

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, 2019 through September 30, 2020)

- **VTR Technician FT (2)**
- **Traffic Clerk FT (1)**
- **Reporter Anchor Weekends PT (1)**
- **Weather Reporter PT (1)**
- **Photojournalist Editor PT (1)**
- **Reporter FT (1)**
- **Reporter PT (1)**
- **Web Producer PT (1)**

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

See attached

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?

37 Interviewees

4. In total, how many interviewees 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
Administración Derecho al Trabajo	0
Asociación Ejecutivos Ventas y Mercadeo	0
Comité Asuntos de la Mujer	0
Veterans Resource Center	0
Servicios de Personas con Impedimentos	0
Internal Posting	6
External Posting	0
Internship Program	0
Union Internal Posting	31

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 and active and healthy internship program. The station is currently working with the following institutions with this initiative: University of Puerto Rico (Bayamon, Arecibo & Humacao Campus), Sacred Heart University, CAAT (Centro de Estudios Multidisciplinarios), Interamerican University (Bayamon Campus), and Ana G. Mendez University. During the current Annual Report Year, **51** interns have participated in the WKAQ internship program: 5 with the News Department, 1 with Human Resources, and 45 with independent productions.

MANAGEMENT PROGRAM TRAINING: WKAQ has partnered with an in-house counsel to provide educational legal training programs for Telemundo of Puerto Rico managers and supervisors. The courses are designed to assist the station with employee training around 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, 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 web-based 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 is 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/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)
Cámara de Comercio de PR	October 2019	Mujeres que dejan legado, ruta de progreso y desarrollo	Maria I. Ramos, Sales Executive
Animus	November 2019	Leadership Training	María Dávila, VP of Sales Sonia Meléndez, VP of Finance Sonya England, HR Director Dialma Santiago, VP of News Maria Ramos, Sales Executive Tere Pabón, Sales Executive Sarah Martinez, Sales Executive Maricarmen Santiago, Sales Executive Carmen Fernández, Sales Executive Amelia Vallejo, Sales & Marketing Coordinator
APRL	November 2019	Equidad Salarial: Nuevos Retos y Oportunidades y Estrategias de Investigaciones Internas	Sonya England, HR Director
Ellevate	November 2019	Ellevate Talk	Sonya England, HR Director
Jackson Lewis	January 2020	¿Cuáles son las obligaciones legales de un patrono ante un desastre natural?	Sonya England, HR Director
SHRM	February 2020	Webinar: Planes de emergencia y prevencion	Sonya England, HR Director Kamil Rodríguez, HR Generalist
SHRM	February 2020	Radiografía del candidato perfecto	Kamil Rodríguez, HR Generalist
SHRM	March 2020	Pagos y descuentos a exentos y no exentos por razones económicas	Kamil Rodríguez, HR Generalist
SHRM	March 2020	Webinar: Crisis laboral y las ultimas herramientas implementadas para combatirlas	Sonya England, HR Director Kamil Rodriguez, HR Generalist
SHRM	March 2020	Webinar: Las uniones, la reforma laboral y la Junta Nacional de Relaciones del Trabajo: Estrategias de negociación colectiva y desarrollos normativos	Sonya England, HR Director Kamil Rodriguez, HR Generalist
O'Neill & Borges	March 2020	Coronavirus: Aspectos legales aplicables a las enfermedades contagiosas en el empleo	Sonya England, HR Director Kamil Rodriguez, HR Generalist
SHRM	March 2020	Violencia de Género	Kamil Rodríguez, HR Generalist

SHRM	March 2020	Covid 19: Crisis laboral y las últimas herramientas implementadas para combatirlas	Sonya England, HR Director Kamil Rodriguez, HR Generalist
Jackson Lewis	April 2020	Covid 19: Interpreting the opinions issued by the PR – DOL Secretary and Other Recent Legislation	Sonya England, HR Director
SHRM	May 2020	Las nuevas expectativas de Recursos Humanos ante el Covid	Kamil Rodríguez, HR Generalist
Schuster Aguiló, LLC	May 2020	New world order? Realities in the union and nonunion work environment amid Covid 19	Sonya England, HR Director Kamil Rodriguez, HR Generalist
Schuster Aguiló, LLC	May 2020	Employer Challenges and Obligations in COVID-19 Times: Furloughs, Terminations and Disciplinary Measures	Sonya England, HR Director Kamil Rodriguez, HR Generalist
SHRM	June 2020	Why Appreciation is a Good Investment	Kamil Rodríguez, HR Generalist
Schuster Aguiló, LLC	June 2020	Coronavirus Response Act	Sonya England, HR Director Kamil Rodriguez, HR Generalist
SHRM	July 2020	Proyecciones 2021, ¿qué ajustes podemos hacer el Manual de Empleados?	Kamil Rodríguez, HR Generalist
ESCAPE	August 2020	Conversatorio Laboral	Sonya England, HR Director Kamil Rodríguez, HR Generalist
SHRM	August 2020	Obligaciones y riesgo del patrono bajo la nueva Ley del Acoso Laboral	Sonya England, HR Director Kamil Rodriguez, HR Generalist
SHRM	August 2020	SHRM PR Virtual Annual Convention 2020	Kamil Rodríguez, HR Generalist
Fidelis	September 2020	Masterclass Desarrollo Organizacional	Sonya England, HR Director
SHRM	September 2020	Obligaciones e impacto sobre el cambio de retención en el Seguro Social de empleados	Sonya England, HR Director Kamil Rodriguez, HR Generalist

OTHER COMMUNITY EVENTS AND ACTIVITIES

Telemundo of PR	January 2020	Recogido de artículos de emergencia para afectados terremotos área sur de PR	Sonya England – HR Director Elia Calvo – Public Relations
Telemundo of PR	August 2020	Clear the Shelters	Elia Calvo – Public Relations

Telemundo of PR	August 2020	Online 5K Banco Popular	Elia Calvo – Public Relations
Make a Wish	August 2020	Make a Wish	Elia Calvo – Public Relations
MDA	September 2020	MDA Telethon	Elia Calvo – Public Relations

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: VTR Technician – Full Time

Date Job Filled: 10/28/2019

Recruitment Source
 That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 2

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Traffic Clerk – Full Time

Date Job Filled: 1/13/2020

Recruitment Source
That Referred

Ultimate Hire: Internal Posting

Number of Interviewees: 4

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Reporter – Full Time

Date Job Filled: 2/3/2020

Recruitment Source

That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 3

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Reporter/Anchor – Part Time

Date Job Filled: 2/3/2020

Recruitment Source
 That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 6

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Weather Reporter – Part Time

Date Job Filled: 2/10/2020

Recruitment Source
 That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 3

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: VTR Technician – Full Time

Date Job Filled: 2/3/2020

Recruitment Source

That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 3

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Photojournalist Editor – Part Time

Date Job Filled: 5/12/2020

Recruitment Source
 That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 3

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Reporter – Part Time

Date Job Filled: 7/1/2020

Recruitment Source
That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 11

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Web Producer – Part Time

Date Job Filled: 9/23/2020

Recruitment Source
 That Referred

Ultimate Hire: Internal Posting

Number of Interviewees: 2

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)