

ANNUAL PUBLIC FILE EEO REPORT

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, 2012 through September 30, 2013)

- Traffic Supervisor (1))
- APC Director (1)
- APC Assistant Director (1)
- Web Manager (1)
- Reporter (1)
- News Director (1)
- Cosmovation Technician (1)

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

Please see Appendix A – **WKAQ** 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.

5.

Name of Recruitment Source	Total Number of Interviewees Referred During Year
Administracion Derecho al Trabajo	0
Asoc. Ejecutivos Ventas y Mercadeo	0
Comite Asuntos de la Mujer	0
Veterans Resource Center	0

Servicios de Personas con Impedimentos	0
Internal Promotion	2
External Posting	3
Internship Program	0
Union Internal Posting	2

5. 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.

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, three **(12)** 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.

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 Comcast/ NBCUniversal 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)
NAB	April 2013	Broadcasting Convention	José Medina, Chief Engineer Jose A. Matos Assistant Chief Engineer George Casaine- Programming Supervisor
Promax	June 2013	Promax BDA Conference	Vilmarie Padilla –Creative Services Supervisor Viviane Mendez -Copywriter
NBC Universal	May 2013	JUMP Training	George Casaine – Programming Supervisor
Telemundo of PR	November 2012	Supervisión Efectiva y el manejo de la disciplina progresiva	All Supervisors and Managers
NBC Universal	November 2012	SAP Training	Ariel del Valle – HR Director
Asociación Profesionales Relaciones Laborales	February 2013	Nuevas Piezas Legislativas Laborables que todos debemos conocer	Ariel del Valle– HR Director Marisol Serrano HR Supervisor
NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees
NBCU/ Telemundo Stations	February 2013	Human Resources Summit	Ariel del Valle- HR Director Marisol Serrano –HR Supervisor
NBCU		RESPECT training	All Employees
SHRM	September 2013	Annual Human Resources Convention	Marisol Serrano – HR Supervisor
Telemundo	August 2013	News Director Summit	Dialma Santiago –News Director
Telemundo of PR	August 2013	Health Fair	All employees

EDUCATIONAL INSTITUTION SPONSORED CAREER OPPORTUNITIES:

Universidad Sagrado Corazon	October 2012	Feria de Empleo	Nydia Peña –HR Assistant
Telemundo of PR	February 2013	American Red Cross Campaign	Elia Calvo – Public Relations
Telemundo of PR	Ongoing	El poder del Saber	Elia Calvo –Public Relations Charito Fraticelli -Reporter

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

Station: **WKAQ**

Job Title: **Traffic Supervisor**

Date Job Filled: 02/06/2013

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.

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: **WKAQ**

Job Title: **Web Manager**

Date Job Filled: 04/25/2013

Recruitment Source

That Referred

Ultimate Hire: **External Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
External Posting/ Local Newspaper	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: **APC Director**

Date Job Filled: **02/18/2013**

Recruitment Source
That Referred

Ultimate Hire: **External Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
External Posting / Local Newspaper	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: **APC Assistant Director**

Date Job Filled: **02/18/2013**

Recruitment Source
That Referred

Ultimate Hire: **External Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
External Posting / Local Newspaper	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
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Station: **WKAQ**

Job Title: **News Director**

Date Job Filled: **06/06/2013**

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

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

Job Title: **Reporter**

Date Job Filled: **08/05/2013**

Recruitment Source
That Referred
Ultimate Hire: **Union Internal Promotion**

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

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

Station: **WKAQ**

Job Title: **Cosmovision Technician**

Date Job Filled: **06/03/2013**

Recruitment Source
That Referred

Ultimate Hire: **Union Internal Promotion**

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