

A. Full-Time Vacancies Filled During Past Year

1. Job Title: Account Executive Date Filled: 7/8/19, 7/8/19, 9/23/19, 1/6/20, 2/17/20

(The position of "Account Executive" was left open and continued to be advertised as we hired additional Account Executives)

B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

1. Job Title: Account Executive Date Filled: 7/8/19, 7/8/19, 9/23/19, 1/6/20, 2/17/20

Source	Contact Person	Address	Tel #	Referred Person Hired
Internal Postings (Martinsburg and Morgantown offices)	Jennifer Chrisman	1606 W. King St. Martinsburg, WV 25401	304-263-8868	
WV Radio Corporation Website	Jodi Hart	1251 Earl Core Rd. Morgantown	304-263-8868	
Radio Ads-WEPM-WICL-WKMZ		1606 W. King St. Martinsburg, w WV 25401	304-263-8868	1 Interviewed - 1 Hired
WLTF Facebook	Jeff Adams	1606 W. King St. Martinsburg, w WV 25401	304-263-8868	
Indeed.com	Maggie Lautenslager	Indeed.com	203-653-4879	5 Interviewed - 1 Hired
Monster.com	Sarah Phillips	207 W. King St., Martinsburg, WV 25401	304-263-8931	
www.collegecentral.com	Career Services	Shepherd University-301 N. King St., Shepherdstown, WV 25443	304-876-5317	
www.collegecentral.com	Career Services	Hagerstown Community College-11400 Robinwood Drive, Hagerstown, MD 21742	240-500-2238	
www.collegecentral.com	Career Services	Lord Fairfax Comm. Colleg-173 Skirmisher Lane, Middletown, VA 22645	540-868-7000	
www.collegecentral.com	Career Services	Blue Ridge Comm/Tech College-13650 Apple Harvest Dr., Martinsburg, WV 25403	304-260-4380	
www.collegecentral.com	Career Services	Shenandoah University-1460 University Dr., Winchester, VA 22601	540-665-4500	
Blue Ridge CTC Career Fair	Jennifer Barrett	13650 Apple Harvest Dr. Martinsburg, WV 25403	304-260-4380	
Internal Referral	Wendy Dozier	1606 W King St Martinsburg WV 25404	304-263-8868	1 Interviewed - 1 Hired
Internal Referral	Jennifer Robba	1606 W King St Martinsburg WV 25404		1 Interviewed - 1 Hired
Internal Referral	Susan Grissinger	1606 W King St Martinsburg WV 25404	304-263-8868	1 Interviewed - 1 Hired

C. Total Number of persons interviewed for all full-time Vacancies filled during the past year: 9

D. Total Number of Interviewees for All Full-Time Vacancies Filled During The Past Year Per Recruitment/Referral Sources: **See Above

E. Outreach Activities

Job openings were placed on WLTF-FM & WICL-FM station websites
 Job openings were advertised on WVRC Radio Stations (WEPM-AM, WICL-FM & WLTF-FM)
 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.
 Sales Manager attended a job fair at James Rumsey Career Fair, On October 3rd, 2019 Representatives.
 Sales Manager attended a job fair at Shepherd University Martinsburg Career Fair on, February 19th, 2020.

