

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, 2016 through September 30, 2017)

- **Production Service Manager (1)**
- **Media Asset Administrator (1)**
- **Master Control Technician (6)**
- **VTR Technician (3)**
- **Engineering Technician (1)**
- **Master Control & VTR Supervisor (1)**
- **Programming Editor (2)**
- **Editor (1)**
- **Studio 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?

_____ 44 _____ Interviewees

4. In total, how many interviewees did 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 REFERRED DURING YEAR	TOTAL NUMBER OF INTERVIEWEES
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	14
External Posting	30
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 and active and healthy internship program. The stations currently working with the University of Puerto Rico (Humacao, Arecibo, and Carolina), Metropolitan University (UMET), Sacred Heart University, CAAT (Colegio de Ciencias y Artes de la Televisión), and with this initiative. During the current Annual Report Year, 8 interns have participated in the WKAQ internship program: 4 for the Production Services Department (Osvaldo Linares, Production Services Director) and 4 for the News Department (Dialma Santiago, News Director).

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 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, 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)
NBCU	October 2016	Telemundo / NBC Research Media Summit	Jacqueline Mojena, Media Researcher
BPAS	November 2016	Pension Plan orientations	All administrative employees
RT EHS Consulting	February 2017	RCRA	Jimmy Ríos, Electrician Andrew Cruz, Machine Shop Supervisor Edgar Socias, Engineering Technician Abraham Zavala, EHS Manager
APRL	February 2017	PR Employment Law Reform changes	Sonya England, HR Manager Kamil Rodriguez, HR Coordinator
NBCU	March 2017	Edius	All editors (Production and Post-Production)
NBCU	March 2017	Avid Media Composer	All editors (Production and Post-Production)
American Red Cross	March 2017	First Aid / CPR	Abraham Zavala, EHS Manager Sonya England, HR Manager Kamil Rodríguez, HR Coordinator Eddie Figueroa, Fleet Coordinator Betsy Salinas, Adm. Assistant Bienvenido Castillo, Graphic Artist Carlos González, Maintenance
NBCU	March 2017	LEAD	Ivelisse Varona, HR Director
SME	April 2017	SME Digital Advertising Forum	Jacqueline Mojena, Media Researcher Nancy Garcia, Sales Manager – Punto 2 Tere Pabón, Sales Executive
NBCU	April 2017	Master Control Training	All Master Control PR employees
NAB	April 2017	National Broadcast Association Annual Convention	José Medina, VP of Engineering Edberto Hernández, Engineering Supervisor Osvaldo Linares, Production Services Supervisor Santiago Santos, News Operations Manager Edgar Socias, Engineering Technician Abraham Zavala, EHS Manager
Telemundo of PR	May 2017	Fire Extinguishers Training	All employees (Volunteers)
NBCU	May 2017	Code of Conduct Training and Acknowledgement	All Employees
ESCAPE	June 2017	Discussion about Labor Law	Ivelisse Varona, HR Director Sonya England, HR Manager
Jackson Lewis	May 2017	4th Annual Labor and Employment Law Update	Sonya England, HR Manager
SME	August 2017	Content Marketing Strategies	Tere Pabón, Sales Executive

OTHER COMMUNITY EVENTS AND ACTIVITIES

MDA	October 2016	MDA Telethon	Elia Calvo – Public Relations
Telemundo	October 2016	Baby Boomers & Seniors Expo	Elia Calvo – Public Relations
Telemundo	December 2016	Mammography Tests	Ivelisse Varona - HR Director
Telemundo	November 2016	Feria de Salud	Ivelisse Varona - HR Director
Telemundo	January 2016	Abriga un Alma	Elia Calvo – Public Relations
Telemundo	February 2017	World Best 10K	Elia Calvo – Public Relations
Abbot	March 2017	Thyroid Tests	Elia Calvo – Public Relations
St. Jude's Children Hospital	March 2017	Chinchorreo Chic	Elia Calvo – Public Relations
Telemundo/Plaza Las Américas	March 2017	Plaza Boomers Fest	Elia Calvo – Public Relations
Telemundo	April 2017	Comcast Cares Day	Ivelisse Varona – HR Director
Telemundo & Ricky Martin Foundation	May 2017	Rapelling Desafío	Elia Calvo – Public Relations
Telemundo	June 2016	Da Vida Caminando con Raymond	Elia Calvo – Public Relations
Telemundo	June 2016	Job Fair – Interns University of PR – Arecibo	Sonya England – HR Manager Santiago Santos – News Operations Manager
Telemundo & Fondos Unidos	August 2017	Apoyando Nuestras Escuelas	Elia Calvo
Telemundo	August 2017	Clear The Shelters	Elia Calvo
Telemundo & American Red Cross	September 2017	Telethon Irma's Hurricane	Telemundo Responde

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

Station: WKAQ

Job Title: PRODUCTION SERVICES MANAGER (FULL TIME)

Date Job Filled: 01/23/2017

Recruitment Source
 That Referred
 Ultimate Hire: EXTERNAL POSTING

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

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

Station: WKAQ

Job Title: MEDIA ASSET ADMINISTRATOR (FULL TIME)

Date Job Filled: 04/10/2017

Recruitment Source

That Referred

Ultimate Hire: EXTERNAL POSTING

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

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

Station: WKAQ

Job Title: MASTER CONTROL TECHNICIAN (FULL TIME) – 6 POSITIONS

Date Job Filled: 04/24/2017

Recruitment Source
That Referred
Ultimate Hire: EXTERNAL POSTING

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

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

Station: WKAQ

Job Title: VTR TECHNICIAN (FULL TIME) 2 POSITIONS

Date Job Filled: 04/24/2017

Recruitment Source
 That Referred
 Ultimate Hire: EXTERNAL POSTING

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

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: WKAQ

Job Title: VTR TECHNICIAN (FULL TIME)

Date Job Filled: 08/14/2017

Recruitment Source
That Referred
Ultimate Hire: EXTERNAL POSTING

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

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: WKAQ

Job Title: ENGINEERING TECHNICIAN (FULL TIME)

Date Job Filled: 08/22/2017

Recruitment Source
That Referred
Ultimate Hire: EXTERNAL POSTING

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

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: WKAQ

Job Title: MASTER CONTROL & VTR SUPERVISOR (FULL TIME)

Date Job Filled: 04/10/2017

Recruitment Source
That Referred
Ultimate Hire: INTERNAL POSTING

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

**JOB VACANCY
 RECRUITMENT SOURCE DATA FORM
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Station: WKAQ

Job Title: PROGRAMMING EDITOR (FULL TIME) 2 POSITIONS

Date Job Filled: 04/24/2017

Recruitment Source

That Referred

Ultimate Hire: INTERNAL POSTING

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

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

Station: WKAQ

Job Title: EDITOR (FULL TIME)

Date Job Filled: 05/29/2017

Recruitment Source
That Referred
Ultimate Hire: INTERNAL POSTING

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

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

Station: WKAQ

Job Title: STUDIO TECHNICIAN (FULL TIME)

Date Job Filled: 01/30/2017

Recruitment Source
That Referred
Ultimate Hire: INTERNAL POSTING

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