

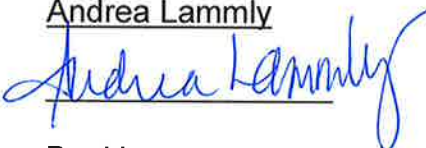
# ANNUAL EEO PUBLIC FILE REPORT

For the period beginning 12/01/15 and ending 11/30/16

This report is not required if unit has fewer than five full-time employees.

This report consists of:

- Part 1 Station Information
- Part 2 Recruitment sources/interviewees for each full-time vacancy
- Part 3 Recruitment initiatives

Preparer: Andrea Lammlly  
Signature:   
Title: Bookkeeper  
Date: November 30, 2016  
Telephone: 802-658-1230

\*This report, which usually covers the prior 12-month period, is to be placed in each station's public file and web site (if applicable) every year on the anniversary of the due date of the station's renewal application. The initial reporting period is from March 24, 2014, to the station's renewal filing deadline.

This report covers the following employment unit:

<u>Call Sign</u>	<u>AM/FM</u>	<u>Facility ID#</u>	<u>Community of License</u>	<u>State</u>	<u>LMA</u>
WOKO	FM	25867	Burlington	VT	No
WKOL	FM	68692	Plattsburgh	NY	No
WJOY	AM	25864	Burlington	VT	No
WIZN	FM	7839	Vergennes	VT	No
WBTZ	FM	52807	Plattsburgh	NY	No

Attached is information concerning the recruitment efforts undertaken by the employment unit to fill the full-time vacancies during the period covered by this report.

A total of 1 full-time job vacancy was filled by the employment unit.

A total number of 5 persons were interviewed for all of the full-time vacancies.



# HALL *Communications, Inc.*

## FULL-TIME VACANCY #1

Job Title: Marketing Consultant-New York  
Date Filled: April 25, 2016  
Total Number of Interviewees: Five

Recruitment Sources: <sup>1</sup>

The following recruitment sources were utilized to fill this vacancy:

Name of Source	Address	Contact Person	Telephone Number	Number of Interviewees Referred
1.	See attached list. Each source on the attached list was contacted for this job opening. The number of interviewees referred is indicated on the list.			
2.				
3.				
4.				
5.				
6.				
7.				

(Add more sources if utilized)

<sup>1</sup> A source with an (\*) was the source that referred the hiree. A source with an (x) was a source that requested to be contacted as job openings occur.





**HALL** *Communications, Inc.*

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #1\*

**Activity:** Champlain College Job Fair 2016

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**Date:** March 28, 2016    **Preparer:** Andrea Lammy/Steve Pelkey

**Host/Sponsor of Activity:** Champlain College, Hall Communications, Inc.

**Participating Station Personnel:** Lee Bodette, General Sales Manager & Ben Austin, PT Announcer

**Description of activity and scope of station participation:**

**Champlain College Spring Job Fair- Monday March 28<sup>th</sup> 1:30-5 Argosy Gym/IDX Student Life Center, Burlington, VT**

General Sales Mgr. Lee Bodette/PT Announcer Ben Austin in attendance. Interviewed for part-time announcer/event openings, future internship opportunities and future potential sales openings. Pre-promoted on WOKO-WBTZ-WKOL-WIZN-WJOY to encourage greater attendance and boost employer participation. Day of, on air remote breaks designed to draw last minute attendance by job seekers. Sponsored by Hall Communications WOKO-WBTZ-WKOL-WIZN-WJOY.

\*If participation in a recruitment activity has not been implemented during this reporting period, please indicate "none" above and add an appropriate explanation (such as, all of the station unit's recruitment activities are to be completed during another year and not the year covered by this report).

## SUPPLEMENTAL RECRUITMENT INITIATIVES

### Activity #2

**Activity:** Plattsburgh/North Country Chamber Job Fair 2016

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**Date:** May 11, 2016

**Preparer:** Andrea Lammlly/Steve Pelkey

**Host/Sponsor of Activity:** Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, WJOY/WOKO/WKOL/WIZN/WBTZ Radio

**Participating Station Personnel:** Steve Pelkey, Operations Manager & Jim Gratton, PT Announcer

#### **Description of activity and scope of station participation:**

#### **North Country Chamber of Commerce Job Fair Wed May 11<sup>th</sup> 3-7 Westside Ballroom, Plattsburgh, NY:**

Operations Mgr. Steve Pelkey/PT Announcer Jim Gratton in attendance. Interviewed for part-time announcer/event openings, future internship opportunities and future potential sales openings. Pre-promoted on WOKO-WBTZ-WKOL-WIZN-WJOY to encourage greater attendance and boost employer participation. Day of, on air remote breaks designed to draw last minute attendance by job seekers. Sponsored by Hall Communications WOKO-WBTZ-WKOL-WIZN-WJOY.

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PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #3

**Activity:** Plattsburgh/North Country Chamber Job Fair 2016

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**Date:** September 14, 2016      **Preparer:** Andrea Lammlly/Steve Pelkey

**Host/Sponsor of Activity:** Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, WJOY/WOKO/WKOL/WIZN/WBTZ

**Participating Station Personnel:** Steve Pelkey, Operations Manager & Jim Gratton, PT Announcer

**Description of activity and scope of station participation:**

**North Country Chamber of Commerce Job Fair Wednesday September 14<sup>th</sup> from 3-7 Westside Ballroom, Plattsburgh, NY:**

Operations Mgr. Steve Pelkey/PT Announcer Jim Gratton in attendance. Interviewed for part-time announcer/event openings, future internship opportunities and potential sales openings. Pre-promoted on WOKO-WBTZ-WKOL-WIZN-WJOY to encourage greater attendance and boost employer participation. Day of, on air remote breaks designed to draw last minute attendance by job seekers. Sponsored by Hall Communications, WOKO-WBTZ-WKOL-WIZN-WJOY.

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**PART 3**

**SUPPLEMENTAL RECRUITMENT INITIATIVES**

**ACTIVITY #4**

**Activity:** Champlain College Fall Job Fair 2016

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**Date:** October 3, 2016 **Preparer:** Andrea Lammy/Steve Pelkey

**Host/Sponsor of Activity:** Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, WJOY/WOKO/WKOL/WIZN/WBTZ

**Participating Station Personnel:** Steve Pelkey, Operations Manager & Savannah Langlois, PT Announcer

**Description of activity and scope of station participation:**

**Champlain College Fall Job Fair- Monday October 3<sup>rd</sup> 1:30-5 Argosy Gym/IDX Student Life Center, Burlington, VT:**

Operations Mgr. Steve Pelkey/PT Announcer Savannah Langlois in attendance. Interviewed for part time announcer/event openings, future internship opportunities and future potential sales openings. Pre promoted on WOKO-WBTZ-WKOL-WIZN-WJOY to encourage greater attendance and boost employer participation. Day of, on air remote breaks designed to draw last minute attendance by job seekers. Sponsored by Hall Communications WOKO-WBTZ-WKOL-WIZN-WJOY.

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PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #5

**Activity:** Activity designed by the station to further job dissemination

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**Date:** December 1, 2015-November 30, 2016 **Preparer:** Andrea Lammlly

**Host/Sponsor of Activity:** Hall Communications, Inc.

**Participating Station Personnel:** Dan Dubonnet, V.P. & General Manager

**Description of Activity and Station Participation:**

In an effort to widely recruit resources for obtaining personnel, stations WJOY-AM, WOKO-FM, WKOL-FM, WIZN-FM and WBTZ-FM each aired an announcement asking groups or organizations that wish to be notified of any or all openings, to call the station and their name will be placed on the Employment Notification List. It was noted in the announcement that Hall Communications, Inc. is an equal opportunity employer and encourages minority and female applicants. Announcement airs throughout each month in all day parts from December 1, 2015 to November 30, 2016.

## SUPPLEMENTAL RECRUITMENT INITIATIVES

### ACTIVITY #6

**Activity:** Internship-WJOY/WOKO/WKOL/WIZN/WBTZ

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**Date:** June – November 2016

**Preparer:** Andrea Lammy/Steve Pelkey

**Host/Sponsor of Activity:** Hall Communications, Inc.

**Participating Station Personnel:** Steve Pelkey, Operations Manager

**Description of activity and scope of station participation:**

Intern-Hall Communications Inc. Summer/Fall Semester 2016 Champlain College:  
Senior Year-Communications Major

The senior student interned and worked part time at Hall Communications Summer 2016 and then did the official “for credit” internship fall 2016.

The Intern’s main field of interest was sound and production thus the internship was tailored in that direction. The student needed to fill a 140 hour course commitment and Hall Communications Operations Manager, Steve Pelkey oversaw hours and offer midterm and concluding evaluations.

Our Intern worked with Production Manager, Jon Brooks for the main part of the internship in production and Operations Manager, Steve Pelkey on remote broadcast equipment and events.

Intern excelled in the area of audio production once the student adjusted to our software and paperless production system. Whereas in the classroom one might take much time to work on one piece of audio, in our environment its quality AND quantity.

As the weeks went by the pace of work increased greatly and Intern could handle a high volume of daily activity. Intern then began working on some more complicated projects again focusing on getting it right, but getting it done. Intern indeed was part of our daily work team and got that real time experience. With events and remote equipment, Intern needed to learn the basics of what is needed for remote broadcasts...and then to be able to assemble the right package needed for any particular broadcast.

Intern also had to develop interpersonally at events, which took some time, but they improved greatly as the internship continued.

The intern had a varied and briskly paced experience we hope will serve that student well. Internship will be fulfilled December 2016.