

EEO PUBLIC FILE REPORT

Dates: August 1, 2017 to July 31, 2018

Station Employment Unit		
Call Sign	Fac. Id.	Community of License
WGGS-TV	9064	Greenville, SC

Recruitment Sources			
Source	Contact	Address	Phone
1 Winthrop University	Mass Comm	701 Oakland Ave. Rock Hill, SC	864-323-2211
2 Tri City Tech College	John Woodson	PO Box 587 Pendelton, SC 29670	864-646-1500
3 Anderson University	HR	316 Boulevard, Anderson, SC 29621	864-231-2000
4 Goodwill Industries	HR	115 Haywood Rd Greenville, SC 29607	864-351-0100
5 Furman University	Student Jobs	3300 Poinsett Hwy Greenville, SC 29602	864-294-2000
6 SC Employ Sec Comm	n/a	PO Box 328, Greenville, SC 29607	864-232-5189
7 Isothermal College Polk	HR	1255 West Mills St., Columbus, NC 28722	828-894-3092
8 U of SC – Columbia	Director’s Office	Dept. of Mass Comm 800 Sumter St., Columbia, SC 29208	803-777-1154
9 University of SC - Upstate Spartanburg	Career Services	800 University Way Spartanburg, SC 29303	864-503-5620
10 North Greenville Univ	Shurajit Gopal	7801 N. Tigerville Rd., Tigerville, SC 29688	864-977-7000
11 SC Broadcasters Ass’n	Margaret Wallace	www.scba.net	803-732-1186
12 Isothermal Community College – Spindale	Career Services	PO Box 804, Spindale, NC 28160	828-286-3636
13 Employee Referrals	Chrelle Booker	3409 Rutherford Rd. Ext., Taylors, SC 29687	864-244-1616
14 Word of Mouth/Other	Chrelle Booker	3409 Rutherford Rd. Ext., Taylors, SC 29687	864-244-1616
15 WGGS Website	Chrelle Booker	www.wggs16.com	864-244-1616
16 Internal Posting	Chrelle Booker	3409 Rutherford Rd. Ext., Taylors, SC 29687	864-244-1616
17 Clemson University	Career Services	101 Sikes Ave., Clemson, SC 29634	864-656-3311

Vacancies Filled During Period				
Position Filled	Date Filled	Source	# of Interviewee(s)	Hiree
Office Manager/ Administrative Assistant	9/15/2017	15 – WGGS website	1	
		14 – Word of Mouth/Other	1	1
		Total:	2	1
Production Assistant	10/23/2017	13 – Employee Referral	1	
		11 – SC Broadcasters Assoc.	1	
		14 – Word of Mouth/Other	1	
		16 – Internal	1	1
		Total:	4	1
Production Assistant	6/14/2018	15 – WGGS	1	
		13 – Employee Referral	1	
		16 – Internal	1	1
		Total:	3	1

Menu Options

Date	Menu Number	Total Complete	Description
Fall 2017 & Spring 2018	3	1	2 students from North Greenville University and 1 student from Isothermal Community College. Two students interned for between 140 hours and 155 hours, including training in camera operation, floor directing, audio, video, set design and media. One student interned for 16 hours training on camera.
April 4, 2018	1	.25	WGGS-TV, represented by Production Manager and Human Resources Manager, participated in the South Carolina Broadcasters Association (SCBA) 18th annual Collegiate Job Fair.
4/25/2018	10	.25	A group of students along with two instructors from Isothermal Community College toured the studios and facilities with the HR Manager, viewed broadcasting from the studio, got to experience the taping of a production, traffic, master control, the digital room, audio, director's booth and contents and edit suites. They were given and extensive view and detailed description of the main studio and its operations of cameras, lighting and set designs.
6/12/2018	10	.25	Students from Powdersville Middle Schools toured the studios and facilities with the HR Manager. They were given description of the main studio and its operations of cameras.
Ongoing	8	1	Workshops conducted for current employees to cross train in other positions such as digital audio, directing, simple edits, cameras, lighting, set designs, floor directing and video engineering. Employees participated in 484+ training hours from 8/1/17 – 7/9/18.
October 3, 2017 January 4, 2018 March 4, 2018 July 3, 2018	6	1	Provided notice to Recruitment source list advising of EEO program and desire to receive resumes and inquiries for employment or on-the-job training even without current job listing
3/20/18	4	.25	Employee attendance at “Sexual Harassment: A Commonsense Approach” seminar
Total Menu Options Completed: 4			