I. VACANCY LIST

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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Recruitment Sources (RS) Used to Fill Vacancy</th>
<th>RS Referring Hiree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>1-4, 12, 20, 26-27, 29</td>
<td>4</td>
</tr>
<tr>
<td>Membership Services Coordinator</td>
<td>1-4, 12, 20, 26-27</td>
<td>26</td>
</tr>
<tr>
<td>Science Matters Manager</td>
<td>1-5, 12, 20, 26-27</td>
<td>1</td>
</tr>
<tr>
<td>Commonwealth Circle Manager</td>
<td>1-6, 12, 20, 26-27, 29</td>
<td>26</td>
</tr>
<tr>
<td>TV Production Sales Executive</td>
<td>1-5, 12, 20, 26-27</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>1-4, 12, 20, 26-27</td>
<td>26</td>
</tr>
</tbody>
</table>

1 This Report covers the period of May 23, 2011 – May 21, 2012.
## II. MASTER RECRUITMENT SOURCE LIST (MRSL)

<table>
<thead>
<tr>
<th>RS Number</th>
<th>RS Information</th>
<th>Source Entitled to Vacancy Notification? (Yes/No)</th>
<th>No. of Interviewees Referred by RS over 12-month period</th>
</tr>
</thead>
</table>
| 1         | Richmond Times Dispatch  
Michelle Gillison  
PO Box 27775  
Richmond, VA 23261-7775  
(804) 649-6597 | N | 11 |
| 2         | Richmond Times Dispatch Online  
www.timesdispatch.com | N | 0 |
| 3         | Station Website  
http://ideastations.org/ | N | 1 |
| 4         | Internal Posting | N | 2 |
| 5         | Station Employee Referral | N | 4 |
| 6         | Non-Employee Referral | N | 1 |
| 7         | Virginia State University  
Dr. Rob Turner  
Box 9410  
Petersburg, VA 23806  
(804) 524-5211 | N | 0 |
| 8         | Virginia Union University  
Joseph Lowe  
1500 North Lombardy  
Richmond, VA 23220  
(804) 257-5656 | N | 0 |
| 9         | Virginia Commonwealth University  
Career Center  
907 Floyd Ave.  
Richmond, VA 23284-9026  
(804) 828-1645 | N | 0 |
| 10        | Virginia Association of Broadcasters  
Newsletter Publisher  
630 Country Green Lane  
Charlottesville, VA 22902  
(434) 977-3716. | N | 0 |
| 11        | AARP  
Carolyn Creighton  
1806 Chantilly St.  
Suite 100  
Richmond, VA 23230  
(804) 355-3842 | N | 0 |
<table>
<thead>
<tr>
<th>RS Number</th>
<th>RS Information</th>
<th>Source Entitled to Vacancy Notification? (Yes/No)</th>
<th>No. of Interviewees Referred by RS over 12-month period</th>
</tr>
</thead>
</table>
| 12        | CPB Jobline  
[http://stations.cpb.org/jobline](http://stations.cpb.org/jobline)  
Serena Wyckoff  
Corporation for Public Broadcasting  
401 Ninth St., NW  
Washington, DC 20004  
(202) 879-9764 | N | 0 |
| 13        | Charlottesville Weekly  
106 E Main St.  
Charlottesville, VA 22902  
(434) 817-2749 | N | 0 |
| 14        | Daily Progress  
Dana Hubbard  
685 Rio Road W.  
Charlottesville, VA 22901  
(434) 978-7297 | N | 0 |
| 15        | The Hook  
100 2nd St. NW  
Charlottesville, VA 22902  
(434) 295-8700 | N | 0 |
| 16        | Virginia Employment Commission  
William Walton, Office Manager  
5211 West Broad St.  
Richmond, VA 23230  
(804) 662-9614 | N | 0 |
| 17        | Walk-in/Self-Referral | N | 0 |
| 18        | NAACP  
Executive Director  
214 E. Clay St., #302  
Richmond, VA 21219  
(804) 643-9207 | N | 0 |
| 19        | Urban League of Greater Richmond  
Daniel Glenn  
101 East Clay St.  
Richmond, VA 23219  
(804) 643-5724 | N | 0 |
| 20        | PBS Connect Forums  
(intranet for PBS stations) | N | 0 |
| 21        | Diversity Inc.  
[www.diversityinc.com](http://www.diversityinc.com) | N | 0 |
| 22        | TV Jerry  
[www.tvjerry.com](http://www.tvjerry.com) | N | 0 |
| 23        | America's Job Bank and Virginia's Job Bank  
[www.careerconnect.state.va](http://www.careerconnect.state.va) | N | 0 |
| 24        | Virginia Association of Fund Raising Exec., Inc. (VAFRE)  
PO Box 29235  
Richmond, VA 23242-0235 | N | 0 |
| 25        | AM/FM TV Online  
[www.amfmtvonline.com](http://www.amfmtvonline.com)  
Barbara Baker  
(804) 648-0311 | N | 0 |
<table>
<thead>
<tr>
<th>RS Number</th>
<th>RS Information</th>
<th>Source Entitled to Vacancy Notification? (Yes/No)</th>
<th>No. of Interviewees Referred by RS over 12-month period</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Connect Network</td>
<td>N</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.connectnetwork.org/richmond/">www.connectnetwork.org/richmond/</a>nancy Stutts, PhD 205 West Franklin St. Richmond, VA 23220 (804) 827-2164</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Craigslist</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><a href="http://Craigslist.org">Craigslist.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Yahoo Hot Jobs</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.hotjobs.com">www.hotjobs.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Indeed</td>
<td>N</td>
<td>3*</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.indeed.com">www.indeed.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL INTERVIEWEES OVER 12-MONTH PERIOD 33

* Although the SEU did not provide this source with any vacancy notices during the reporting period, three interviewees claimed to have been referred by this source.
### III. RECRUITMENT INITIATIVES

<table>
<thead>
<tr>
<th>TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)</th>
<th>BRIEF DESCRIPTION OF ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Host Internship Program</td>
<td>During the Spring 2012 semester, the SEU’s General Manager recruited several students from area institutions to assist with coverage of the Spring 2012 session of the Virginia legislature. While at the SEU, the student interns were provided opportunities to learn about the operations of public broadcasting stations and to assist the SEU’s journalists in their coverage of the legislative session.</td>
</tr>
<tr>
<td><strong>2</strong> Participate in events sponsored for or by educational institutions related to careers in broadcasting</td>
<td>On July 29, 2011, our VP of Broadcasting gave a station tour to a student studying broadcasting at Baylor University. Our VP of Broadcasting answered questions about public broadcasting and careers in the broadcast industry.</td>
</tr>
<tr>
<td><strong>3</strong> Participate in events sponsored for or by educational institutions related to careers in broadcasting</td>
<td>On February 29, 2012, our Broadcasting Manager gave a station tour to students from the Steward School, a co-educational K-12 private school serving the Richmond area.</td>
</tr>
</tbody>
</table>
| **4** Participate in events sponsored by or for community organizations related to careers in broadcasting (8) | During the reporting period, the following SEU personnel gave station tours to groups from local community organizations. During each of these tours, SEU personnel answered questions about public broadcasting and careers in the broadcast industry.  
  
  On September 23, 2011, our Broadcasting Manager gave a station tour to 10 girl scouts from Girl Scout Troup #323 and their parents.  
  
  On October 26, 2011, and November 18, 2011, our Administrative Programming Coordinator gave a station tour to local girl scouts and their parents.  
  
  On January 5, 2012, our Broadcasting Manager gave a tour of the SEU’s studios to a group of |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12, 2012</td>
<td>Our Broadcasting Manager gave a tour of the SEU’s studios to a group of 8 boys and 8 adults from a local cub scout pack.</td>
</tr>
<tr>
<td>January 23, 2012</td>
<td>Our Administrative Programming Coordinator gave a station tour to boy and cub scouts from Goochland County Den and Pack #1811 and their parents.</td>
</tr>
<tr>
<td>February 25, 2012</td>
<td>Our VP/CFO gave a station tour to 10 cub scouts and their parents from Amelia.</td>
</tr>
<tr>
<td>March 14, 2012</td>
<td>Our Broadcasting Manager gave a station tour to 12 cub scouts from Pack #2842 and their parents.</td>
</tr>
</tbody>
</table>