

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: May 23, 2015– May 22, 2016.

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
	E-mail Address: dotsy@wklc.com

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

Job Title	Recruitment Source Referring Hiree
(a) Midday DJ, WMXE	Allaccess.com
(b) Receptionist	On Air Announcement
(c) AE, Receptionist	On Air Announcement (2 positions filled from 1 set of announcements)
(d) Billing coordinator	On Air Announcement
(e) AE, Sales	Walk In
(f) Midday DJ, WKLC	Allaccess.com
(g) AE, Sales	Employee referral

**Stations WKLC-FM, WMXE(FM), WJYP(AM), WSCW(AM) and WMON(AM)
are Equal Opportunity Employers.**

5) Job Title: Midday DJ, WMXE

Referral Source(s) of Hiree: 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	NA	NA	NA	4	N
Jacobs Media	Bill Jacobs	29777 Telegraph, Southfield, MI 48034	248/353-9030	2	N
WVBA	member – online	140 Seventh Ave Charleston, WV 25314	304/744-2143	0	N
Employee Referral	Mark Fitzmayer	Station 100 Kanawha Terrace, St Albans, WV 25177	304/722-3304	1	N

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5) Job Title: Receptionist

Referral Source(s) of Hiree: On Air Announcements

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Posting on all station websites	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	0	N
On Air Announcements on all stations	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	9	N
West Virginia State University	Online posting	PO Box 100 Institute, WV 25112	304/766-3363	0	N
University of Charleston	Online posting	2300 MacCorkley Ave SE, Charleston, WV 25304	800/995-4682	0	N
WVBA	Member – online	140 Seventh Ave, Charleston, WV 25314	304/744-2143	0	N
Marshall University	Online posting	Smith Hall 319 One John Marshall Drive, Huntington, WV 25755	304/696-4635	0	N

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5) Job Title: AE, Receptionist

Referral Source(s) of Hiree: On Air Announcements

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Posting on all station websites	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	0	N
On Air Announcements on all stations	Jill Wheeler	Station – 100 Kanawha Terrace, St. Albans, WV 25177	304/722-3308	5	N
Corporate link to station websites	HR	401 W. Main St. Lexington, KY 40507	859/233-1515	0	N
Industry contact				1	N

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5) Job Title: **Billing Coordinator**

Referral Source(s) of Hiree: **On Air Announcements**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Posting on all station websites	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	0	N
On Air Announcements on all stations	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	5	N
WVBA	Member -- online	140 Seventh Ave, Charleston, WV 25314	304/744-2143	0	N
University of Charleston	Online posting	2300 MacCorklei Ave SE, Charleston, WV 25304	800/995-4682	0	N
West Virginia State University	Online posting	PO Box 100 Institute, WV 25112	304/766-3363	0	N
Charleston Gazette (newspaper)	Jennifer Starsick	1001 Virginia St., Charleston, WV 25315	304/348-7930	0	N
Employee Referral	Nikki Hudnall	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	1	N

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5) Job Title: AE, Sales

Referral Source(s) of Hiree: Walk In

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Walk In				1	
Posting on all station websites	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	0	N

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5) Job Title: AE, Sales

Referral Source(s) of Hiree: 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)
Employee referral	Caroleigh Ward	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	1	N
Posting on all station websites	Jill Wheeler	Station – 100 Kanawha Terrace, St Albans, WV 25177	304/722-3308	0	N

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- 6) **Total # of Interviewees Referred:** For the period from May 23, 2015 through May 22, 2016, this Employment Unit interviewed 32 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 Fair Participation

4/13/16 West Virginia State University from 10A-2P, attended by Dave Allen, Talk Show Host, job fair was held for soon to be graduates

10/8/15 West Virginia State University from 12 – 2pm, attended by Dave Miller, board operator and sports director, job fair was held for current students to find part time work and internship opportunities

Goodwill Job Fair held for Veterans, held at their Prosperity Center, attended by Jill Wheeler (Sales Manager) and Jammie Ferrell (part time employee and veteran)

(b) Initiative: Internships

Feb – Apr 2016 we had an intern from the University of Charleston. She was required to spend 40 hours in the areas of sales, events and social media. She made sales calls with our AE's, developed target lists, worked remotes and events, handled our 36th anniversary party invitations (on line) and RSVP's, did facebook posts and videos. Supervised by Dotsy Klei, General Manager.

Aug – Nov 2015 our Sports Director, Dave Miller, supervised an intern responsible for helping support our annual high school football efforts called "Rock This House". Duties included online posting of school locations, monitor voting and winning school, board operation during remotes, onsite at remotes interacting with listeners, live cut ins, set up and tear down. Student earned credits at West Virginia State University.

(c) Initiative: Mentoring Program for part time employees

The WVSU intern from Rock This House is now a part time board operator for our cluster – he can run the board during remote broadcasts and sporting events and had filled in for an on air shift during a syndicated program.

Another part time employee that has been with us for over two years (high school student) has demonstrated responsibility, never missed a shift, on time, willing and eager to learn, accepts any and all opportunities and has been scheduled for a more routine 20 hours per week upon graduation

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