

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: March 23, 2016 – March 22, 2017

1) **Employment Unit:** VerStandig – MD/PA

2) **Unit Members (Stations and Communities of License):** WAYZ(FM), Hagerstown, MD
WBHB-FM, Waynesboro, PA
WCBG(AM), Waynesboro, PA
WNUZ(FM), Mercersburg, PA

3) **EEO Contact Information for Employment Unit:**

Mailing Address: HJV Limited Partnership 10960 John Wayne Drive Greencastle, Pa. 17225	Telephone Number: 717-597-9200
	Contact Person/Title: Avery Mason, Comptroller
	E-mail Address: amason@verstandig.com

4) **Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

Job Title	Recruitment Source Referring Hiree
(a) Sales Executive	Employee Referral
(b) On Air DJ	All Access
(c) Office Assistant	WAYZ Web Site
(d) On Air DJ	Consultant for Station
(e) On Air DJ	All Access

Stations WAYZ(FM), WBHB-FM, WCBG(AM), and WNUZ(FM) are Equal Opportunity Employers.

5) Job Title: Sales Executive

Referral Source(s) of Hire: Employee Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link https://www.cwds.state.pa.us	Ronald Baker rbake@state.pa.us	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	0	Yes
Maryland Job Services https://mwejobs.maryland.gov	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland www.collegecentral.com/usmh	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College owensb@hagerstowncc.edu	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University hguessford@kaplan.edu	Cheylr Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services https://psu-consortia-csm.symplicity.com/employers	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237 Psu-consortia-csm.symplicity.com/employers	717-749-6110	0	Yes
Shepherd College www.collegecentral.com/shepherd	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University www.shippensburg-csm.symplicity.com	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning www.collegecentral.com/wilson	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association www.pab.org	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
In House Posting	NA	NA	NA	0	No
www.wayz.com	NA	10960 John Wayne Dr Greencastle Pa 17225	717-597-9200	1	No
www.1015bobrocks.com	NA	10960 John Wayne Dr Greencastle, Pa 17225	717-597-9200	0	No
Current Employee Referral	NA	10960 John Wayne Dr Greencastle, Pa 17225	717-597-9200	1	No
WAYZ-WBHB-WNUZ-WCBG On Air Advertisement	NA	10960 John Wayne Dr Greencastle, Pa 17225	717-597-9200	1	No

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5) Job Title: On Air DJ

Referral Source(s) of Hire: All Access

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link https://www.cwds.state.pa.us	Ronald Baker rbake@state.pa.us	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	0	Yes
Maryland Job Services https://mwejobs.maryland.gov	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland www.collegecentral.com/usmh	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College owensb@hagerstowncc.edu	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University hguessford@kaplan.edu	Cheyri Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services https://psu-consortia-csm.symplicity.com/employers	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237 Psu-consortia-csm.symplicity.com/employers	717-749-6110	0	Yes
Shepherd College www.collegecentral.com/shepherd	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University www.shippensburg-csm.symplicity.com	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning www.collegecentral.com/wilson	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association www.pab.org	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
All Access Music Group	Joel Denver	28955 Pacific Coast Hwy Suite 210-5 Malibu, Ca 90265	310-457-6616 310-457-8058 Fax	6	No
In House Posting	NA	NA	NA	0	No

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5) Job Title: Office Assistant

Referral Source(s) of Hire: WAYZ Website

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link https://www.cwds.state.pa.us	Ronald Baker rbake@state.pa.us	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	0	Yes
Maryland Job Services https://mwejjobs.maryland.gov	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland www.collegecentral.com/usmh	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College owensb@hagerstowncc.edu	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University hguessford@kaplan.edu	Cheyri Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services https://psu-consortia-csm.symplicity.com/employers	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237 Psu-consortia-csm.symplicity.com/employers	717-749-6110	0	Yes
Shepherd College www.collegecentral.com/shepherd	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University www.shippensburg-csm.symplicity.com	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning www.collegecentral.com/wilson	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association www.pab.org	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
In House Posting	NA	NA	NA	0	No
www.wayz.com	NA	10960 John Wayne Dr Greencastle Pa 17225	717-597-9200	1	No
www.1015bobrocks.com	NA	10960 John Wayne Dr Greencastle, Pa 17225	717-597-9200	0	No
Current Employee Referral	NA	10960 John Wayne Dr Greencastle, Pa 17225	717-597-9200	3	No
WAYZ-WBHB-WNUZ-WCBG On-Air Advertisement	NA	10960 John Wayne Dr Greencastle, Pa 17225	717-597-9200	2	No

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5) Job Title: On Air DJ

Referral Source(s) of Hire: Consultant Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link https://www.cwds.state.pa.us	Ronald Baker rbake@state.pa.us	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	0	Yes
Maryland Job Services https://mwejobs.maryland.gov	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
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Hagerstown Community College owensb@hagerstowncc.edu	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University hguessford@kaplan.edu	Cheyrl Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services https://psu-consortia-csm.symplicity.com/employers	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237 Psu-consortia-csm.symplicity.com/employers	717-749-6110	0	Yes
Shepherd College www.collegecentral.com/shepherd	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University www.shippensburg-csm.symplicity.com	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning www.collegecentral.com/wilson	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association www.pab.org	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
All Access Music Group	Joel Denver	28955 Pacific Coast Hwy Suite 210-5 Malibu, Ca 90265	310-457-6616 310-457-8058 Fax	4	No
In House Posting	NA	NA	NA	2	No

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5) Job Title: On Air DJ

Referral Source(s) of Hire: All Access

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
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University System Of Maryland www.collegecentral.com/usmh	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College owensb@hagerstowncc.edu	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University hguessford@kaplan.edu	Cheyrl Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
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Shepherd College www.collegecentral.com/shepherd	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University www.shippensburg-csm.symplicity.com	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning www.collegecentral.com/wilson	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
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All Access Music Group	Joel Denver	28955 Pacific Coast Hwy Suite 210-5 Malibu, Ca 90265	310-457-6616 310-457-8058 Fax	5	No
In House Posting	NA	NA	NA	0	No

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6) Total # of Interviewees Referred: For the period from March 23, 2016, through March 22, 2017 this Employment Unit interviewed 26 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives. List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this Report.

(a) Initiative: Job Fairs

1. SHEPHERD UNIVERSITY CAREER DEVELOPMENT CENTER CAREERFEST 2017: The Employment Unit's General Manager, who has substantial responsibility in the making of hiring decisions, accepted resumes and interviewed candidates at the Shepherd University Career Day held on March 1, 2017. The Shepherd University Career Development Center Careerfest helps students choose and attain personally rewarding careers.
2. SHIPPENSBURG UNIVERSITY: The Employment Unit's General Manager, who has substantial responsibility in the making of hiring decisions, accepted resumes and interviewed candidates at Shippensburg University on Tuesday, October 4, 2016.

(b) Initiative: Programs Sponsored By Educational Institutions

1. SHEPHERD UNIVERSITY – BADM 365 PROMOTIONAL STRATEGIES: On Tuesday, March 29, 2016, the Employment Unit's General Manager participated as guest speaker covering various topics on Media Campaigns, placement, and commercial creation on a local business level as well as the role of a local Marketing Director and their interactions with local media companies. Students learned about some of the skills needed for broadcast employment and careers in broadcasting.
2. SHEPHERD UNIVERSITY – MBA 500 CHALLENGES TO MODERN BUSINESS: On Thursday November 3, 2016, the Employment Unit's General Manager participated as guest speaker covering various topics that helped students prepare for their careers and network with current employers. Session covered the effect of media on current business operations and society as a whole. Media coverage of current events and how to access media as a business for PR purposes. Students learned about some of the skills needed for broadcast employment and careers in broadcasting.
3. COLLEGE AND CAREER FAIR - GREENCASTLE, PA: On March 9, 2017, the Unit's General Manager actively participated in a Career Fair giving students attending the eighth grade, as well as all students that have interest in the identified career clusters of Marketing, Sales, Customer Service, Public Relations Specialist, the opportunity to explore the career requirements. Students learned about some of the skills needed for broadcast employment and careers in broadcasting.

(C) Initiative: Internships

1. INTERNSHIP: Shippensburg University, Shippensburg, Pa., provided five interns from January 23, 2016 until May 21, 2016. Various departments in the Employment Unit provided the Intern with the opportunity to acquire skills necessary for broadcast employment.
2. 8th GRADE DAY ON THE JOB: Boonsboro Middle School provided an 8th grade student to participate in 8th Grade Day On The Job on February 2, 2017. This is an opportunity for 8th grade students to visit a workplace and learn first-hand skills and job expectations in a career area of interest.

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