

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period March 23, 2009 – March 22, 2010.

1) **Employment Unit:** Pennsylvania Employment Unit

2) **Unit Members (Stations and Communities of License):** WAYZ(FM), Hagerstown, MD  
WPPT(FM), Mercersburg, PA  
WBHB-FM, Waynesboro, PA  
WCBG(AM), Waynesboro, PA

3) **EEO Contact Information for Employment Unit:**

Mailing Address:  10960 John Wayne Dr. P O Box 788 Greencastle PA 17225	Telephone Number: (717) 597-9200
	Contact Person/Title: Avery Mason/Comptroller
	E-mail Address: amason@verstandig.com

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

<b>Job Title</b>	<b>Recruitment Source Referring Hiree</b>
1. Sales Executive	Company Web Site
2. On Air Talent - DJ	All Access
3. On Air Talent - DJ	All Access
4. Administrative Assistant	Employee Referral
5. Sales Executive (2)	Employee Referral

**5) Job Title: Sales Executive**

**Referral Source(s) of Hiree: Company Web Site**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link	Ronald Baker	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	1	Yes
Maryland Job Services	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University	Cheyrl Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237	717-749-6110	0	Yes
Shepherd College	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	1	Yes
Shippensburg University	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
WAYZ web site www.wayz.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	2	No
WPPT web site www.mylegends921.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WBHB web site www.myrock1015.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	1	No
Verstandig Broadcasting Web site www.verstandig.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	3	No
Walk-In/Unsolicited	NA	NA	NA	1	No

**5) Job Title: On Air Talent - DJ**

**Referral Source(s) of Hiree: All Access**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link	Ronald Baker	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	0	Yes
Maryland Job Services	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
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Penn State Nittany Lion Career Network Services	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237	717-749-6110	0	Yes
Shepherd College	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
All Access	Joel Denver	28955 Pacific Coast Highway Suit 210-5 Malibu, Ca 90265	310-457-6616 310-457-8058 (fax)	6	No
WAYZ web site www.wayz.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WPPT web site www.mylegends921.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WBHB web site www.myrock1015.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Verstandig Broadcasting Web site www.verstandig.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Employee referral	NA	NA	NA	1	No

**Stations WAYZ, WPPT, WCBG and WBHB-FM are Equal Opportunity Employers**

**5) Job Title: On Air Talent - DJ**

**Referral Source(s) of Hiree: All Access**

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Franklin County Career Link	Ronald Baker	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	0	Yes
Maryland Job Services	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University	Cheyrl Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237	717-749-6110	0	Yes
Shepherd College	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
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Wilson College/Career Planning	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
All Access	Joel Denver	28955 Pacific Coast Highway Suite 210-5 Malibu, CA 90265	310-457-6616 310-457-8058 (fax)	2	No
WAYZ web site www.wayz.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WPPT web site www.mylegends921.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WBHB web site www.myrock1015.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Verstandig Broadcasting Web site www.verstandig.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Internal applicants from part-time positions	NA	NA	NA	2	No

**5) Job Title: Administrative Assistant**

**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)
Franklin County Career Link	Ronald Baker	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	1	Yes
Maryland Job Services	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	0	Yes
University System Of Maryland	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University	Cheyrl Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237	717-749-6110	0	Yes
Shepherd College	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
WAYZ web site www.wayz.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WPPT web site www.mylegends921.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WBHB web site www.myrock1015.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Verstandig Broadcasting Web site www.verstandig.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Herald Mail	Blake Truman	100 Summit Avenue Hagerstown, MD 21740	800-626-6397 301-733-5131	4	No
Employee referral	NA	NA	NA	4	No

**Stations WAYZ, WPPT, WCBG and WBHB-FM are Equal Opportunity Employers**

**5) Job Title: Sales Executive (2)\***

**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)
Franklin County Career Link	Ronald Baker	600 Norland Avenue Chambersburg, Pa. 17201	717-264-4584 717-709-4903(Baker)	1	Yes
Maryland Job Services	Debbie Lashbaugh	Div of Labor & Licensing, Reg. 14 North Potomac St, Suite 100 Hagerstown, Md. 21740	301-393-8255 301-791-4673 (fax)	1	Yes
University System Of Maryland	Erin Harmon	32 West Washington St Hagerstown, Md. 21740	240-527-2060 240-527-2715 (fax)	0	Yes
Hagerstown Community College	Bonnie A. Owens	1140 Robinwood Drive Hagerstown, Md. 21740	301-790-2800 301-393-3693 (fax)	0	Yes
Kaplan University	Cheyrl Keller	18618 Crestwood Drive Hagerstown, Md. 21742	301-739-2670 301-791-7661 (fax)	0	Yes
Penn State Nittany Lion Career Network Services	Claire Tauriello	One Campus Drive Mont Alto, Pa. 17237	717-749-6110	0	Yes
Shepherd College	Betsy Sheetz	P O Box 3210 Shepherdstown, WV 25443	304-876-5122	0	Yes
Shippensburg University	Linda Davis	1871 Old Main Drive Shippensburg, Pa. 17257	717-477-7447	0	Yes
Wilson College/Career Planning	Heather Drumm	1015 Philadelphia Avenue Chambersburg, Pa. 17201	717-262-2006	0	Yes
Pennsylvania Broadcasters Association	Richard Wycoff	8501 Paxton Street Hummelstown, Pa. 17036	717-482-4820	0	Yes
WAYZ web site www.wayz.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	2	No
WPPT web site www.mylegends921.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
WBHB web site www.myrock1015.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	0	No
Verstandig Broadcasting Web site www.verstandig.com	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	3	No
WAYZ 104.7 on air Live spot	Blake Truman	10960 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	6	No
WBHB 101.5 on air Live spot	Blake Truman	10950 John Wayne Drive Greencastle, Pa. 17225	717-597-9200	5	No
Indeed.com	N/A	On Line Job search engine	NA	1	No
Employee referral	NA	NA	NA	8	No
Herald Mail – original posting for Administrative Assistant	Blake Truman	100 Summit Avenue Hagerstown, MD 21740	800-626-6397 301-733-5131	2	No

\* Note: 2 positions were filled with one flight of vacancy notifications.

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**6) Total # of Interviewees Referred:** For the period from March 23, 2009 through March 22, 2010, this Employment Unit interviewed 58 interviewees for full-time job vacancies.

## **7) Supplemental Recruitment Initiatives.**

### **(a) Initiative: Job Fairs**

1. SHEPHERD UNIVERSITY CAREER FEST: The Employment Unit's Sales Manager and Business Manager, each of whom have substantial responsibility in the making of hiring decisions, accepted resumes and interviewed candidates at the Shepherd University Career Fest, held April 8, 2009. The Shepherd University Career Fest helps students choose and attain personally rewarding careers.
2. CUMBERLAND VALLEY CONSORTIUM JOB AND INTERNSHIP FAIR: The Employment Unit's Sales Manager and Business Manager, each of whom have substantial responsibility in the making of hiring decisions, accepted resumes and interviewed candidates at the Cumberland Valley Consortium Job and Internship Fair held February 24, 2010. The Cumberland Valley Consortium Job and Internship Fair helps students choose and attain personally rewarding careers.
3. SHEPHERD UNIVERSITY CAREER FEST: The Employment Unit's Sales Manager and Business Manager, each of whom have substantial responsibility in the making of hiring decisions, accepted resumes and interviewed candidates at the Shepherd University Career Fest, held March 3, 2010. The Shepherd University Career Fest helps students choose and attain personally rewarding careers

### **(b) Initiative: Programs Sponsored By Educational Institutions**

1. CAREER EXPO-GREENCASTLE-ANTRIM CHAMBER OF COMMERCE WITH GREENCASTLE ANTRIM HIGH SCHOOL: On Wednesday, April 15, 2009, the WAYZ-FM afternoon announcers provided information to students on the education requirements, pay range, and opportunities that exist in radio broadcasting. The information provided enabled the 10<sup>th</sup> and 11<sup>th</sup> graders from Greencastle High School to understand the opportunities that exist in broadcasting and to guide them academically and professionally in making a more informed decision regarding their future and potential careers in broadcasting.
2. CAREER DAY - GREENCASTLE-ANTRIM MIDDLE SCHOOL: On Wednesday, November 25, 2009, the Employment Unit's Sales Executive provided two 40 minute classroom presentations on education requirements, process for interviews, job descriptions, responsibilities, salary and benefits that exist in radio broadcasting. The information provided enabled the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders from Greencastle Middle School to understand the opportunities that exist in broadcasting and to guide them academically and professionally in making a more informed decision regarding their future and potential careers in broadcasting.
3. DRIVER'S EDUCATION CLASSES – GREENCASTLE-ANTRIM HIGH SCHOOL: On Monday September 28, 2009, the Employment Unit's Sales Manager provided information on Public Service Announcements to students in Greencastle-Antrim High School's Driver Education Classes. Information was provided on how to write an effective Public Service Announcement. Each student wrote an original PSA of which 4 were chosen and recorded at the station for broadcast on WAYZ(FM), WBHB-FM, WPPT(FM) and WCBG(AM).

### **(c) Initiative: Internships**

1. INTERNSHIP: Columbia School of Broadcasting provided one intern from August 18, 2009 until October 5, 2009. The intern worked closely with the Promotions Department and DJs and learned skills necessary for broadcast employment.
2. INTERNSHIP: Hood College provided one intern from May 9, 2009 until August 24, 2009. Various departments in the Employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment.

### **(d) Initiative: Job Shadowing**

1. JOB SHADOWING: In association with the Greencastle-Antrim Middle School, various departments in the Employment Unit provided a student the opportunity to spend a day "shadowing" a broadcast employee and

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learning about employment in the broadcast field. The student was present at the station on Tuesday, January 5, 2010 from 1:00 pm until 5:00 pm and was involved in all activities of the Employment Unit.

**(e) Initiative: Mentoring Program.**

1. The Employment Unit offers a mentoring program for our sales assistants, which is designed to give them the skills and experience to achieve higher level positions, such as Sales Representative. The sales assistants participate in all sales meetings and also in all sales training done at the stations. In addition, once per week each sales assistant accompanies a sales representative in the field in order to gain additional knowledge and to experience the full sales process.