

**WWBT/WUPV/WRID-LD  
EEO PUBLIC FILE REPORT  
June 1, 2022 - May 31, 2023**

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Account Executive	1-12,19,24,25,27,29,33,37,41	29
News Editor	1-12,16,19,24,33,37,39,41	39
TMP Operator	1-12,16,19,23,24,27,30,33,39,41,	24
IT Engineer	1-12,16,19,23,24,27,30,33,39,41	24
Meteorologist	1-12,19,24,30,33,39,41	39
Digital Content Producer/News Editor	1-12,16,19,24,33,41	41
News Producer (6)	1-12,16,19,24,29,30,33,39,41	39(3),29,24(2)
MMJ/Reporter (2)	1-12,16,19,24,30,32,33,39,41	24,39
Commercial Producer/Director	1-12,16,19,24,30,32,33,36,41	36
News Reporter/Anchor	1-12,16,19,24,32,33,41	24
TMP Operator	1-12,16,19,23,24,27,29,32,33,39,41	39
Creative Services Producer	1-12,16,19,24,32,33,39,41	41
Multimedia Sales Consultant	1-12,16,19,24,25,32,33,39,41	24
Graphic Artist	1-12,16,19,24,32,33,39,41	41
Digital Sales Coordinator	1-12,16,19,24,32,33,39,41	41
TMP Operator	1-12,16,19,23,24,27,30,32,33,41	41
Photographer (3)	1-12,16,19,24,30,33,39,41	39,41(2)
Meteorologist	1-12,16,19,24,32,33,41	41

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**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Hampton University Career Center, Hampton, VA 23666 Attn: Ms. Courtney Walker (757) 727-5331	Y	
2	Howard University Career Services, 525 Bryant Street NW, Washington, DC 20059 Attn: Jozanne Douglas (202) 806-7513 <a href="http://app.joinhandshake.com">http://app.joinhandshake.com</a>	N	
3	Norfolk State University 2401 Corprew Avenue, Norfolk, VA 23504 Attn: Nash D. Montgomery (757) 823-8462 <a href="http://app.joinhandshake.com">http://app.joinhandshake.com</a>	Y	
4	Virginia State University P. O. Box 9410, Petersburg, VA 23806 Attn: Joseph Lyons-Career Services Director (804) 524-5211 <a href="mailto:jlyons@vsu.edu">jlyons@vsu.edu</a> <a href="http://app.joinhandshake.com">http://app.joinhandshake.com</a>	Y	
5	NAACP PO Box 25576, Richmond, VA 23260, Attn: Sandra Francis, Secretary (800) 426-2227 <a href="http://www.rvabranchnaacp@gmail.com">www.rvabranchnaacp@gmail.com</a>	Y	
6	Virginia Commonwealth University University Career Center, University Student Commons, Monroe Park Campus, 907 Floyd Avenue, Room 1453, Richmond, VA 23284 Attn: Ms. Julia Bailey <a href="mailto:bailey@vcu.edu">bailey@vcu.edu</a> (804) 827-0410 <a href="http://app.joinhandshake.com">http://app.joinhandshake.com</a>	Y	
7	Virginia Commonwealth University School of Mass Communications, 901 W. Main Street PO Box 842034, Richmond, VA 23284-2034 Attn: Student Services Coordinator (804) 827-3725	Y	
8	Urban League of Hampton Rhodes, Inc. 1300 Thomas Street, Suite F, Hampton VA 23669 Attn: Oneida Cary (757) 224-8085 <a href="http://www.ulhr.org">www.ulhr.org</a>	Y	

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9	Virginia Career Works Capital Region 304 Turner Road, Suite N Chesterfield, VA 23225 Attn: Roberto Ford, OSO Manager (804 ) 652-3490	Y	
10	Virginia Employment Commission 703 E. Main Street, Richmond, VA 23218 (804) 786-1485 <a href="http://www.vawc.virginia.gov">www.vawc.virginia.gov</a>	Y	
11	Virginia Association of Broadcasters 250 W. Main Street, Suite 100, Charlottesville, VA 22902 Attn: Christina Sandridge (434) 977-3716 <a href="http://www.vabonline.com">www.vabonline.com</a>	Y	
12	Randolph-Macon College The Edge Center for Personal and Career Development, PO Box 5005, Ashland, VA 3005 Attn: Jessica Majkowycz, Assistant Director of Employer Relations & Internships (804) 752-3227 <a href="https://rmc-csm.symlicity.com/employers">https://rmc-csm.symlicity.com/employers</a>	Y	
13	University of Richmond Office of Alumni and Career Services, University of Richmond, VA 23173 (804) 289-8139 <a href="https://richmond-cms.symlicity.com/employers">https://richmond-cms.symlicity.com/employers</a>	N	
14	George Mason College University Career Services Attn: Bernadette Davey (703) 993-2370 <a href="https://gmu-csm.symlicity.com">https://gmu-csm.symlicity.com</a>	N	
15	James Madison University Career and Academic Planning, Employer Relations and Recruiting Services (540) 568-3597 <a href="http://jmu-csm.symlicity.com/employers">http://jmu-csm.symlicity.com/employers</a>	N	
16	Old Dominion University 2202 Webb University Center, Norfolk, VA 23529 Attn: Randy Shabro, Associate Director, Employer Programs, Career Development Services (757) 683-4388 <a href="http://app.joinhandshake.com">http://app.joinhandshake.com</a>	N	
17	Virginia Tech Smith Career Center, Washington Street & West Campus Drive (mail Code 0128), Blacksburg, VA 24061 Attn: Vickie Earthman (540) 231-6776 <a href="https://www.myinterfase.com/vt/employer">https://www.myinterfase.com/vt/employer</a>	N	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
18	University of Virginia 300 Gateway Center Parkway, Richmond, VA 23235 Attn: Employee Services Manager (434) 924-8900 <a href="https://virginia-csm.symplicity.com/employers">https://virginia-csm.symplicity.com/employers</a>	N	
19	Longwood University 201 High Street, Farmville, VA 23909 Attn: Teresa Dodson (434) 924-8900 <a href="mailto:dodson@Longwood.edu">dodson@Longwood.edu</a>	N	
20	WWBT/WUPV On-Air Recruitment Advertisement 5710 Midlothian Turnpike, Richmond, VA 23225 Attn: Judy Gibson (804) 230-2720	N	
21	Richmond Times Dispatch-includes jobs.richmond.com 301 E. Franklin Street, Richmond, VA 23219 Attn: Michelle Gillison (804) 649-6052 <a href="mailto:Mgillison@timesdispatch.com">Mgillison@timesdispatch.com</a>	N	
22	B Roll Online Website 227 6 <sup>th</sup> Street NE, Washington, DC 20002 Attn: Kevin Johnson (757) 535-4459 <a href="http://www.b-roll.net">www.b-roll.net</a>	N	
23	Society of Broadcast Engineers Scott Jones (317) 253-1640 <a href="mailto:kjones@sbe.org">kjones@sbe.org</a>	N	
24	Gray TV Website 201 Monroe Street, 20 <sup>th</sup> Floor, Montgomery AL 36104 (334) 206-1416 <a href="https://gray.tv/careers#currentopenings">https://gray.tv/careers#currentopenings</a>	N	15
25	Spots ‘n Dots Emily McKay (800) 978-7635 <a href="mailto:sales@spotsndots.com">sales@spotsndots.com</a>	N	
26	American Marketing Association (312) 542-9000 <a href="http://www.AMA.jobcontrolcenter.com/hr">www.AMA.jobcontrolcenter.com/hr</a>	N	
27	ECPI Technical College Candice Sayre, PhD, University Director of Career Services <a href="mailto:csayre@ecpi.edu">csayre@ecpi.edu</a> (757) 994-8016 <a href="http://www.ecpi.edu">www.ecpi.edu</a>	N	
28	Internal Promotion/Hire	N	
29	Non-Employee Referral	N	2
30	TVNewscheck & NewsCheck Paul Greeley (817) 578-6324 <a href="mailto:paul@newscheckmedia.com">paul@newscheckmedia.com</a>	N	
31	South Carolina Broadcasters Association One Harbison Way, Suite 112, Columbia, SC 29212 Attn: Karen Nettles (803) 732-1186 <a href="http://www.scba.net">www.scba.net</a>	N	

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
32	Tvjobs.com Mark C. Holloway, President (760) 754-8177 P. O. Box 4116 Oceanside, CA 92052 <a href="mailto:markch@tvjobs.com">markch@tvjobs.com</a> or <a href="mailto:admin@tvjobs.com">admin@tvjobs.com</a>	N	
33	Internal Job Posting WWBT/WUPV 5710 Midlothian Turnpike, Richmond, VA 23225 Attn: Judy Gibson (804 )230-2720	N	
34	North Carolina Association of Broadcasters Elizabeth Parker (919) 821-7300 <a href="mailto:eparker@ncbroadcast.com">eparker@ncbroadcast.com</a>	N	
35	University of North Carolina Wilmington (910) 962-3174 <a href="mailto:careers@uncw.edu">careers@uncw.edu</a>	N	
36	LinkedIn Jobs 2029 Stierlin Coujrt, Mountain View, CA 94043 (650) 687-3600 <a href="http://www.linkedin.com">http://www.linkedin.com</a>	N	1
37	VCU Brandcenter Ashley Sommardahl (804) 827-8874 <a href="mailto:asommardahl@vcu.edu">asommardahl@vcu.edu</a> <a href="http://www.brandcenter.vcu.edu">www.brandcenter.vcu.edu</a>	N	
38	Indeed.com <a href="http://www.indeed.com">www.indeed.com</a>	N	
39	Gray/WWBT Current Employee Referral	N	19
40	Monster.com Bradley Hamilton (843) 773-7137 <a href="mailto:bradley.hamilton@monster.com">bradley.hamilton@monster.com</a>	N	
41	Other sites that scrape postings (Indeed, Career Builder, LinkedIn, TVjobs.com)	N	22
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>59</b>

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**III. RECRUITMENT INITIATIVES**

	<b>Type Of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>
<b>1</b>	List each upper-level category job opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities	During the reporting period, the station provided notice of all full-time vacancies to the Virginia Association of Broadcasters, the Urban League of Greater Richmond/Hampton, and the Richmond Chapter of the NAACP all of which include substantial participation by women and minorities. Station participant: Human Resources Director/EEO Coordinator.
<b>2</b>	Internship Program	June 6, 2022 – July 29, 2022 - Virginia Association of Broadcasters Summer Internship Program – 1 college student from Virginia Commonwealth University and 1 college student from University of Virginia participated in an 8-week structured internship program in our Marketing and News departments. This program offers undergraduate training in broadcasting related programs to college juniors and seniors. Station participants: Human Resources Director/EEO Coordinator, News Director, Marketing Manager, Commercial Production Manager and Producers.
<b>3</b>	Participate in career events sponsored by education institutions relating to broadcast career opportunities.	February 10, 2023 - WWBT/WUPV News Director participated in a campus recruiting session at Hampton University in Hampton, Virginia. Along with recruiters from Gray TV, they engaged with students concerning what to expect in a newsroom atmosphere and how to successfully begin looking for employment in the broadcast industry. Station participant: News Director.
<b>4</b>	Provide training to management level personnel as to methods of ensuring equal employment opportunities and prevent discrimination.	On April 20, 2023, WWBT/WUPV's Human Resources Director participated in a training on the FCC's EEO Rules and Regulations provided by Joan Stewart of Wiley Rein, LLP. Station participant: Human Resources Director/EEO Coordinator.
<b>5</b>	Sponsor Events in the Community Designed to Inform and Educate as to Employment Opportunities in Broadcasting.	On January 4, 2023, WWBT/WUPV hosted 8 students from a year-long national mentoring program for a seminar on careers in broadcasting. Station participant: Regional Vice President & General Manager of WWBT/WUPV.

6	Outreach Public Service Announcement	<p>WWBT/WUPV announces on-air, on a periodic basis, that the station will send all open position postings to any qualified minority agency upon request: “WWBT NBC12, A Gray Television station is committed to a broad applicant recruiting outreach program in our continuing efforts to represent our diverse community. As part of this effort, we encourage qualified community organizations to become part of our full-time job opportunity notification mailing list. If your organization is interested and you distribute job information or can provide referrals as part of your regular activity, send your request to: Human Resources Director, WWBT/WUPV/WRID-LD, P. O. Box 12, Richmond, VA 23218.” Station participant: Human Resources Director/EEO Coordinator.</p>
7	Participate in career events sponsored by education institutions relating to broadcast career opportunities.	<p>April 25, 2023 – WWBT/WUPV hosted a MASC 465 class from Virginia Commonwealth University. Students toured the tv station, watched a live newscast and spoke with various professionals about news gathering, producing and airing news on other platforms. They saw a director executing a newscast live on air. A photographer demonstrated using Backpack technology. Students had the opportunity to ask questions and interact with station representatives. Station participants: Assistant News Director, MMJ/Reporter, Producer, Special Project Photographer, Streaming Anchor/MMJ, Technical Media Producer/Director.</p>