

# **WGBY, SPRINGFIELD, MASSACHUSETTS**

## **EEO PUBLIC FILE REPORT**

(December 1, 2013 through November 30, 2014)

### **RECRUITMENT SOURCES USED FOR FULL-TIME VACANCIES**

- Appendix A is a list of schools, organizations, newspapers and websites that receive postings for all full-time vacancies (last updated 6/1/14)

### **FULL-TIME POSITIONS FILLED – 2 {recruitment source of hires}**

- Major and Planned Giving Officer {responded to ad on MassLive website}
- Senior Editor {responded via MassLive website}

### **Part -TIME (20 hours) POSITIONS FILLED – 1 {recruitment source of hires}**

- Development Associate – Internal Posting (1)

(1) The Part Time Development position was filled from and internal posting by a WGBY Volunteer that had been performing the related tasks for over a year.

### **RECRUITMENT SOURCES USED – FULL TIME POSITIONS**

All sources listed in Appendix A, The Sunday Republican, Valley Advocate Newspaper, WGBY Web Site, MassLive.com, Craigslist.org, and WGBY Internal Postings.

### **TOTAL INTERVIEWEES FOR FULL-TIME POSITIONS**

Major & Planned Giving Office – 9 applicants – interviewed 3  
Senior Editor - 15 applicants – interviewed 2

### **NUMBER OF INTERVIEWEE REFERRALS FROM SOURCES USED**

#### **Major & Planned Giving Office**

MassLive.com - (2 people)  
Indeed.com – (1 person)

#### **Senior Editor**

MassLive.com(1 people  
Networking (1 person)

### **TOTAL INTERVIEWEES FOR PART-TIME POSITION**

Development Associate – 1 (promoted a volunteer that had been performing the duties)

### **NUMBER OF INTERVIEWEE REFERRALS FROM SOURCES USED**

Internal Posting – (1 persons)

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**SUPPLEMENTAL OUTREACH ACTIVITIES**

Appendix B contains a brief description of the activities from the FCC Menu of supplemental initiatives undertaken during the reporting period.

## WGBY 2012 EEO Public File Report Appendix A

(an \* is placed next to any organization that has requested notice of a job opening)

Naomi White Afro-American Cultural Center ó AIC 1000 State Street Springfield, MA 01109	American International College* Career Services 1000 State Street Springfield, MA 01109	Bay Bath College Career Center 588 Longmeadow Street Longmeadow, MA 01106
Berkshire Community College Placement Office 1350 West Street Pittsfield, MA 01201	Black Mass Communications Student Union Bldg., Rm. 402 UMass Amherst, MA 01003	Career Point * 850 High Street Holyoke, MA 01040
Casa Latina Inc. 140 Pine Street Florence, MA 01062	Community Foundation of West. MA P.O. Box 15769 Springfield, MA 01115	Department of Social Services 1537 Main Street, Suite 4 Springfield, MA 01103
Elms College* Career Center 291 Springfield Street Chicopee, MA 01013	Fairfield University 1073 No. Benson Rd. Fairfield, CT 06430-5	Future Works * One Federal Street, Bldg. 103-3 Springfield, MA 01105
Girls, Inc. P.O. Box 6812 Holyoke, MA 01040	Girls Inc. of Pittsfield 165 East Street Pittsfield, MA 01201	Greenfield Community College Placement Office One College Dr. Greenfield, MA 01301
Hampden County Employ. & Train. Consortium 1176 Main Street Springfield, MA 01103	Holyoke Community College Career Services * 303 Homestead Ave. Holyoke, MA 01040	Jewish Community Center of Spfld. 160 Dickinson Street Springfield, MA 01108
Jewish Federation of Greater Spfld. 1160 Dickinson Street Springfield, MA 01108	Junior League of Springfield C/O 64 Sewall Street Ludlow, MA 01056	Lighthouse * 1401 State Street Springfield, MA 01109
MA Commission Against Discrimination 436 Dwight Street Springfield, MA 01103	Martin Luther King Community Center * P.O. Box 91026 Springfield, MA 01109	Mass. Career Development Institute 140 Wilbraham Road Springfield, MA 01109
Mount Holyoke College Career Development Center South Hadley, MA 01075	Northern Educational Services 67 Mulberry Street Springfield, MA 01105	Open Pantry P.O. Box 5127 Springfield, MA 01101

Puerto Rican Cultural Center, Inc.  
38 School Street  
Springfield, MA 01105-1

Puerto Rican Veterans  
Association  
P.O. Box 70185  
Springfield, MA 01107

Regional Employment Board  
1441 Main Street, Suite 137  
Springfield, MA 01103

YWCA \*  
Employment Opportunities  
1 Clough Street  
Springfield, MA 01118

Smith College  
Career Development Office  
Northampton, MA 01063

Smith College  
Soc. Work School  
Northampton, MA 01063

Safe Passage  
43 Center Street, # G  
Northampton, MA 01060-3

Spanish American Union  
P.O. Box 70192  
2335 Main Street  
Springfield, MA 01107

Springfield Action  
Committee  
CARP Program  
140 Wilbraham Ave.  
Springfield, MA 01109

Springfield Technical Community  
College  
Office of Disability Services  
1 Armory Street  
Springfield, MA 01105

Springfield Technical  
Community College \*  
Human Services Department  
One Armory Square  
Springfield, MA 01105

UMass \*  
Employment Options Office  
University Career Center  
Amherst, MA 01003

UMass  
Everywoman's Center  
Wilder Hall Box 30520  
Amherst, MA 01003

UMass  
Placement Office  
Amherst, MA 01003

Union Video Center  
216 Student Union Bldg.  
UMass  
Amherst, MA 01003

United Way of Pioneer Valley  
P.O. Box 3040  
Springfield, MA 01101

University of Massachusetts  
University Career Center  
Mather Drive  
Amherst, MA 01003

Comprehensive Employment  
Opportunities  
285 Dorset Street  
Springfield, MA 01138

Urban League of Springfield  
Minority Employment Program  
765 State Street  
Springfield, MA 01109

Valley Opportunity Council  
317 Main Street  
Holyoke, MA 01040

Veteran Center  
Northgate Plaza  
1985 Main Street  
Springfield, MA 01103

Veteran Community Care Center  
583 Main Street  
Springfield, MA 01109

Western New England College  
Career & Human Resources \*  
1215 Wilbraham Road  
Springfield, MA 01119

Westfield State College \*  
Placement Office  
Western Ave.  
Westfield, MA 01085

WGBH  
Human Resources Department  
125 Western Ave.  
Boston, MA 02134

Work Opportunity Center, Inc.  
Employment Specialists  
P.O. Box 481  
Agawam, MA 01001

YMCA  
275 Chestnut Street  
Springfield, MA 01104

Westover Job Corps Center \*  
103 Johnson Road  
Chicopee, MA 01022

Abilities Unlimited  
61 Union Street  
Westfield, MA 01086

Franklin Hampshire Career  
Center  
178 Industrial Drive ó Suite  
1  
Northampton, MA 01060

Valley Advocate Newspaper  
John Spear (new 2014)  
jspear@valleyadvocate.com

MassLive.Com  
Springfield Newspaper  
JJ Wassmuth  
Jwassmuth@repub.com

WGBY website  
Wgby.com

WGBY Internal Postings

Craigslist.com

Indeed.com (new 2014)

## **WGBY 2014 EEO Public File Report Appendix B SUPPLEMENTAL OUTREACH ACTIVITIES**

WGBY has been a training center for the Human Resources Unlimited (HRU) Lighthouse program since 1992. Lighthouse is a training program for people with disabilities to learn to help them get back into the work force. Employees are trained in the Administration and Building Maintenance Departments. WGBY was named HRU "Employer of the Year" in September 2000.

During this reporting period **2 associates** were employed by WGBY.

City of Springfield Department of Elder Affairs for Mature Workers Staffing Program (Senior Aid Program). As a host Agency for the Senior Aid Program WGBY will assist in training mature individuals that are attempting to get back into the work force. They are trained in: basic computer skills, general administrative skills, telephone and receptionist skills and general maintenance and janitorial skills.

During this reporting period **2 participants** are now working and learning at WGBY

**WGBY offers full and part-time, unpaid internships to college students, graduates and career-changers in the following departments:**

**THE PRODUCTION INTERNSHIP**

The production internship is a full-time, unpaid internship that provides "hands-on", practical experience in television production. Intensive training takes place the first two weeks of the program with instruction provided by the professional WGBY staff. Interns will be trained in the fundamentals of television production and equipment operation.

During the Reporting Period WGBY had 16 Production interns from the following Schools:

- Holyoke Community College
- Westfield State University
- UMASS
- Bay Path College
- Springfield Technical Community College (STCC)
- Western New England University
- Chicopee Comp High School

**THE PROGRAMMING INTERNSHIP**

The programming internship is an unpaid internship, with WGBY's Programming Department. Interns experience, first-hand the operations of a local PBS broadcast facility. Programming interns act as assistants to the producers, who are responsible for producing all of WGBY's local programs. Typical assignments include project research, assisting with studio and field shoots, tape logging, operating computer teleprompter, receiving studio guests, correspondence and clerical duties.

During the Reporting Period WGBY had 0 Programming Interns participate in the Programming internship Program from the following school:

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**In addition, WGBY participated in community as well as college career fairs targeting students and job seekers interested in internships as well as career opportunities at our company which includes:**

**WGBY-TV hosted an Internship Career Fair in the WGBY Studio September 24, 2014.**

Internships available were:

- Production
- Programming
- Community Engagement

The Director of Community Engagement and Education was the lead on this project and met with the perspective candidates to discuss the different positions. There were approximately 35 people that visited the Fair; there were 10 applicants and 3 were selected to be interns.