

## ANNUAL EEO PUBLIC FILE REPORT

For the period beginning 12/01/16 and ending 11/30/17

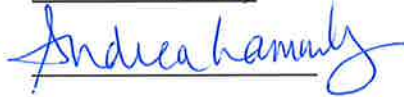
This report is not required if unit has fewer than five full-time employees.

This report consists of:

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

Preparer:            Andrea Lammly

Signature:



Title:                Business Manager

Date:                November 30, 2017

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

A total number of twenty-two 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: June 2, 2017

Total Number of Interviewees: Six

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. This job was posted on December 15, 2016.			
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.

**EEO LISTINGS FOR JOB POSTINGS**

Updated 11/17/17

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	* 6
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	
Burlington Free Press & USA Today Job	Classified Department Ryan Williams	P. O. Box 10 Burlington, VT 05402-0010	658-3321 888-261-4823	
Press Republican		P O Box 459 Plattsburgh, NY 12901	518-561-2300	
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	Jim Condon	500 A Dalton Drive Colchester, VT 05446	655-5764	
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	<a href="mailto:jessf@stepsvt.org">jessf@stepsvt.org</a> <a href="mailto:meganf@stepsvt.org">meganf@stepsvt.org</a>	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-BeaconVT	Max Robbins	<a href="mailto:max@beaconvt.com">max@beaconvt.com</a>	802-922-6827	
X-Requested to be notified.				



# HALL *Communications, Inc.*

## FULL-TIME VACANCY #2

Job Title: Traffic Manager  
Date Filled: March 1, 2017  
Total Number of Interviewees: Seven

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.

**EEO LISTINGS FOR JOB POSTINGS**

Updated 11/17/17

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	* 6
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	
Burlington Free Press & USA Today Job	Classified Department Ryan Williams	P. O. Box 10 Burlington, VT 05402-0010	658-3321 888-261-4823	
Press Republican		P O Box 459 Plattsburgh, NY 12901	518-561-2300	
Seven Days	Michelle Brown	P O Box 1164 Burlington, VT 05402	802-864-5684	1
Vermont Employment & Training Department		59 Pearl Street #63 Burlington, VT 05401	652-0311 652-0363	
VAB	Jim Condon	500 A Dalton Drive Colchester, VT 05446	655-5764	
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	<a href="mailto:jessf@stepsvt.org">jessf@stepsvt.org</a> <a href="mailto:meganf@stepsvt.org">meganf@stepsvt.org</a>	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-BeaconVT	Max Robbins	<a href="mailto:max@beaconvt.com">max@beaconvt.com</a>	802-922-6827	
X-Requested to be notified.				



# HALL *Communications, Inc.*

## FULL-TIME VACANCY #3

Job Title: Marketing Consultant

Date Filled: \_\_\_\_\_

Total Number of Interviewees: \_\_\_\_\_

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.	Job posted on October 3, 2017-still open.			
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.

**EEO LISTINGS FOR JOB POSTINGS**

Updated 11/17/17

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	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	
Burlington Free Press & USA Today Job	Classified Department Ryan Williams	P. O. Box 10 Burlington, VT 05402-0010	658-3321 888-261-4823	
Press Republican		P O Box 459 Plattsburgh, NY 12901	518-561-2300	
Seven Days	Michelle Brown	P O Box 1164 Burlington, VT 05402	802-864-5684	1
Vermont Employment & Training Department		59 Pearl Street #63 Burlington, VT 05401	652-0311 652-0363	
VAB	Jim Condon	500 A Dalton Drive Colchester, VT 05446	655-5764	
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	<a href="mailto:jessf@stepsvt.org">jessf@stepsvt.org</a> <a href="mailto:meganf@stepsvt.org">meganf@stepsvt.org</a>	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-BeaconVT	Max Robbins	<a href="mailto:max@beaconvt.com">max@beaconvt.com</a>	802-922-6827	
<b>X-Requested to be notified.</b>				





# HALL *Communications, Inc.*

## FULL-TIME VACANCY #4

Job Title: Traffic Manager  
Date Filled: No one hired  
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.	Job was posted on October 3, 2017. After interviewing five candidates, we decided to divide the duties up within the office.			
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.

**EEO LISTINGS FOR JOB POSTINGS**

Updated 11/17/17

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	
Burlington Free Press & USA Today Job	Classified Department Ryan Williams	P. O. Box 10 Burlington, VT 05402-0010	658-3321 888-261-4823	
Press Republican		P O Box 459 Plattsburgh, NY 12901	518-561-2300	
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	Jim Condon	500 A Dalton Drive Colchester, VT 05446	655-5764	
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	<a href="mailto:jessf@stepsvt.org">jessf@stepsvt.org</a> <a href="mailto:meganf@stepsvt.org">meganf@stepsvt.org</a>	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-BeaconVT	Max Robbins	<a href="mailto:max@beaconvt.com">max@beaconvt.com</a>	802-922-6827	
X-Requested to be notified.				



# HALL *Communications, Inc.*

## FULL-TIME VACANCY #5

Job Title: Full Time Swing Announcer  
Date Filled: November 17, 2017  
Total Number of Interviewees: Two

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.

EEO LISTINGS FOR JOB POSTINGS

Updated 11/17/17

FOR ON AIR POSITIONS

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/On air recruiting announcements	70 Joy Drive So Burlington, VT 05403	658-1230	* 2
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	
Inside Radio		Insideradio.com	help wanted tab	
Burlington Free Press & USA Today Job	Classified Department Ryan Williams	P. O. Box 10 Burlington, VT 05402-0010	658-3321 888-261-4823	
Press Republican		P O Box 459 Plattsburgh, NY 12901	518-561-2300	
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	Jim Condon	500 A Dalton Drive Colchester, VT 05446	655-5764	
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	<a href="mailto:jessf@stepsvt.org">jessf@stepsvt.org</a> <a href="mailto:meganf@stepsvt.org">meganf@stepsvt.org</a>	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-BeaconVT	Max Robbins	<a href="mailto:max@beaconvt.com">max@beaconvt.com</a>	802-922-6827	
<b>X-Requested to be notified.</b>				



**HALL** *Communications, Inc.*

PART 3

SUPPLEMENTAL RECRUITMENT INITIATIVES

Activity #1\*

**Activity:** Champlain College Job Fair 2017

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**Date:** March 28, 2017    **Preparer:** Andrea Lammy/Steve Pelkey

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

**Participating Station Personnel:** Steve Pelkey, Operation Manger & Ben Austin, PT Announcer

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

Spring 2017 Champlain College Career Fair-3/28/17 1:30-5 at the IDX Student Center on the campus of Champlain College, Burlington, VT

Job and internship fair with local employers and industry discussing current opportunities with potential employees. Open to students and the public. 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. Event was promoted on WOKO-WBTZ-WKOL-WIZN-WJOY. Operations Manager Steve Pelkey and Ben Austin 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).

## SUPPLEMENTAL RECRUITMENT INITIATIVES

### Activity #2

**Activity:** Plattsburgh/North Country Chamber Job Fair 2017

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**Date:** May 17, 2017

**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 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 May 17<sup>th</sup> 3-7 Westside Ballroom, Plattsburgh, NY:**

Job Fair with local employers and industry discussing current opportunities with potential employees. Open to the public. Hall Communications supports the event with on air pre-promotion to create awareness, as well as reports on WOKO and WKOL day of to increase attendance. The event was promoted on WOKO-WBTZ-WKOL-WIZN-WJOY. Operations Manager Steve Pelkey and Jim Gratton 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 #3

**Activity:** Plattsburgh/North Country Chamber Job Fair 2017

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**Date:** September 13, 2017      **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:** Candis Leopold, Sales Manager & Ed Bolin, Marketing Representative

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

**North Country Chamber of Commerce Job Fair Wednesday September 13<sup>th</sup> from 3-7 Westside Ballroom, Plattsburgh, NY:**

Co-sponsored by Hall Communications stations WOKO-WBTZ-WKOL-WIZN-WJOY. Pre-promotional announcements were aired on all five stations to raise awareness of event. Event attended by Sales Manager, Candis Leopold and Marketing Rep, Ed Bolin. We accepted applications/resumes for future sales and current part time on air openings.

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

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**Date:** December 1, 2016-November 30, 2017 **Preparer:** Andrea Lammly

**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, 2016 to November 30, 2017.