

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: **March 23, 2014 – March 22, 2015.**

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: amazon@verstandig.com

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

Job Title	Recruitment Source Referring Hiree
(a) On Air DJ	All Access
(b) Web Design/Receptionist	Station Web Site
(c) Account Executive	Personal Referral

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

5) Job Title: Web Design/Recpt.

Referral Source(s) of Hire: Station Web Site

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 www.careernet.state.md.us	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 jbushong@hagerstown.usmd.edu	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)	1	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 gponti@pab.org	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
In House Posting	NA	NA	NA	2	No
ON WEB SITE 101.5FM WBHB	NA	NA	NA	1	No
ON WEB SITE 104.7FMWAYZ	NA	NA	NA	1	No
ON WEB SITE 92.1FM WNUZ	NA	NA	NA	0	No
ON AIR 101.5FM WBHB	NA	NA	NA	1	No
ON AIR 104.7FM WAYZ	NA	NA	NA	0	No
ON AIR 92.1FM WNUZ	NA	NA	NA	0	No
ON AIR 1380AM WCBG	NA	NA	NA	0	No
Personal Referral	NA	NA	NA	1	No

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5) Job Title: Account Executive

Referral Source(s) of Hire: Personal 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)	1	Yes
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University System Of Maryland jbushong@hagerstown.usmd.edu	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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In House Posting	NA	NA	NA	0	No
ON WEB SITE 101.5FM WBHB	NA	NA	NA	0	No
ON WEB SITE 104.7FMWAYZ	NA	NA	NA	0	No
ON WEB SITE 92.1FM WNUZ	NA	NA	NA	0	No
ON AIR 101.5FM WBHB	NA	NA	NA	5	No
ON AIR 104.7FM WAYZ	NA	NA	NA	0	No
ON AIR 92.1FM WNUZ	NA	NA	NA	0	No
ON AIR 1380AM WCBG	NA	NA	NA	0	No
Personal Referral	NA	NA	NA	10	No

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6) Total # of Interviewees Referred: For the period from March 23, 2014, through March 22, 2015 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 2015: 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 Careerfest held on March 4, 2015. The Shepherd University Career Development Center Careerfest helps students choose and attain personally rewarding careers.
2. VERSTANDIG BROADCASTING RECRUITMENT OPEN HOUSE: The Employment Unit's General Manager, who has substantial responsibility in the making of hiring decisions, accepted resumes and interviewed candidates at VerStandig Broadcasting, 10960 John Wayne Drive, Greencastle, Pa. on Monday, February 9, 2015 from 4 to 6pm.

(b) Initiative: Programs Sponsored By Educational Institutions

1. SHEPHERD UNIVERSITY - PROFESSIONAL Practicum Class: On Wednesday, February 25, 2015, 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. The Employment Unit's General Manager was involved in three one hour fifteen minute sessions that covered communication in the workplace and the evolution/integration of social media into today's business climate. Students learned about some of the skills needed for broadcast employment and careers in broadcasting.
2. CAREER PANEL GREENCASTLE –ANTRIM HIGH SCHOOL: On November 6, 2014, the Unit's Sales Executive actively participated in a Career Panel giving students attending the tenth grade, as well as all students that have interest in the identified career clusters of Advertising Agent, Customer Service Representative, Public Relations Specialist, and Real Estate Agent the opportunity to explore the career requirements. Students learned about some of the skills needed for broadcast employment and careers in broadcasting. Panel participants responded to specific questions from the students attending.
3. CAREER TECH JUNIOR MOCK INTERVIEWS –FRANKLIN COUNTY CAREER & TECHNOLOGY CENTER: On December 4, 2014, the Unit's Sales Executive actively participated in Mock Interviews, giving students attending guidance in how to respond to specific questions, as well as how to dress for a successful interview for all types of positions. Students were to bring portfolios to the interview. After the Mock Interview, students were then given feedback on the aspects of the interview, which included attire, shoes, jewelry, and facial piercings, etc.
4. JOB SHADOWING – WAYNESBORO SCHOOL DISTRICT: The unit's On Air Personalities and General Manager were mentors FROM February 6, 2015 thru March 10, 2015. One student from Waynesboro School District shadowed on air DJ's. Student acquired the knowledge and experience of daily requirements for on air staff.

(C) Initiative: Internships

1. INTERNSHIP: Temple University, Philadelphia, Pa., provided one intern from May 20, 2014 until August 17, 2014. Various departments in the Employment Unit provided the Intern with the opportunity to acquire skills necessary for broadcast employment.
2. INTERNSHIP: Shepherd University, Shepherdstown, WV, provided two interns from May 20, 2014 until August 17, 2014. Various departments in the Employment Unit provided the Intern with the opportunity to acquire skills necessary for broadcast employment.
3. INTERNSHIP: Hagerstown Community College, Hagerstown, M d., provided on intern from May 20, 2014 until August 17, 2014. Various departments in the Employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment.
4. INTERNSHIP: Elizabethtown College, Elizabethtown, Pa., provided one intern from May 20, 2014 until August 17, 2014. Various departments in the Employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment.
5. INTERNSHIP: Harrisburg Area Community College, Harrisburg, Pa., provided one intern from May 20, 2014 until August 17, 2014. Various departments in the Employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment.