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June 1, 2017 – May 31, 2018

I. VACANCY LIST

See Master Recruitment Source List (MRSL) for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Receptionist	2-11	6

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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 12-month period
1	Ohio University	N	0
	Baker University Center		
	1 Ohio University Athens, OH 45701		
	Christi Lee Recruiting Coordinator		
2	Wilson HGC – Outside Recruiting Firm	N	0
2	Attn: Sarah Stiles	11	· ·
	400 N Ashley Drive, Ste 300		
	700 Channel Lane		
	Tampa, FL 33602		
3	Phone 757-627 <u>www.wvba.com</u> iHeart Media Careers	N	1
3	iheartmediacareers.com	IN .	1
4	Station Announcements	N	0
5	Word of Mouth Referral	N	2
6	Twitter.com	N	0
	@sarahstiles36 Word of Mouth Referral		
7	Facebook.com	N	0
8	Searched on line data base careerbuilder.com	N	0
9	Searched on line data base indeed.com	N	2
10	Linkedin.com.	N	0
11	Ladders Data Base	N	0
12	Workforce West Virginia	N	0

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participated in Event/Program Sponsored by or on behalf of an education institution relating to career opportunities in broadcasting	Attended Job Fair at Washington Co Career Center April 12, 2018. Attended by VP Sales and Account Executive
2	Code of Business Conduct and Ethics	All employees completed training on personal conduct and ethics
3	Leads RX Training	All sales staff and VP Sales received this training on April 30, 2018
4	Optimizing Leads Management Training	All sales staff and VP Sales received this training on April 30, 2018
5	Social Media 101 Training	All sales staff and VP Sales received this training on January 26 th , 2018
6	Political Sales Training Basics	All sales staff and VP Sales received this training on January 4 th , 2018