

**FCC FORM 396  
EXHIBIT 2**

**ANNUAL EEO PUBLIC FILE REPORTS**

**FOR**

**OCTOBER 1, 2010-SEPTEMBER 30, 2011  
OCTOBER 1, 2011-SEPTEMBER 30, 2012**

**EMPLOYMENT UNIT FOR**

**STATION WKAQ-TV  
SAN JUAN, PUERTO RICO  
FACILITY ID NO. 64983**

**ANNUAL EEO PUBLIC FILE REPORT**

**FOR**

**OCTOBER 1, 2010-SEPTEMBER 30, 2011**

# 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, 2010 through September 30, 2011)

- News Editor (1)
- CMX Editor (1))
- Production Operations Director (1)
- Human Resources Director (1)

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?

25 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	2
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 (13) interns have participated in the WKAQ internship program.

**UPWARD BOUND PROGRAM:** Upwards bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participant to succeed in their precollege performance and ultimately in their higher education pursuits. Upward bound serves students from low income families in which neither parents holds a bachelor's degree.

**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:

<b>Organization</b>	<b>Date</b>	<b>Title</b>	<b>Participant(s)</b>
NAB	July 2011	Broadcasting Convention	José Medina, Chief Engineer Jose A. Matos Assistant Chief Engineer
Promax	July 2011	Promax BDA Conference	Ruben Torres – Marketing Director
ADP	June 2011	Time Saver Training	Alfonso Alcaide – HR Director Renato Rivera Ramos – Production Services Director
McConnell Valdés LLC	April 2011	Conferencia Anual Desarrollos en Leyes Laborables y de Empleo 2011	Alfonso Alcaide – HR Director Marisol Serrano HR Supervisor
GE/NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees
NBCU	August 2011	Code of Conduct Training	All Employees

#### **EDUCATIONAL INSTITUTION SPONSORED CAREER OPPORTUNITIES:**

Esc. Santa Rosa Superior, Club de periodismo	March 2010	Career Day	5pm Newscast
Girls Scout Gurabo	March 2010	Career Day	5pm Newscast
Clase de Medios Universidad del Sagrado Corazón	April 2010	Career Day	5pm Newscast
Colegio Presbiteriano REHMA	April 2010	Career Day	5pm Newscast
Esc. Intermedia Rafael Coca	May 2010	Career Day	5pm Newscast
Escuela Elemental Amalia López Vila	September 2010	Career Day	5pm Newscast
Colegio De Diego	September 2010	Career Day	5pm Newscast

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

Station: **WKAQ**

Job Title: **Human Resources Director**

Date Job Filled: **03/21/2010**

Recruitment Source

That Referred

Ultimate Hire: **External 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>
External Posting/ Local Newspaper	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: **Production Services Director**

Date Job Filled: 10/14/2010

Recruitment Source

That Referred

Ultimate Hire: **External 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>
External Postin/ 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  
(To Be Attached to Annual Public File EEO Report)**

Station: **WKAQ**

Job Title: **Editor News**

Date Job Filled: 05/17/2010

Recruitment Source  
That Referred

Ultimate Hire: **Union Internal 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>
Union Referral	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: **CMX Editor**

Date Job Filled: **06/30/2010**

Recruitment Source  
That Referred

Ultimate Hire: **Union Internal 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>
Union Referral	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)**



**ANNUAL EEO PUBLIC FILE REPORT**  
**FOR**  
**OCTOBER 1, 2011-SEPTEMBER 30, 2012**

## ANNUAL EEO PUBLIC FILE REPORT

Call Sign of Station(s): WKAQ-TV

1. List all full-time job vacancies filled by any station covered by this report during the past year. (October 1, 2011 through September 30, 2012)

- Human Resources Director (1)
- Sales Executive (1)
- Reporter (1)
- President (1)

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

Please see Recruitment Source Data Forms set forth below and list of recruiting/referral organizations set forth in Appendix A.

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?

15 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 Resources Center	0
Servicio de Personas con Impedimento	0
Internal Transfer	1
External Posting ("El Nuevo Dia")	14
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, International University and the University of the Sacred Heart with this initiative. During the current Annual Report year, twenty (20) interns have participated in the WKAQ internship program.

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

**SKILLS ENHANCEMENT TRAINING:** WKAQ provides its employee with training 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)
ADP	June 2012	Time Saver Training	Marisol Serrano – HR Supervisor Nydia Peña – HR Coordinator
GE/NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees
NBCU	August 2012	Code of Conduct Training	All Employees
SAP	May 2012	Fundamentals of SAP	Marisol Serrano – HR Supervisor
SAP	August 2012	SAP	Ariel Del Valle – HR Director Marisol Serrano – HR Supervisor
NBC	July 2012	WKAQ CBA	News Department Production Department Human Resources Department Promotion Department

**JOB FAIR PARTICIPATION:**

Organization	Date	Title	Participant(s)
Labor Practitioners Association	Ongoing	Labor Conference and Job Bank	Ariel Del Valle – HR Director
SHRM	September 2012	Society for Human Resources & Management Convention	Ariel Del Valle – HR Director

**COMMUNITY GROUP SPONSORED ACTIVITY PARTICIPATION:**

Organization	Date	Title	Participant(s)
MDA	August 2012	Annual Fund Drive	All Employees
Iniciativa Comunitaria	Ongoing	El poder del Saber Alimenta tu Espiritu	Charito Fraticelli Elia Calvo

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

Station: WKAQ

Job Title: Human Resources Director

Date Job Filled: 10/24/2011

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.**

**(ATTACH ADDITIONAL SHEETS AS NEEDED)**

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

Station: WKAQ

Job Title: Sales Executive

Date Job Filled: 12/5/2001

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: Reporter

Date Job Filled: 07/09/2012

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.**

**(ATTACH ADDITIONAL SHEETS AS NEEDED)**

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

Station: WKAQ

Job Title: President

Date Job Filled: 05/07/2012

Recruitment Source  
That Referred

Ultimate Hire: Internal Transfer

<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>
Internal Transfer	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)**

## **Appendix A**

## **Recruitment Sources List**

1. Administración Derecho al Trabajo
2. Assoc. Ejecutivos Ventas y Mercadeo
3. Comité Asuntos de la Mujer
4. Veterans Resources Center
5. Servicio de Personas con Impedimento
6. External Postings ("El Nuevo Dia" newspaper)
7. Internship Program
8. Union Internal Postings