

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: May 23, 2018 - May 22, 2019

1) Employment Unit: LM Communications/WV

**2) Unit Members (Stations and Communities of License): WKLC-FM, St. Albans, WV
WMXE-FM, South Charleston, WV
WJYP-AM, St. Albans, WV
WSCW-AM, South Charleston, WV
WMON-AM, Montgomery, WV
WWQB-FM, Westwood, KY**

3) EEO Contact Information for Employment Unit:

Mailing Address: 100 Kanawha Terrace St. Albans, WV 25177	Telephone Number: 304/722-3308
	Contact Person/Title: Dotsy Klei, VP Community Affairs
	E-mail Address: dotsy@wklc.com

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

Job Title	Recruitment Source(s) Referring Hiree
(a) Account Executive (2 positions)	Indeed.com, Indeed.com
(b) General Manager	Allaccess.com
(c) On-air Talent (2 positions)	Allaccess.com, Employee referral

5(a) Job Title: Account Executive (two positions) Referral Source(s) of Hire: Indeed.com, Indeed.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Indeed.com	N/A	Online source	N/A	8	No
On-Air	Jill Wheeler	Station, 100 Kanawha Terr St Albans, WV	304/722-3308	0	No
Online, company websites	Jill Wheeler	Station, 100 Kanawha Terr St Albans, WV	304/722-3308	0	No
Client Referral	Jill Wheeler	Station, 100 Kanawha Terr St Albans, WV	304/722-3308	1	No

5(b) Job Title: General Manager Referral Source(s) of Hire: Allaccess.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Allaccess.com	N/A	Online source	N/A	5	No
Past applicant was contacted for interest	Dotsy Klei	Station, 100 Kanawha Terr, St Albans, WV	304/722-3308	1	No

5(c) Job Title: On-air talent (two positions) Referral Source(s) of Hire: Allaccess.com, 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)
AllAccess.com	N/A	Online source	N/A	7	No
Past employee	Dotsy Klei	Station, 100 Kanawha Terr St Albans, WV	304/722-3308	1	No
Employee Referral	Dotsy Klei	Station, 100 Kanawha Terr. St Albans, WV	304/722-3308	1	No

6) Total # of Interviewees Referred: For the period from **May 23, 2018 - May 22, 2019** this Employment Unit interviewed 24 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives.

(a) Initiative: Job Fair Participation

Sept. 19, 2018, participated in a Goodwill Job Fair held at the Goodwill Industries Prosperity Center in downtown Charleston. The Charleston market Sales Manager represented our employment unit at this event. Information was made available for sales positions.

Sept. 26, 2018, participated in a job fair at West Virginia State University. The Employment Unit was represented by the Sports Director and Sales Manager, who presented information about job opportunities at the Employment Unit.

Oct. 19, 2018, participated in a job fair at Marshall University. The Sales Manager from the Huntington market represented our company and collected resumes from students that were interested in part time work, full time sales and internships.

March 22, 2019, participated in a City of Charleston job fair at the Charleston Civic & Convention Center. Our employment unit was represented by the AM Program Director, the Charleston Sales Manager, our Sports Director and two Account Executives. We offered opportunities for part time board operation and full-time sales positions.

April 2, 2019, participated in the Spring Job Fair at Marshall University. The General Manager and Huntington Sales Manager attended the event, collected resumes and presented information regarding sales positions.

April 10, 2019, participated in a job fair at West Virginia University. The employment unit was represented by the AM Program Director. Information was presented regarding student internships for board operation, promotions and sports support for our coverage of St Albans High School Football.

(b) Initiative: Internships, Fall

Aug – Dec 2018, one internship with a student from West Virginia State University. Duties focused on our sports programming – live Coaches' Shows, prep work for the shows and the weekly high school football game, live coverage of the weekly game, on air work, research for daily live sports talk show and board operation of college and professional sports games. Internship was designed for class credit and outlined by the University. Reported to Sports Director.

(c) Initiative: Internships, Spring

Jan – Apr 2019, three internships with students from West Virginia State University. One is designed for on-air and promotional support. Duties include researching stories and reporting on a daily live sports talk program as well as cross talk with the host of the program. Another was focused on production of station promotional messages, social media posting and client production. The third included duties such as affidavit filing, board operation and on-site event work. Interns reported to the Sports Director and the programs were designed for class credit by the University.

(d) Initiative: Mentoring Program – Intern-to-Part-Time

The Employment Unit designed and conducted a mentoring program to the two sports interns from 2018. These individuals expressed a sincere desire to explore part time board operation for our variety of sports programming on both our AM and FM stations. Upon graduation, both are employed on a part time basis for board operation, sports production, promotion and on-air color commentary for the high school football programming.