

See section I for Vacancy List

See section II for Master Recruitment Source List (MRSL) for recruitment sources data

See section III for Long-term Recruitment Initiatives

**WAMC-FM, WAMC-AM  
ALBANY, NEW YORK  
FEBRUARY 1, 2017– JANUARY 31, 2018  
I. VACANCY LIST**

JOB TITLE	RECRUITMENT SOURCES (RS) USED TO FILL VACANCY	RS REFERRING HIREE
<b>Arts Venue Manager</b> Opened: 02/17/17 Filled: 03/06/17	1, 3, 5, 16 Number of candidates interviewed: 6 Referral Sources: WAMC.org: 2 Indeed.com: 1 Other: Linked In: 1 Other: Word of Mouth: 1 <u>Internal Promotion: 1</u>	20 – Promoted From Within
<b>Arts Venue Assistant</b> Opened: 03/06/17 Filled: 03/08/17	Exigent Circumstances/Emergency Hire When our Arts Venue manager left, his assistant was promoted, leaving a vacancy which needed to be filled immediately in order to maintain operations, given that the position’s duties could not be fulfilled by other station employees. One of our contract sound technicians was hired to fill the position.	1 - Subcontractor Promoted
<b>Berkshire Bureau Chief</b> Opened: 9/29/16 Filled: 03/20/17	1, 3, 5, 7, 10, 14, 16, 17 Number of candidates interviewed: 5 Referral Sources: Journalismjobs.com: 3 Other: Berkshirejobs.com: 1 <u>Current: 1</u>	17 - Current
<b>Administrative Support Person</b> Opened: 04/06/17 Filled: 05/12/17	1, 3, 5, 10, 15, 16 Number of candidates interviewed: 5 Referral Sources: TU/Monster: 2 Indeed.com: 1 NYS Job Service: 1 <u>College of Saint Rose: 1</u>	10 – College of St. Rose
<b>Underwriting Representative – Vermont</b> Opened: 04/06/17 Filled: 06/05/17	5, 7, 16, 18 Number of candidates interviewed: 4 Referral Sources: WAMC Website: 1 Indeed.com: 1 Other: Word of Mouth: 1 <u>Asked but didn’t respond: 1</u>	19 – Asked but didn’t respond
<b>P-T Assistant Producer</b> Opened: 02/24/17 Filled: 06/22/17	1, 3, 5, 10, 16, 18 Number of candidates interviewed: 4 Referral Source: Indeed.com: 1 Asked but didn’t respond: 1 <u>WAMC Website: 2</u>	5 – WAMC Website

<b>P-T Control Room Operator</b> Opened: 09/18/17 Filled: 10/30/17	1, 2, 3, 5, 15, 16, 18 Number of candidates interviewed: 6 Referral Sources: TU/monster.com: 1 Other: Google: 1 Cap. Area Help Wanted: 1 <u>Indeed.com: 3</u>	16 – indeed.com
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<b>P-T Assistant Producer (Second Listing)</b> Opened: 12/15/17 Filled: 01/15/18	1, 3, 5, 10, 14, 16, 18, 20 Number of candidates interviewed: 2 Referral Source: Indeed.com: 1 <u>Promoted From Within: 1</u>	20 – Promoted from Within
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**TOTAL NUMBER OF INTERVIEWS CONDUCTED: 33**

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II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

<b>RS</b>	<b>RS Information</b>	<b>Source Entitled To Vacancy Notification (Yes/No)</b>	<b># of Interviewees Referred by Over Reporting Period</b>
<b>1</b>	<b>Albany Times Union/monster.com</b> Albany, NY 12205 Ph: 518.454.5071 Fax: 454.5570 Attention: Patricia Rose	<b>N</b>	<b>3</b>
<b>2</b>	<b>Capitalareahelpwanted.com</b> Regionalhelpwanted.com, Inc. 9100 E. Panaroma Dr. #250 Englewood, CO 80112 Ph: 800.365.8630 X7366 Attention: Brook Peterson	<b>N</b>	<b>1</b>
<b>3</b>	<b>New York State Department of Labor Job Bank</b> <a href="http://newyork.us.jobs">http://newyork.us.jobs</a>	<b>N</b>	<b>1</b>
<b>4</b>	<b>College Broadcasters, Inc.</b> UPS-Hershey Square Center 1152 May St. Hummelstown, PA 17036 <a href="mailto:cjob@mailman.rice.edu">cjob@mailman.rice.edu</a> Ph: 713.348.2935 Attention: Will Robedee	<b>N</b>	
<b>5</b>	<b>WAMC Website (internet posting)</b> 318 Central Avenue Albany, NY 12206 Ph: 518.465.5233 Attention: Ray Graf <a href="http://www.wamc.org">http://www.wamc.org</a>	<b>N</b>	<b>5</b>
<b>6</b>	<b>Daily Hampshire Gazette</b> PO Box 299 Northampton, MA 01061-0299 Ph: 413.584.5000 Attention: <a href="mailto:classifieds@gazettenet.com">classifieds@gazettenet.com</a>	<b>N</b>	
<b>7</b>	<b>Berkshire Eagle</b> 75 S Church St. Pittsfield, MA 01201 Ph: 800.234.7404 Attention: <a href="mailto:classifieds@berkshireeagle.com">classifieds@berkshireeagle.com</a>	<b>N</b>	

<b>8</b>	<b>Kingston Freeman</b> 79-97 Hurley Avenue Kingston, NY 12401 Ph: 845.331.5000 Online Advertising: Soren Schamberg X470 Classified Advertising: Penny Ducker X456 Via e-mail: <a href="mailto:classified@freemanonline.com">classified@freemanonline.com</a>	<b>N</b>	
<b>9</b>	<b>Poughkeepsie Journal/Career Builder</b> 85 Civic Center Plaza Poughkeepsie, NY 12602 Online advertising: Lionel Johnson – 845.451.4503 Direct classified: 845.471.7355	<b>N</b>	
<b>10</b>	<b>College of St. Rose</b> 432 Western Ave. Albany, NY 12203 Fax: 458-5330, Attention: Pet Cullen <a href="mailto:jobs@strose.edu">jobs@strose.edu</a>	<b>N</b>	<b>1</b>
<b>11</b>	<b>hotjobs.yahoo.com (Internet posting)</b> Ph: 1-877-HOTJOBS	<b>N</b>	
<b>12</b>	<b>New School for Contemporary Radio</b> 14 Computer Drive W. Colonie, NY 12205 ctaylor@newschoolalbany.edu	<b>N</b>	
<b>13</b>	<b>CPB Jobline</b> <a href="http://www.cpb.org/jobline">http://www.cpb.org/jobline</a>	<b>N</b>	
<b>14</b>	<b>journalismjobs.com</b> 72 Plaza Dr. 2 <sup>nd</sup> Floor Berkeley, CA 94705 Ph: 510.653.1521 <a href="mailto:info@journalismjobs.com">info@journalismjobs.com</a>	<b>N</b>	<b>3</b>
<b>15</b>	<b>Development Exchange Jobline</b> 401 North 3 <sup>rd</sup> St., Suite 370 Minneapolis, MN 55401 Ph: 703.759.2221 Attn: June Fox <a href="http://www.deiworksites.org/job-line">http://www.deiworksites.org/job-line</a>	<b>N</b>	
<b>16</b>	<b>indeed.com (Internet posting)</b> 177 Broad Street, 6 <sup>th</sup> Floor Stamford, CT 06901	<b>N</b>	<b>8</b>
<b>17</b>	<b>Current Newspaper</b> 6930 Carroll Ave, Suite 350 Takoma Park, MD 20912 Jobs.current.org Kathleen Unwin, Advertising Director <a href="mailto:unwin@current.org">unwin@current.org</a> 988-745-8776 x1	<b>N</b>	<b>1</b>
<b>18</b>	<b>Other</b>		<b>5</b>
<b>19</b>	<b>Candidate was asked but didn't respond</b>		<b>2</b>
<b>20</b>	<b>Transfer or promotion from within</b>		<b>2</b>
	<b>Emergency Hire</b>		<b>1</b>

**TOTAL: 33**

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### III. LONG-TERM RECRUITMENT INITIATIVES

#### Establish training or mentoring programs designed to enable employees to acquire skills to qualify for higher level positions

##### **WAMC Mentoring Program**

The WAMC Mentoring Program matches senior staff members who have five or more years' experience in their field with an employee who wishes to learn more about their options and the building blocks of their chosen profession. The goal of the program is to build a more resilient workforce by fostering creativity, sharing knowledge and skills, and maintaining institutional knowledge. New employees are assigned a mentor during their probationary period to help assimilate the person to the inner workings of the station. After the probationary period, both the mentor and protégé may continue the relationship should they both agree to.

There were five mentorship pairings throughout the organization during the last period – two in the News Division, one in the Business Office, one in the Engineering Division, and one in Underwriting. Each pair met at least weekly to discuss their progress on goals and other topics as needed. At the end of the period, both parties evaluated the effectiveness of the mentorship program, which was deemed to be successful.

#### Establishment of internship program to assist members of community acquire broadcast skills

##### **WAMC Internship Program**

WAMC works closely with colleges and universities throughout the station's listening area, which includes NY, MA, VT, CT, NJ, and PA, to recruit post-graduate interns for learning opportunities in journalism and broadcasting. Internship positions are listed at college and university career centers, specific departments when applicable (i.e. communication/ broadcasting), and WAMC's website, [wamc.org](http://wamc.org).

WAMC can accommodate interns in our Administrative, News, Programming, Marketing, Performance Venue and Underwriting departments each semester. Internships are awarded, after interview and approval, on a first come, first served basis. Interns work (unpaid) 10 to 40 hours per week, depending on course requirements, and receive academic credit for their work.

In 2017, WAMC accepted two Interns in the News and Programming department and one for the daily *Roundtable* program. Each intern invested at least 145 hours working with staff on daily features. They also learned how to research and write new stories, conduct and tape interviews, tape phone feeds, and learned to use production equipment. Interns also participated in the station's Fund Drives and other activities, where they were exposed to the administration of a public radio station.

## Providing training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination

All unit heads receive individual training from Senior Staff on methods to ensure equal employment opportunity and prevent discrimination both in hiring and on the job. WAMC's personnel manual and station policies are regularly reviewed by an attorney and updated to include the most recent state and federal anti-discrimination statutes. Additionally, on Thursday, November 16, 2017, an attorney presented a mandatory workshop on sexual harassment and discrimination in the workplace. The revised policies were distributed to the full staff and Board of Trustees.

## Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities

All full-time positions and most part-time positions are posted to monster.com's Diversity Network through the *Albany Times Union* daily newspaper, enabling WAMC to reach a large community of diversity career websites and media partnerships, including indeed.com. Positions are also listed with the New York State Job Bank which includes substantial participation of women and minorities.

## Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting

Spring Semester: News Director Ian Pickus taught *Reporting on Sports* at the University at Albany.  
Morning Anchor David Guistina taught *Broadcast Journalism* at the University at Albany.  
Vice President Joseph Donahue taught *Interviewing* at the College of Saint Rose.

Fall Semester: News Director Ian Pickus taught *Media Law and Ethics* at the University at Albany.  
Morning Anchor David Guistina taught *Broadcast Journalism* at the University at Albany.  
Vice President Joseph Donahue taught *Interviewing* at the College of Saint Rose.  
Vice President Joseph Donahue taught *Radio Production* at the College of Saint Rose.

Sept. 25, 2017: WAMC News Director Ian Pickus spoke at the Writers Institute freshman seminar at The University at Albany.

Oct. 23, 2017: WAMC News Director Ian Pickus spoke to the *Intro to Mass Communication* class at the University at Albany.

Capital Region BOCES offers a class for high school seniors in the Capital Region called *New Vision Law and Government*. Students interested in current events, the electoral process and politics, media, government and public policy, or the world of law can explore related careers in the program. Through this program, located across the street from the Capitol, high school seniors learn firsthand about the executive, legislative and judicial branches of New York State government as well as about the private legal sector. This class visits WAMC four times during the school year. Three times a year the students come to WAMC's fund drives to answer phones and take pledges. Once a year the class comes to watch the weekly taping of our show *The Media Project*, have a Q & A with the participants, a tour of the radio station and watch *The Roundtable Panel* live.

## Participation in job fairs by station personnel

Feb. 21, 2017 –Job and Internship Fair at the University at Albany, 12pm-5pm (Katie Britton and Ashleigh Kinsey)

Feb. 24, 2017 – Career Fair (Ashleigh Kinsey and Amber Sickles)

March 20, 2017 – Virtual job Fair, Hosted by Massachusetts Broadcasting Association (Ashleigh Kinsey)