

ANNUAL EEO PUBLIC FILE REPORT

For the period beginning 12/01/18 and ending 11/30/19

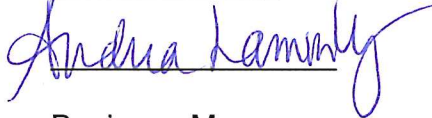
This report is not required if unit has fewer than five full-time employees.

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: Business Manager

Date: November 30, 2019

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.

PART 1

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 two full-time job vacancies were filled by the employment unit.

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



HALL *Communications, Inc.*

FULL-TIME VACANCY #1

Job Title: Promotions/Marketing Position
Date Filled: March 4, 2019
Total Number of Interviewees: Eight

Recruitment Sources: ¹

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)

¹ 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.

EEO LISTINGS FOR JOB POSTINGS

Updated 11/15/18

These companies/organizations are the sources our companies utilizes whenever we have employment opportunities.

ORGANIZATION	CONTACT PERSON	ADDRESS	PHONE NO.	INTERVIEWEES REFERRED
Hall Communications, Inc.	Website posting/In house referral	70 Joy Drive So Burlington, VT 05403	658-1230	5*
Champlain College	Patricia Boera	Career Planning Office 163 So Willard Street Burlington, VT 05401	860-2720	
New England School of Communications		1 College Circle Bangor, ME 04401	888-877-1876	
NYS Department of Labor	Employment Services	194 US Oval Plattsburgh, NY 12903	518-561-0430	
Plattsburgh State University	Tobi L. Hay	Career Counselor Employer Relations Specialist SUNY Plattsburgh 101 Broad St-118 Angell College Ctr Plattsburgh, NY 12901	518-564-5075	
St. Michael's College	Ingrid A. Peterson	One Winooski Park, Box 264 Colchester, VT 05439	654-2547	
University of Vermont	Pamela K. Gardner	Career Services Living/Learning, E. Building Burlington, VT 05405	656-3450	
Seven Days	Michelle Brown	P O Box 1164 Burlington, VT 05402	802-864-5684	3
Vermont Employment & Training Department		59 Pearl Street #63 Burlington, VT 05401	652-0311 652-0363	
VAB	Eric Michaels	4 Carmichael Street, Suite 111-106 Essex Jct, VT 05452		
Castleton State College	Judith Carruthers	62 Alumni Drive Castleton, VT 05735	802-468-1339	
Clinton Community College	Attn: Human Resources	136 Clinton Point Drive Plattsburgh, NY 12901	518-562-4200	
X-Steps to End Domestic Violence (formerly Women Helping Battered Women)	Jess Forand Megan Foster	jessf@stepsvt.org meganf@stepsvt.org	802-658-3131 Ext 1063	
X-University of Vermont Ctr on Disability & Community Inclusion	Bryan Dague, Ed.D. CRC	208 Colchester Avenue Burlington, VT 05405-1757	802-656-1345	
X-Requested to be notified.				



HALL *Communications, Inc.*

FULL-TIME VACANCY #2

Job Title: Traffic Manager
Date Filled: April 1, 2019
Total Number of Interviewees: One

Recruitment Sources: ¹

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)

¹ 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.

EEO LISTINGS FOR JOB POSTINGS

Updated 11/15/18

These companies/organizations are the sources our companies utilizes whenever we have employment opportunities.

ORGANIZATION	CONTACT PERSON	ADDRESS	PHONE NO.	INTERVIEWEES REFFERRED
Hall Communications, Inc.	Website posting/In house referral	70 Joy Drive So Burlington, VT 05403	658-1230	1
Champlain College	Patricia Boera	Career Planning Office 163 So Willard Street Burlington, VT 05401	860-2720	
New England School of Communications		1 College Circle Bangor, ME 04401	888-877-1876	
NYS Department of Labor	Employment Services	194 US Oval Plattsburgh, NY 12903	518-561-0430	
Plattsburgh State University	Tobi L. Hay	Career Counselor Employer Relations Specialist SUNY Plattsburgh 101 Broad St-118 Angell College Ctr Plattsburgh, NY 12901	518-564-5075	
St. Michael's College	Ingrid A. Peterson	One Winooski Park, Box 264 Colchester, VT 05439	654-2547	
University of Vermont	Pamela K. Gardner	Career Services Living/Learning, E. Building Burlington, VT 05405	656-3450	
Seven Days	Michelle Brown	P O Box 1164 Burlington, VT 05402	802-864-5684	
Vermont Employment & Training Department		59 Pearl Street #63 Burlington, VT 05401	652-0311 652-0363	
VAB	Eric Michaels	4 Carmichael Street, Suite 111-106 Essex Jct, VT 05452		
Castleton State College	Judith Carruthers	62 Alumni Drive Castleton, VT 05735	802-468-1339	
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X-University of Vermont Ctr on Disability & Community Inclusion	Bryan Dague, Ed.D. CRC	208 Colchester Avenue Burlington, VT 05405-1757	802-656-1345	
X-Requested to be notified.				



HALL *Communications, Inc.*

FULL-TIME VACANCY #3

Job Title: Marketing Consultant
Date Filled: Recruitment ongoing
Total Number of Interviewees: _____

Recruitment Sources: ¹

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. This job was posted on November 19, 2019. No one has yet been interviewed for this position.			
2.				
3.				
4.				
5.				
6.				
7.				

(Add more sources if utilized)

¹ 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.

EEO LISTINGS FOR JOB POSTINGS

Updated 11/01/19

These companies/organizations are the sources our companies utilizes whenever we have employment opportunities.

ORGANIZATION	CONTACT PERSON	ADDRESS	PHONE NO.	INTERVIEWEES REFFERRED
Hall Communications, Inc.	Website posting/In house referral	70 Joy Drive So Burlington, VT 05403	658-1230	
Champlain College	Patricia Boera	Career Planning Office 163 So Willard Street Burlington, VT 05401	860-2720	
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Plattsburgh State University	Tobi L. Hay	Career Counselor Employer Relations Specialist SUNY Plattsburgh 101 Broad St-118 Angell College Ctr Plattsburgh, NY 12901	518-564-5075	
St. Michael's College	Ingrid A. Peterson	One Winooski Park, Box 264 Colchester, VT 05439	654-2547	
University of Vermont	Pamela K. Gardner	Career Services Living/Learning, E. Building Burlington, VT 05405	656-3450	
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VAB	Eric Michaels	4 Carmichael Street, Suite 111-106 Essex Jct, VT 05452		
Castleton State College	Judith Carruthers	62 Alumni Drive Castleton, VT 05735	802-468-1339	
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HALL *Communications, Inc.*

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #1*

Activity: Champlain College Job Fair 2019

Date: March 25, 2019 **Preparer:** Andrea Lammlly/Steve Pelkey

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

Participating Station Personnel: Steve Pelkey, Operation Manger & Marcello Shelzi, PT Announcer

Description of activity and scope of station participation:

Champlain College hosted the Spring Career Fair on Monday, March 25th. The Fair was held from 1:30 until 4:30 PM in the Argosy Gym on Champlain's campus. Participating employers representing a broad range of career fields and industries were recruiting candidates for full-time, part-time and seasonal jobs, as well as internships. Hall Communications supports the event with on air pre-promotion to create awareness as well as reports on WOKO and WKOL the day of to increase attendance. The Career Fair was promoted on WJOY/WOKO/WKOL/WIZN/WBTZ. Operations Manager Steve Pelkey and Marcello Shelzi, PT Announcer and Traffic were Hall Representatives.

*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).

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #2

Activity: Plattsburgh/North Country Chamber Spring Job Fair 2019

Date: May 29, 2019

Preparer: Andrea Lammy

Host/Sponsor of Activity: Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, Hall Communications, North Country Workforce Development Board, Plattsburgh-North Country Service Corp., WPTZ-TV

Participating Station Personnel: Candis Leopold, Sales Manager & Jim Gratton, PT Announcer

Description of activity and scope of station participation:

North Country Chamber of Commerce Job Fair Wednesday, May 29th from 3-7 Westside Ballroom, Plattsburgh, NY:

Plattsburgh-North Country Chamber of Commerce 2019 Spring Job Fair –West Side Ballroom Plattsburgh NY May 29th 3pm-7pm: Sponsored by Hall Communications radio stations WOKO-WBTZ-WKOL-WIZN-WJOY. Ran promotional spots leading up to event to attract attendees. On the day of the Job Fair, Part-time air personality Jim Gratton was there accepting applications and answering question for potential employees. We ran live remote breaks on WOKO and WKOL to increase day-of traffic and awareness.

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Part 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #3

Activity: Plattsburgh/North Country Chamber Job Fair 2019

Date: September 25, 2019 **Preparer:** Andrea Lammlly

Host/Sponsor of Activity: Plattsburgh/North Country Chamber of Commerce, JSEC, One Work Source, Hometown Radio, Hall Communications, North Country Workforce Development Board, Plattsburgh-North Country Service Corp & WPTZ-TV

Participating Station Personnel: Candis Leopold, General Sales Manager & Ed Bolin, Sales Rep.

Description of activity and scope of station participation:

North Country Chamber of Commerce Job Fair September 25th 3:00-7:00 pm @ Westside Ballroom, Plattsburgh, NY

The Job Fair was attended by General Sales Manager Candis Leopold and Sales Representative Ed Bolin. We were there accepting resumes and talked with potential candidates for future full and part time employment positions. The event was pre-promoted on WJOY/WOKO/WKOL/WIZN/WBTZ to attract job seekers and broadcast live reports the day of the Job Fair on WOKO and WKOL.

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PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #4

Activity: Activity designed by the station to further job dissemination

Date: December 1, 2018-November 30, 2019 **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, 2018 to November 30, 2019.

*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).

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #5

Activity: Creating a Respectful Work Environment & Avoiding Unlawful Harassment

Date: June 13, 2019 **Preparer:** Andrea Lammlly

Host/Sponsor of Activity: Hall Communications, Inc.

Participating Station Personnel: All Hall Communications Staff

Description of Activity and Station Participation:

All full-time Hall Communications employees assembled at 450 Weaver Street offices to participate in two hour training on “Creating a Respectful Work Environment and Avoiding Unlawful Harassment”. The session was conducted by Karin Stackpole, Esq. from the law offices of Paul Frank and Collins. The session is held on an annual basis and has always been very well received. She also reviewed our policies and made suggestions that may vary from state to state.

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PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

ACTIVITY #6

Activity: Norwich University Communications Class tour

Date: October 1, 2019 **Preparer:** Andrea Lammlly

Host/Sponsor of Activity: Hall Communications, Inc.

Participating Station Personnel: Marcello Shelzi, Traffic & PT Announcer, Mark Knight & Sarah Spencer, Announcers

Description of Activity and Station Participation:

Doug Smith, Staff from Norwich University, brought 10 Norwich communications students for a tour of our studios and facility at 70 Joy Drive. The students spent almost an hour hanging in the studios and asking questions. The tour was done by Marcello Shelzi, Traffic Manager & PT announcer and announcers Mark Knight and Sarah Spencer.

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