginia Broadcasters Assoc.	Elizabeth Williams	140 Seventh Avenue, South Charleston, WV 25303	(304) 744-2143	N
Beckley Newspapers	Ann Kelly	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N
Monster.com	Ann Kelly, Beckley Newspapers	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N

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Herald-Dispatch	Linda Waddell	P.O. Box 2017 Huntington, WV 25720	(304) 526-4002	N
Charleston Newspapers	Terri Spinks	P.O. Box 3142 Charleston, WV 25331	(304) 348-4898	N
West Virginia Newspaper Publishing Co.	Classified Department	1251 Earl L. Core Road, Dept. V. Morgantown, WV 26505- 5881	(304) 292-6301	N
*Alderson-Broadus College	Cindy Wanamaker	College Hill Road Phillippi, WV 26417	(304) 457-1700	N
*Bethany College	Communications Dept.	Cramblet Hall Bethany, WV 26032	(304) 829-4343	N
*Bluefield State College	Placement Director	219 Rock Street Bluefield, WV 24701	(304) 327-4043	N
*Concord College	Placement Director	P.O. Box 1000 Athens, WV 24712	(304) 384-5380	N
*Davis and Elkins College	Ken McCoy	100 Campus Drive Elkins, WV 26241	(304) 637-1900	N
*Glenville State College	Daniel Reed	P.O. Box 599 Fort Gay, WV 25514	(304) 462-7361	N
*Marshall University	Sue Wright	400 Hal Greer Boulevard, Huntington, WV 25701	(304) 696-6488	N
*West Virginia Human Rights Commission	Ivin B. Lee	1321 Plaza East, Room 108 Charleston, WV 25301	(304) 348-6880	N
*West Virginia Northern Community College	Robert W. Wycherley	Career Planning/Placement Wheeling, WV 26003	(304) 233-5900	N
*West Virginia University	Linda Adams	Career Services Center P.O. Box 6008 Morgantown, WV 26506	(304) 293-3121	N
*West Virginia Wesleyan	Barbara Morrisette	College Avenue Buckhannon, WV 26201	800-722-9933	N
*Wheeling Jesuit College	Frank Ticich	Career Development Center Wheeling, WV 26003	800-624-6992	N
*West Virginia State College	Patricia Kline	P.O. Box 1000 Institute, WV 25112	(304) 766-3000	N
*West Virginia University School of Journalism	Maryanne Reed	P.O. Box 6010 Morgantown, WV 26505	(304) 293-3121	N
*Salem International University	Deborah Woods	223 W. Main Street Salem, WV 26426	800-283-4562	N
President's Office for Social Justice	Jacqueline A. Dooley	Affirmative Action EEO Programs West Virginia University B1 Stewart Hall, PO Box 6202 Morgantown, WV 26505	(304) 293-5496	N
Center for Black Culture & Research	Chuck Blue	West Virginia University P.O. Box 6417 Morgantown, WV 26506	(304) 293-7029	N
Division of Rehabilitation Services		124 South High Street Morgantown, WV 26501	(304) 285-3155	N
FMRS Health Systems, Inc.	Brenda McClung- Merritt	101 S. Eisenhower Drive Beckley, WV 25801	(304) 256-7100	N

Total number of interviewees from all sources for this position: 3

Job Title: Staff Accountant

Date Filled: January 1, 2009

Source	Contact Person	Address	Phone No.	Referred Person Hired?
In-house posting	Holtteen Mitchell	P.O. Box 9004 Beckley, WV 25802	(304) 254-7840	N
	Jan Johnson	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
	Jack Wells	191 Scott Avenue Morgantown, WV 26508	(304) 284-1440	N
Wvpubcast.org	Carole Carter	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
West Virginia Broadcasters Assoc.	Elizabeth Williams	140 Seventh Avenue, South Charleston, WV 25303	(304) 744-2143	N
Beckley Newspapers	Ann Kelly	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	Y
Monster.com	Ann Kelly, Beckley Newspapers	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N
Herald-Dispatch	Linda Waddell	P.O. Box 2017 Huntington, WV 25720	(304) 526-4002	N
Charleston Newspapers	Terri Spinks	P.O. Box 3142 Charleston, WV 25331	(304) 348-4898	N
West Virginia Newspaper Publishing Co.	Classified Department	1251 Earl L. Core Road, Dept. V. Morgantown, WV 26505-5881	(304) 292-6301	N
*Alderson-Broadbudds College	Cindy Wanamaker	College Hill Road Phillippi, WV 26417	(304) 457-1700	N
*Bethany College	Communications Dept.	Cramblet Hall Bethany, WV 26032	(304) 829-4343	N
*Bluefield State College	Placement Director	219 Rock Street Bluefield, WV 24701	(304) 327-4043	N
*Concord College	Placement Director	P.O. Box 1000 Athens, WV 24712	(304) 384-5380	N
*Davis and Elkins College	Ken McCoy	100 Campus Drive Elkins, WV 26241	(304) 637-1900	N
*Glennville State College	Daniel Reed	P.O. Box 599 Fort Gay, WV 25514	(304) 462-7361	N
*Marshall University	Sue Wright	400 Hal Greer Boulevard, Huntington, WV 25701	(304) 696-6488	N
*West Virginia Human Rights Commission	Ivin B. Lee	1321 Plaza East, Room 108 Charleston, WV 25301	(304) 348-6880	N
*West Virginia Northern Community College	Robert W. Wycherley	Career Planning/Placement Wheeling, WV 26003	(304) 233-5900	N
*West Virginia University	Linda Adams	Career Services Center P.O. Box 6008 Morgantown, WV 26506	(304) 293-3121	N
*West Virginia Wesleyan	Barbara Morrisette	College Avenue Buckhannon, WV 26201	800-722-9933	N
*Wheeling Jesuit College	Frank Ticich	Career Development Center Wheeling, WV 26003	800-624-6992	N
*West Virginia State College	Patricia Kline	P.O. Box 1000 Institute, WV 25112	(304) 766-3000	N
*West Virginia University School of Journalism	Maryanne Reed	P.O. Box 6010 Morgantown, WV 26505	(304) 293-3121	N
*Salem International University	Deborah Woods	223 W. Main Street Salem, WV 26426	800-283-4562	N
President's Office for Social Justice	Jacqueline A. Dooley	Affirmative Action EEO Programs West Virginia University B1 Stewart Hall, PO Box 6202 Morgantown, WV 26505	(304) 293-5496	N

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Center for Black Culture & Research	Chuck Blue	West Virginia University P.O. Box 6417 Morgantown, WV 26506	(304) 293-7029	N
Division of Rehabilitation Services		124 South High Street Morgantown, WV 26501	(304) 285-3155	N
FMRS Health Systems, Inc.	Brenda McClung-Merritt	101 S. Eisenhower Drive Beckley, WV 25801	(304) 256-7100	N

Total number of interviewees from all sources for this position: 5

Job Title: Master Control Operator **Date Filled:** January 1, 2009

Source	Contact Person	Address	Phone No.	Referred Person Hired?
In-house posting	Holteen Mitchell	P.O. Box 9004 Beckley, WV 25802	(304) 254-7840	Y
	Jan Johnson	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
	Jack Wells	191 Scott Avenue Morgantown, WV 26508	(304) 284-1440	N
Wvpubcast.org	Carole Carter	600 Capitol Street Charleston, WV 25301	(304) 556-4900	N
West Virginia Broadcasters Assoc.	Elizabeth Williams	140 Seventh Avenue, South Charleston, WV 25303	(304) 744-2143	N
Beckley Newspapers	Ann Kelly	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N
Monster.com	Ann Kelly, Beckley Newspapers	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	N
Herald-Dispatch	Linda Waddell	P.O. Box 2017 Huntington, WV 25720	(304) 526-4002	N
Charleston Newspapers	Terri Spinks	P.O. Box 3142 Charleston, WV 25331	(304) 348-4898	N
West Virginia Newspaper Publishing Co.	Classified Department	1251 Earl L. Core Road, Dept. V. Morgantown, WV 26505-5881	(304) 292-6301	N
*Alderson-Broadbudds College	Cindy Wanamaker	College Hill Road Phillippi, WV 26417	(304) 457-1700	N
*Bethany College	Communications Dept.	Cramblet Hall Bethany, WV 26032	(304) 829-4343	N
*Bluefield State College	Placement Director	219 Rock Street Bluefield, WV 24701	(304) 327-4043	N
*Concord College	Placement Director	P.O. Box 1000 Athens, WV 24712	(304) 384-5380	N
*Davis and Elkins College	Ken McCoy	100 Campus Drive Elkins, WV 26241	(304) 637-1900	N
*Glennville State College	Daniel Reed	P.O. Box 599 Fort Gay, WV 25514	(304) 462-7361	N
*Marshall University	Sue Wright	400 Hal Greer Boulevard, Huntington, WV 25701	(304) 696-6488	N
*West Virginia Human Rights Commission	Ivin B. Lee	1321 Plaza East, Room 108 Charleston, WV 25301	(304) 348-6880	N
*West Virginia Northern Community College	Robert W. Wycherley	Career Planning/Placement Wheeling, WV 26003	(304) 233-5900	N
*West Virginia University	Linda Adams	Career Services Center P.O. Box 6008 Morgantown, WV 26506	(304) 293-3121	N

*West Virginia Wesleyan	Barbara Morrisette	College Avenue Buckhannon, WV 26201	800-722-9933	N
*Wheeling Jesuit College	Frank Ticich	Career Development Center Wheeling, WV 26003	800-624-6992	N
*West Virginia State College	Patricia Kline	P.O. Box 1000 Institute, WV 25112	(304) 766-3000	N
*West Virginia University School of Journalism	Maryanne Reed	P.O. Box 6010 Morgantown, WV 26505	(304) 293-3121	N
*Salem International University	Deborah Woods	223 W. Main Street Salem, WV 26426	800-283-4562	N
President's Office for Social Justice	Jacqueline A. Dooley	Affirmative Action EEO Programs West Virginia University B1 Stewart Hall, PO Box 6202 Morgantown, WV 26505	(304) 293-5496	N
Center for Black Culture & Research	Chuck Blue	West Virginia University P.O. Box 6417 Morgantown, WV 26506	(304) 293-7029	N
Division of Rehabilitation Services		124 South High Street Morgantown, WV 26501	(304) 285-3155	N
FMRS Health Systems, Inc.	Brenda McClung-Merritt	101 S. Eisenhower Drive Beckley, WV 25801	(304) 256-7100	N

Total number of interviewees from all sources for this position: 3

E. Total Number of Persons Interviewed for All Full-Time Vacancies Filled During the Reporting Period: 15

F. Total Number of Interviewees for All Full-Time Vacancies Filled During the Reporting Period Per Recruitment/Referral Sources: 4

Referral Source	Contact Person	Address	Phone No.	No. of Persons Interviewed
In-house posting	Holtteen Mitchell	P.O. Box 9004, Beckley, WV 25802	(304) 254-7840	3
Beckley Newspapers	Ann Kelly	P.O. Drawer 2398 Beckley, WV 25802	(304) 252-4411	1

G. Outreach Activities Performed During the Reporting Period

Initiative: Attendance at Job Fairs

Station Staff Involved: Holtteen Mitchell, Human Resources Manager,
Jeffrey Bennett, Accountant/Auditor I

Career Fair, Fairmont State University, Fairmont, WV, February, 2009

Spring Jobs Fest 2009, Marshall University, Huntington, WV, February 25, 2009

Career and Graduation Fair, Mountain State University, Beckley, WV, March 25, 2009

Career and Employment Expo, West Virginia State University and West Virginia State
Community and Technical College, Institute, WV, April 2, 2009

Initiative: Participation in job banks, internet programs, and other programs designed to promote outreach. An ad was placed in the “Minority Review,” a circular which reaches the Eastern region of the United States. The ad appeared in the section set aside for companies supporting minority outreach in hiring and promotion within their organization. The ad presents contact information for each organization. The West Virginia Public Broadcasting ad appeared along with companies from Maryland, Massachusetts, New York and Pennsylvania.

Initiative: Provision of training as to methods of ensuring equal employment opportunity and preventing discrimination

Station Staff Involved: Holtheen Mitchell, Human Resources Manager
Participated in the 2008 State of West Virginia EEO Training Seminar,
October 6-8, 2008

The agenda focused on assisting participants in fulfilling their duties to be more effective EEO counselors and coordinators through workshop activities. The conference provided an opportunity to enhance the important role that education plays in achieving a workplace free of discrimination, bias, and intolerance.

Initiative: On-air announcement broadcast weekly inviting organizations to add their names to the list of organizations receiving job announcements.

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

Membership in the West Virginia Broadcasters' Association