

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, 2014 through September 30, 2015)

- Producer (1)
- Reporter (1)
- Sales Manager (1)
- Photojournalist Editor (1)
- Local Sales Manager (1)
- Human Resources Coordinator (1)
- Engineering Technician (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?

23 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
Administración Derecho al Trabajo	0
Asoc. Ejecutivos Ventas y Mercadeo	0
Comité Asuntos de la Mujer	0
Veterans Resource Center	0
Servicios de Personas con Impedimentos	0
Internal Promotion	0
External Posting	7
Internship 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.

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, sixteen (16) 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 Telemundo of Puerto Rico 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/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)
Xpression	October 2014	Xpression System (Videographics)	Syndia Modesto, Videographic Technician Héctor Llenza, Videographic Technician Mairette Vázquez, Videographic Technician Ronald Rivera, Videographic Technician Mónica Franco, Videographic Technician
NBCU	November/December 2014	Paradigm and Digital Sales Training	All Sales Dept. Employees
NBCU	December 2014	tHRive Training Camp	Ivelisse Varona, HR Director Sonya England, HR Supervisor
United States Homeland Security	January 2015	I-9 Training	Ivelisse Varona, HR Director Sonya England, HR Supervisor
ADP	January 2015	Payroll for ADP Workforce Now Parts 1 & 2	Sonya England, HR Supervisor
ADP	January 2015	Maintaining Employee Information in ADP Workforce Now (Puerto Rico Only)	Sonya England, HR Supervisor
American Red Cross	March 2015	CPR	Abraham Zavala, EHS Manager Ivelisse Varona, HR Director Sonya England, HR Supervisor Eddie Figueroa, Fleet Coordinator Juan C. Santiago, Studio Technician Betsy Salinas, Adm. Assistant José Esteves, Reporter Bienvenido Castillo, Graphic Artist Denisse Rodríguez, Adm. Assistant Claribel Lugo, Production Assistant
NAB	April 2015	Broadcasting Convention	José Medina, VP of Engineering Edberto Hernández, Engineering Supervisor Edgar Socias, Engineering Technician Osvaldo Linares, Production Services Director
Lucy López Roig	May 2015	EAP as a Work Tool for Supervisors	All Supervisors
Telemundo of PR (EHS Director)	May 2015	Fire Extinguishers Training	All Employees (Volunteers)
NBCU	May 2015	Code of Conduct Training & Acknowledgement	All Employees
NBCU	June 2015	Positive Workforce Leadership Training	Dialma Santiago, News Director

Seminarios Imagen	June 2015	Los 6 elementos claves para una Supervisión con Liderazgo	Cristina Rodríguez, Promotions Supervisor
NBCU	June 2015	Telemundo Summit	Johnny Echevarría, Promotions Copywriter
Escape	June 2015	Discussion of Labor Law	Sonya England, HR Supervisor
NBCU	July 2015	SNAP/SAP (For Accounts Payable and Purchasing processes)	All Finance Dept. Employees
Talent Lab	July 2015	Pivot	Lourdes Dávila, VP of Sales
United States Homeland Security	August 2015	IMAGE Application	Sonya England, HR Supervisor Kamil Rodríguez, HR Coordinator
Lucy López Roig	June, July, September 2015	EAP Employee Workshops	All News & Creative Services Employees
NBCU	September 2015	News Directors Summit	Dialma Santiago, News Director Nydia Morales, Content Manager
Diana Figueroa	September 2015	Uso de las redes sociales	All Production Employees (News Dept.) Roberto Cortés, Weather Reporter Yara Lasanta, Weather Reporter (weekends)
NBCU	September 2015	INVEST	Ivelisse Varona, HR Director
NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees

OTHER COMMUNITY EVENTS AND ACTIVITIES:

Food Drive	November 2014	Food Bank of PR	Ivelisse Varona – HR Director
Thyroid Test	March 2015	Abbott	Elia Calvo – Public Relations
Telemundo Commemorates World Autism Awareness Day	April 2015	Telemundo	Elia Calvo – Public Relations
Comcast Cares Day	April 2015	Julia de Burgos Foundation	Ivelisse Varona – HR Director
Rappelling Desafío Ricky Martin Foundation	April 2015	Ricky Martin Foundation	Elia Calvo – Public Relations
Food Drive	April 2015	Food Bank of PR	Elia Calvo – Public Relations
Abriga un Alma	May 2015	Iniciativa Comunitaria	Elia Calvo – Public Relations
Da Vida Caminando con Raymond	June 2015	Hospital Oncológico	Elia Calvo – Public Relations
Feria de Salud	July 2015	SSS	Ivelisse Varona – HR Director
Sentimientos 2015	September 2015	MDA	Elia Calvo – Public Relations

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

Station: **WKAQ**

Job Title: **Producer**

Date Job Filled: **10/11/2014**

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: **WKAQ**

Job Title: **Reporter**

Date Job Filled: **10/20/2014**

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

Station: **WKAQ**

Job Title: **Sales Manager**

Date Job Filled: **11/02/2014**

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

Station: **WKAQ**

Job Title: **Photojournalist Editor**

Date Job Filled: **11/28/2014**

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: **WKAQ**

Job Title: **Local Sales Manager**

Date Job Filled: **12/01/2014**

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: **WKAQ**

Job Title: **Human Resources Coordinator**

Date Job Filled: **6/22/2015**

Recruitment Source
That Referred

Ultimate Hire: **External Posting**

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
B Hire Recruitment Firm		Mrs. Beatriz Ferreira		

(ATTACH ADDITIONAL SHEETS AS NEEDED)

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

Station: **WKAQ**

Job Title: **Engineering Technician**

Date Job Filled: **07/06/2015**

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

(ATTACH ADDITIONAL SHEETS AS NEEDED)