

5) Job Title: Receptionist/Office Assistant

**Referral Source(s) Herald Mail
of Hiree:**

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
Herald Mail – paid advertisement	Karrie K. Elliott	100 Summit Avenue Hagerstown, Md. 21740	800-626-6397	3	No
Employee Referral	NA	NA	NA	1	No

5) Job Title: On Air Talent-DJ

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

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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
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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)	3	No
Internal Applicants from Part Time Positions	NA	NA	NA	3	No

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

6) Total # of Interviewees Referred: For the period from March 23, 2010 through March 22, 2011, this Employment Unit interviewed 11 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives.

a) Initiative: Job Fairs

1. **HERALD MAIL ONE-STOP JOB CENTER SPRING JOB & CAREER 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 Herald Mail One-Stop Job Center Spring Job & Career Fair at Hagerstown Community College ARCC, held April 9, 2010. The Herald Mail One-Stop Job Center Spring Job & Career Fair helps students, as well as the general public choose and attain personally rewarding careers.
2. **SHIPPENSBURG UNIVERSITY CAREER EXPO 2010:** 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 Shippensburg University Career Expo 2010 held on October 27, 2010. The Shippensburg University Career Expo 2010 helps students choose and attain personally rewarding careers.
3. **HERE TO HELP JOB FAIR SPONSORED BY SENAOR RICH ALLOWAY, FCADC, AND THE PENNSYLVANIA CAREER LINK:** 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 Here to Help Job Fair, held February 3, 2010. The Here To Help Job Fair helps students as well as the general public choose and attain personally rewarding careers
4. **CUMBERLAND VALLEY CONSORTIUM JOB & 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 & Internship Fair held on February 9, 2011. The Cumberland Valley Consortium Job & Internship Fair helps students choose and attain personally rewarding careers.
5. **SHEPHERD UNIVERSITY CAREER DEVELOPMENT CENTER CAREERFEST 2011:** 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 & Internship Fair held on February 9, 2011. The Shepherd University Career Development Center Careerfest 2011 helps students choose and attain personally rewarding careers.

b) Initiative: Programs Sponsored By Educational Institutions

1. **CAREER DAY - GREENCASTLE-ANTRIM MIDDLE SCHOOL:** On Wednesday, November 24, 2010, 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 6th, 7th and 8th 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.
- 2.

c) Initiative: Internships

1. **INTERNSHIP:** Shepherd University, Shepherdstown, WV, provided one intern from May 17, 2010 until August 13, 2010. Various departments in the Employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment...
2. **INTERNSHIP:** Shepherd University, Shepherdstown, WV, provided one intern from August 8, 2010 until December 31, 2010. Various departments in the Employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment.
3. **INTERNSHIP:** Shippensburg University, Shippensburg, PA, provided one intern from May 17, 2010 until July 31, 2010. Various departments in the employment Unit provided the intern with the opportunity to acquire skills necessary for broadcast employment.

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4. INTERNSHIP: Penn State, Harrisburg, Pa. provided one intern from May 17, 2010 until August 13, 2010. 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 Employment Unit provided a student the opportunity to spend a day “shadowing” a broadcast employee and learning about employment in the broadcast field. The student was present at the station on Monday, April 12, 2010 from 1pm to 4pm and was involved in all activities of the Employment unit.

2. JOB SHADOWING: In association with the Greencastle-Antrim Middle School, various departments in Employment Unit provided a student the opportunity to spend a day “shadowing” a broadcast employee and learning about employment in the broadcast field. The student was present at the station on Tuesday, January 20, 2011 from 10am to 2pm 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.

(f) Initiative: Sexual Harassment Prevention

1. All full-time and part-time employees including all Department Managers attended a seminar regarding sexual harassment in the workplace conducted by a human resources consultant from Rotz & Stonesifer. The 90 minute training session previewed two DVD's, and reviewed all the key concepts to prevent harassment in the workplace.