

ANNUAL PUBLIC FILE EEO REPORT

(To be completed by each station or each station group annually and placed in each station's public inspection file and on each station's web site)

Call Sign of Station(s): **WKAQ**

1. List all full-time job vacancies filled by any station covered by this report during the past year. (October 01, 2006 through September 30, 2007)

Billing Accountant

President and General Manager

New Business Administrative Assistant

Administrative Assistant

News Director

2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form.

Please see Appendix A – NBC 6/T51 Recruitment Source List

3. In total, how many interviewees did the station (or station group) interview for all the full-time job vacancies identified in response to Question 1?

30 Interviewees

4. In total, how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station? Please provide this information in matrix form.

Name of Recruitment Source	Total Number of Interviewees Referred During Year
Administracion Derecho al Trabajo	0
Asoc. Ejecutivos Ventas y Meradeo	0
Comite Asustos de la Mujer	0
Veterans Resource Center	0
Servicios de Personas con Impedimentos	0
University of PR	0
University of Sacred Heart	0

Interamerican University	0
Union Internal Posting	0
External Posting	26
Internship Program	3
Internal Promotion	1

- Please summarize the station's (or station group's) broad outreach initiatives during the past year. Please identify each initiative in which the station substantially participated; the date(s) of each initiative; the names and titles of the station personnel who participated in each initiative; and a short summary of the nature and extent of the station's participation in each initiative.

JUVEMPLEO: This is a government sponsor program where the main objective is to give recent graduates a work experience that will help prepare them for jobs in the media. They work twenty hours a week and three candidates are currently participating in this program.

INTERNSHIP PROGRAM: WKAQ works closely with local colleges and universities to build an active and healthy internship program. The station is currently working with the University of Puerto Rico and the University of the Sacred Heart with this initiative. During the current Annual Report year, over eighteen interns have participated in the WKAQ internship program.

CONGRESO DE LIDERES: WKAQ sponsors a group of top talent high schools students by offering Leadership Seminars, Mentoring, and Motivational Seminars by our Executives in our facilities. Each quarter, station tours are given to the students to explore the different opportunities in broadcasting.

MANAGEMENT PROGRAM TRAINING: WKAQ has partnered with a local law firm to provide educational legal training programs for managers and supervisors. The courses are designed to assist the station with employee training in the area of employment law for their managers and supervisors to gain a working knowledge and understanding of various legal issues, which include methods to ensure equal opportunity and prevent discrimination. During this year all executives and supervisors participated in EEO seminars, sexual harassment workshops and domestic violence policy trainings.

EEO TRAINING: WKAQ offered training to all employees in order to address methods of ensuring equal employment opportunities and the prevention of any type of discrimination. During this year all employees participated in EEO seminars, sexual harassment workshops and domestic violence policy trainings.

EEO STAFF REVIEW: Every quarter, WKAQ addresses to the Executive Staff Members EEO issues and inquiries that might come up within the organization and in doing so, making sure that the processes and policies are understood and followed by every employee. WKAQ also discusses with the Executive Staff any changes to these policies that might be in order.

SKILLS ENHANCEMENT TRAINING: WKAQ provided its employees with trainings and development opportunities designed to enhance their skills, knowledge and abilities. Various internal GE/NBCU sponsored programs are provided as well as external resources are utilized for these

purposes. In addition, online courses on a variety of topics are available to all employees. During the reporting period, WKAQ employees participated in the following leadership and development courses:

Organization	Date	Title	Participant(s)
GE	Ongoing	Green Belt Trainings	Managers, Directors and Supervisors
GE/NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees
GE	November 2006	Building Essential Leadership Skills	Rubén Torres, Marketing Director
GE	July 2007	EHS for New Managers	Hilary Hattler, President & GM
PROMAX	June 2007	Promotions and Marketing Convention	Vivianne Méndez, Copywriter Rubén Torres, Marketing Director
NAB	July 2007	Broadcasting Convention	José Medina, Chief Engineer

JOB FAIR PARTICIPATION:

Organization	Date	Event	Participant(s)
Expo Empleo	May 2007	All industry Job Fair to promote employment	Marisol Serrano, HR Coordinator Arlene Echevarría, Benefits & Comp Adm
SME	September 2007	Sales & Marketing Convention	Raymond Totti – VP Sales Doris Ocasio – New Business Director
SHRM	September 2007	Society for Human Resources & Management Convention	Angel Omy Rey – HR Manager and Legal Counsel

COMMUNITY GROUP SPONSORED ACTIVITY PARTICIPATION:

Organization	Date	Title	Participant(s)
Congreso de Lideres	April 2007	Television Ad Sales	Raymond Totti – VP Sales
Programa de Periodismo Escolar	September 2007	Environmental Journalism	Sylvia Gómez, Reporter
Investigative Reporters and Editors	June 2007	Investigative Reporting Seminar	Luis Guardiola, Reporter
MDA	September 2007	Annual Fund Drive	All Employees
MDA	Ongoing	Executive Committee	Hilary Hattler, President & GM Froyd Rivera, Station Manager
Fondita de Jesús	Ongoing	Media Campaign Manager	Hilary Hattler, President & GM
Alliance for a Drug Free Puerto Rico	Ongoing	Trustee Committee	Hilary Hattler, President & GM

Susan G. Komen Foundation	September 2007	Race for the Cure	Elia Calvo, Public Relations Coordinator Hilary Hattler, President & GM Sonia Melendez, VP Finance
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EDUCATIONAL INSTITUTION SPONSORED CAREER OPPORTUNITIES:

Organization	Date	Title	Participant(s)
University of Puerto Rico and University of the Sacred Heart	August 2007	Internship Fair	Marisol Serrano, HR Coordinator
Colegio Santísimo Rosario	April 2007	Career Day	5pm Newscast
Colegio Bautista	May 2007	Career Day	5pm Newscast
Agapito Lopez Public School	September 2007	Career Day	5pm Newscast
Colegio San Antonio	January 2007	Career Day	5pm Newscast
Colegio Josefita Monserrate	February 2007	Career Day	5pm Newscast

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: **WKAQ**
Job Title: **Billing Accountant**
Date Job Filled: **02/26/2007**
Recruitment Source That Referred Ultimate Hire: **Internship Program**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
University of Sacred Heart Internship Program				No

Please see Appendix A for a complete listing of WKAQ Recruitment Sources.

(ATTACH ADDITIONAL SHEETS AS NEEDED)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: **WKAQ**
Job Title: **Vice President and General Manager**
Date Job Filled: **03/28/2007**
Recruitment Source That Referred Ultimate Hire: **External Referral**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
External Referral	N/A	N/A	N/A	N/A

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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: **WKAQ**

Job Title: **Administrative Assistant New Business**

Date Job Filled: **04/09/2007**

Recruitment Source
That Referred

Ultimate Hire: **Job Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Job Posting	N/A	N/A	N/A	N/A

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**JOB VACANCY
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Station: **WKAQ**
Job Title: **Administrative Assistant**
Date Job Filled: **05/07/2007**
Recruitment Source That Referred Ultimate Hire: **Job Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Job Posting	N/A	N/A	N/A	N/A

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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: **WKAQ**
Job Title: **News Director**
Date Job Filled: **03/19/2007**
Recruitment Source That Referred Ultimate Hire: **Internal Promotion**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Internal Promotion	N/A	N/A	N/A	N/A

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Engineering Technician

Master Control Technician

Website General Sales Manager

Programming Editor

Human Resources Director

2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form.

Please see Appendix A – NBC 6/T51 Recruitment Source List

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Comite Asustos de la Mujer	0
Veterans Resource Center	0
Servicios de Personas con Impedimentos	0
Internal Promotion	1
External Posting	24

Internship Program	4
Union Internal Posting	1

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INTERNSHIP PROGRAM: WKAQ works closely with local colleges and universities to build an active and healthy internship program. The station is currently working with the University of Puerto Rico, University of Turabo, Interamerican University and the University of the Sacred Heart with this initiative. During the current Annual Report year, over fifteen interns have participated in the WKAQ internship program.

CONGRESO DE LIDERES: WKAQ sponsors a group of top of the class high schools students by offering Leadership Seminars, Mentoring, and Motivational Seminars by our Executives in our facilities. Each quarter, station tours are given to the students to explore the different opportunities in broadcasting.

MANAGEMENT PROGRAM TRAINING: WKAQ has partnered with a local law firm to provide educational legal training programs for managers and supervisors. The courses are designed to assist the station with employee training in the area of employment law for their managers and supervisors to gain a working knowledge and understanding of various legal issues, which include methods to ensure equal opportunity and prevent discrimination. During this year all executives and supervisors participated in EEO seminars, sexual harassment workshops and domestic violence policy trainings.

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Organization	Date	Title	Participant(s)
GE	August 2008	New Manager Development Course	Rubén Torres- Marketing Director, José Matos-Assist. Chief Engineer, Osvaldo Linares-Production Services Supervisor & Marisol Serrano-HR Supervisor
PROMAX	June 2008	Promotions and Marketing Convention	Dennis Reyes, Promotion Editor Vilmarie Padilla, Promotions Supervisor Rubén Torres, Marketing Director
NBCU	August 2008	Music Q Sheet Training	Production Services Employees
GE	Ongoing	Green Belt Trainings	Managers, Directors and Supervisors
NAB	July 2008	Broadcasting Convention	José Medina, Chief Engineer José Matos, Assitant Chief Engineer Osvaldo Linares, Production Services Supervisor
Caribbean Broadcast Services	May 2008	DEKO Training	Production Services Employees
Caribbean Broadcast Services	November 2007	Audio Training	Production Services Employees
Caribbean Broadcast Services	December 2007	AVID Training	Production Services Employees
GE/NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees
GE	December 2007	Leadership, Innovation & Growth	Hilary Hattler, President & GM

JOB FAIR PARTICIPATION:

Organization	Date	Event	Participant(s)
Expo Empleo	May 2008	All industry Job Fair to promote employment	Marisol Serrano - HR Coordinator & Arlene Echevarría - Compensation & Benefits Adm.
Labor Practitioners Association	May 2008	Labor Conferences and Job Bank	Angel Omy Rey – HR Director
Congreso de Jóvenes Líderes Hispanos	June 2008	Annual Convention (Madrid)	Juan Miguel Muñoz – VP News
SME	September 2008	Sales & Marketing Convention	Raymond Totti – VP Sales Doris Ocasio – New Business Director
SHRM	September 2008	Society for Human Resources & Management Convention	Angel Omy Rey – HR Director

COMMUNITY GROUP SPONSORED ACTIVITY PARTICIPATION:

Organization	Date	Title	Participant(s)
American Heart Association	January 2008	"De rojo por la mujer"	Elia Calvo , Public Relations Coordinator Hilary Hattler, President & GM
United Funds	June 2008	Guest Speaker for All Employee Town Hall Meeting	Hilary Hattler, President & GM
Susan G. Komen Foundation	September 2008	Race for the Cure	Elia Calvo, Public Relations Coordinator Hilary Hattler, President & GM Sonia Melendez, VP Finance
MDA	September 2008	Annual Fund Drive	All Employees
Dr. Antonia Coello Novello Foundation	May 2008	Guest Speaker: "Conversatorio Mujer a Mujer"	Hilary Hattler, President & GM
United Funds	Ongoing	Executive Committee	Raymond Totti, VP Sales Juan Miguel Muñiz, VP News
MDA	Ongoing	Executive Committee	Hilary Hattler, President & GM Froyd Rivera, Station Manager
Fondita de Jesús	Ongoing	Media Campaign Manager	Hilary Hattler, President & GM
Alliance for a Drug Free Puerto Rico	Ongoing	Trustee Committee	Hilary Hattler, President & GM

EDUCATIONAL INSTITUTION SPONSORED CAREER OPPORTUNITIES:

University Of Puerto Rico School of Communications	October 2007	Career Day	5pm Newscast
Central University of Bayamon	November 2007	Career Day	5pm Newscast
Unión de Periodistas, Artes Gráficas y Ramas Anexas	June 2008	Digital TV Conversion Conferences	José Medina, Chief Engineer
Family Department	May 2008	News Coverage Seminar on Abused Children	Ana Hernández, News Producer Nydia Morales, News Producer Dialma Santiago, Desk Assign. Manager Jorge Negrón, Desk Assignment Assist. Juan Miguel Muñiz, VP News Ivette Sosa, Reporter
SER of Puerto Rico	September 2008	Weather Investigative Reporting	Roberto Cortés, Reporter
University of Turabo and University of the Sacred Heart	August 2008	Internship Fair	Marisol Serrano, HR Coordinator
Colegio San Felipe	May 2008	Career Day	5pm Newscast
Congreso de Lideres	April 2008	Broadcast Marketing & Promotions	Ruben Torres, Marketing Director

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: **WKAQ**

Job Title: **Engineering Technician**

Date Job Filled **11/27/2007**

Recruitment Source
That Referred

Ultimate Hire: **Job Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Job Posting	N/A	N/A	N/A	N/A

Please see Appendix A for a complete listing of WKAQ Recruitment Sources.

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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station **WKAQ**

Job Title: **Master Control Technician**

Date Job Filled: **12/07/2007**

Recruitment Source

That Referred

Ultimate Hire: **Union Internal Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Union Internal Posting	N/A	N/A	N/A	N/A

Please see Appendix A for a complete listing of WKAQ Recruitment Sources.

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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
(To Be Attached to Annual Public File EEO Report)**

Station: **WKAQ**

Job Title: **Website Sales General Manager**

Date Job Filled: **04/04/2008**

Recruitment Source
That Referred

Ultimate Hire: **Job Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Job Posting	N/A	N/A	N/A	N/A

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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: **WKAQ**

Job Title: **Programming Editor**

Date Job Filled: **09/16/2008**

Recruitment Source
That Referred

Ultimate Hire: **Internal Promotion**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Internal Promotion	N/A	N/A	N/A	N/A

Please see Appendix A for a complete listing of WKAQ Recruitment Sources.

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**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: **WKAQ**

Job Title: **Human Resources Director**

Date Job Filled: **10/01/2007**

Recruitment Source

That Referred

Ultimate Hire: **Internal Promotion**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
Internal Promotion	N/A	N/A	N/A	N/A

Please see Appendix A for a complete listing of WKAQ Recruitment Sources.

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