

Annual EEO Public File Report

WGBY-TV, Springfield, Massachusetts
(December 1, 2014 through November 30, 2015)

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for the WGBY-TV employment unit.

Appendix A: Recruitment Source List. The email distribution list for all notices of full-time openings.

Appendix B: A summary of the Supplemental Outreach initiatives undertaken by the WGBY employment unit during the current reporting period.

- Recruitment Sources Used.
 - All open full-time positions were listed on the WGBY website and station internal postings.
 - In addition, all full-time job openings were advertised in
The Sunday Republican;
The Valley Advocate Newspaper;
MassLive.com; and
Craigslist.
 - Further, all notice of all full-time open positions was sent to those organizations, schools, newspapers, or websites listed in the Recruitment Report (Appendix A).
- Full-Time Positions Filled During Reporting Period and Recruitment Source of Hires:
 - Senior Director of Administration (responded to ad on MassLive website)
 - Director of Marketing (responded via Indeed.com website)
- Total Interviewees for Full-Time Positions Filled
 - Senior Director of Administration – 8 applicants, of those 3 candidates were interviewed
 - Director of Marketing – 16 applicants, of those 3 were interviewed
- Number of Interviewee Referrals From Sources Used

<u>Senior Director of Administration</u> MassLive.com - (2 people) Indeed.com – (1 person)	<u>Marketing Director</u> Indeed (1 person) Networking (2 people)
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Appendix A

Recruitment Report WGBY-TV, Springfield, MA December 1, 2014 - November 30, 2015

(* indicates an organization that has requested notices of job openings)

Naomi White Afro-American Cultural Center – 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 Veteran's
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
One Guest Street
Boston, MA 02135

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 – Ste 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

Appendix B

Supplemental Outreach Activities
WGBY-TV, Springfield, MA
December 1, 2014 - November 30, 2015

During the Reporting Period, WGBY participated in the following Supplemental Outreach Activities:

- Internships (full and part-time) for students, graduates and career-changers in the following departments:

1. Programming and Production Internships

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 are trained in the fundamentals of television production and equipment operation.

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 6 Programming and Production interns from the following Schools:

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

2. WGBY also participated in the Workplace Investment Act Youth Program by taking on six student interns from area high schools and colleges.

3. Latino Youth Media Institute. This internship program through the Latino Youth Media Institute allows Latino youth to participate in a variety of media learning activities. They experience both the programming and production side of WGBY and learn about how WGBY interact within the Community. During the Reporting Period, seven students participated in this program.

4. Digital Ambassadors. Seven area college and high school students participate in WGBY's Digital Ambassador program working in digital media.

- 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. During this reporting period two participants continue to be 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 assists in training mature individuals who 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.