

A. Full-Time Vacancies Filled During Past Year**1. Job Title: Office Manager****Date Filled: 05/09/2022****B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy****1. Job Title: Office Manager****Date Filled: 05/09/2022**

Source	Contact Person	Address	Tel #	Referred Person Interviewed / Hired
Internal	Kelly Ayersman	260 Spruce St., Morgantown, WV 26505	304-554-3900	
WVRC Media Website	Patrick Rinehart	www.wvrcmedia.com/audio/careers	304296-0029	
LinkedIn.com	Kelly Ayersman	1000 West Maude Avenue, Sunnyvale, CA 94085	855-655-5653	
Indeed.com	Online Posting	6433 Champion Grandview Way Building 1, Austin, TX 78750	800-475-4361	1 Interviewed
Referrals	Joe Caporale, Kathy Diehl	15 E. Industrial Blvd, Cumberland, MD 21502	301-759-1005	3 Interviewed, 1 Hired
WV Div of Rehabilitation	Linda Lutman	1415 Earl Core Road, Morgantown WV	304-285-3155	
American Broadcasting School	Michelle McDonnell	4511 SE 29th Street, Oklahoma City, OK	405-672-6511	
Fairmont State University	Meagan Gibson	1201 Locust Ave, Fairmont WV	304-333-3665	
Ohio Media School	Alvis Moore	5330 East Main Street, Columbus OH	614-655-5250	

C. Total Number of persons interviewed for all full-time Vacancies filled during the past year:**4****D. Outreach Activities**

- Announcements were placed on all station websites notifying organizations of their right to request information on job openings
- An internship program is offered to bring awareness to job opportunities in broadcasting available at WVRC. There was no interest during this time.
- Corporate HR Liason/Assistant to the President attended FCC's Broadcasting Seminar on February 24, 2022 at 1pm on Zoom
- Corporate HR Liason/Assistant to the President and Corporate Credit Manager attended the WVBA's EEO Certification Seminar presented by Jackson Kelly on April 2, 2022 at 1:30pm
- April 2, 2022. 10a-11:30a. Corporate Sponsored Classes to train lower level employees skills needed to enhance and promote their career. This class was on News and News Reporting and also a writing seminar given by our VP of Operations and Head of MetroNews. We had roughly 22 attendees. Attendees represented every market at WVRC.
- April 2, 2022. 11:45am-1:00pm. Corporate Sponsored Classes to train lower level employees skills needed to enhance and promote their career. This class was on New Media and Digital expansion as well as scheduling for our folks in operations. This was headed up by our Corporate VP of Content. We had roughly 18 attendees. Attendees represented every market at WVRC.
- Corporate HR Liason/Assistant to the President attended Fairmont State University's Spring Job Fair on March 17, 2022 from 8am-2pm. Many discussions about Broadcasting, Digital Marketing, and Sales were covered with approximately 50+ students.
- Corporate HR Liason/Assistant to the President participated in Bluefield State College's 33rd Annual Spring Employment Fair on April 6, 2022. Job opportunities and broadcasting in general is discussed with interested parties. This event allows Students to contact you over a 3 day period.
- Corporate HR Liason/Assistant to the President participated in the Mineral County Virtual Job Fair for Highschool Seniors and Vo-Tech Students. Job opportunities and overall discussions on broadcasting were discussed. This was on April 28, 2022. This virtual event allows students to contact you over a 3 day period.
- Corporate Promotions Director and two On-Air Personalities participated in the Career Day at Taylor County Middle School. They spoke on jobs in broadcasting and what happens behind the scenes at a Radio Studio. They were there from 8am-2pm. This was on November 5, 2021
- Corporate Promotions Director and a Local Sales Manager of WVRC Media co-hosted a Media Day for the Leadership Monongalia group. Jobs about broadcasting were discussed as well as a tour of the facilities. This was on November 19, 2022.
- Corporate Credit Manager/Market Manager and a Sales Representative attended the Summersville Area Chamber of Commerce Member Showcase/Job Fair on 5/14/22. Jobs about broadcasting and digital marketing were discussed with attendees. The event went from 11am-5pm.
- An Employment Expo was hosted by WVRC Media of the Alleghenies at Cumberland on November 20, 2021 at Rocky Gap Casino Resort for us and area business for recruitment of employees. Employees who attended: General Manager/VP, General Sales Manager, Account Executive. Jobs about Broadcasting were discussed with interested parties.