

# **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, 2008 through September 30, 2009)

Vice President of Sales

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?

6 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
Internal Promotion	0
External Posting	1
Intership Program	0
Union Internal Posting	0

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.

**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 six (6) candidates participated 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, University of Turabo, Interamerican University and the University of the Sacred Heart with this initiative. During the current Annual Report year, three (3) 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 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)
NAB	July 2009	Broadcasting Convention	José Medina, Chief Engineer Osvaldo Linares, Production Services Supervisor
Caribbean Broadcast Services	May 2009	Final & After Effects Training	Production Services Employees
Caribbean Broadcast Services	March 2009	Vertigo Training	Production Services Employees
GE/NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees

**JOB FAIR PARTICIPATION:**

<b>Organization</b>	<b>Date</b>	<b>Event</b>	<b>Participant(s)</b>
Expo Empleo	May 2009	All industry Job Fair to promote employment	Marisol Serrano - HR Supervisor
Labor Practitioners Association	Ongoing	Labor Conferences and Job Bank	Angel Omy Rey – HR Director
SME	September 2009	Sales & Marketing Convention	Salvador Hasbún– VP Sales Doris Ocasio – New Business Director
SHRM	September 2009	Society for Human Resources & Management Convention	Angel Omy Rey – HR Director

**COMMUNITY GROUP SPONSORED ACTIVITY PARTICIPATION:**

<b>Organization</b>	<b>Date</b>	<b>Title</b>	<b>Participant(s)</b>
American Heart Association	January 2009	“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 2009	Race for the Cure	Elia Calvo, Public Relations Coordinator Hilary Hattler, President & GM Sonia Melendez, VP Finance
MDA	September 2009	Annual Fund Drive	All Employees
United Funds	Ongoing	Executive Committee	Juan Miguel Muñoz, 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
Museo de Arte de Ponce	Ongoing	Trustee Committee	Hilary Hattler, President & GM

**EDUCATIONAL INSTITUTION SPONSORED CAREER OPPORTUNITIES:**

University of the Sacred Heart	March 2009	Career Day	5pm Newscast
Girls Scouts, Colegio Rosa Bell	March 2009	Career Day	5pm Newscast
Escuela Segunda Unidad Agapito Lopez	April 2009	Career Day	5pm Newscast
Colegio Sonifel	Mayo 2009	Career Day	5pm Newscast
Casa Juan Pablo II	Junio 2009	Career Day	5pm Newscast
Escuela Daskalos	Septiembre 2009	Career Day	5pm Newscast

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

Station: **WKAQ**

Job Title: **Vice President of Sales**

Date Job Filled **3/24/2009**

Recruitment Source  
That Referred

Ultimate Hire: **Job Posting**

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone</b>	<b>Has this source requested notices?</b>
Job Posting	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)**