

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, 2018 through September 30, 2019)
 - **APC Director PT (2)**
 - **Traffic Clerk FT (1)**
 - **Reporter Anchor Weekends PT (2)**
 - **Senior Web Producer FT (1)**
 - **Promotions Copywriter FT (1)**
 - **Producer Assistant PT (1)**
 - **Make-Up Artist FT (1)**
 - **VTR Technician FT (1)**
 - **Make-Up Artist PT (1)**
 - **Reporter Anchor FT (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?

 18 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	3
External Posting (*BMA Group)	1
Internship Program	0
Union Internal Posting	14

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 (Arecibo & Carolina Campus), Sacred Heart University, Atlantic University (Carolina Campus), CAAT (Colegio de Ciencias y Artes de la Televisión), and Loyola University (New Orleans Campus). During the current Annual Report Year, 14 interns have participated in the WKAQ internship program: 5 with the News Department and 9 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)
Telemundo of PR	October 2018	Resumen de Políticas & Solutions: Procedimiento alterno de resolución de disputas	All regular nonunion employees
Animus	November 2018	Leadership Training	Maria Dávila, VP of Sales Sonia Meléndez, VP of Finance Sonya England, HR Director
APRL	November 2018	Fuerza laboral 2020: Retos y oportunidades	Sonya England, HR Director
APRL	February 2019	Ley 54 de 1989: Implicaciones en el ambiente laboral	Sonya England, HR Director
NAB	April 2019	National Broadcast Association Annual Convention	Jorge González, VP of Technology Edberto Hernández, Engineering Supervisor Edgar Socias, Engineering Technician
American Red Cross	April 2019	Adult and Pediatric First Aid/CPR/AED	Sonya England, HR Director Kamil Rodríguez, HR Generalist Eddie Figueroa, Fleet Coordinator Eric Cordero, Maintenance Abraham Zavala, EHS Manager Raymond Medina, Media Asset Coordinator Bienvenido Castillo, Graphic Artist Jose Ríos, Programming Editor Michelle Alvarez, Prod. Services Coordinator
SHRM	April 2019	Análisis, desarrollo y procedimiento del formulario I-9	Kamil Rodríguez, HR Generalist
ESCAPE	June 2019	Discussion about labor law	Kamil Rodríguez, HR Generalist
APRL	June 2019	Discusión de las guías para la interpretación de la legislación laboral en Puerto Rico	Sonya England, HR Director
ESCAPE	June 2019	Discussion about Labor Law	Kamil Rodríguez, HR Generalist
Local Media Publishers Group	August 2019	Local Media Summit	María Ramos, Direct Sales Executive Tere Pabón, Direct Sales Executive Carmen Fernández, Direct Sales Executive Sarah Martínez, Direct Sales Executive Mariela Capacete, Digital Sales Manager María Dávila, VP of Sales Gustavo Nevares, Sales Manager Nancy García, Sales Manager Amelia Vallejo, Sales & Marketing Coordinator Gilberto Cruz, Web Designer
SHRM	September 2019	SHRM PR Annual Convention 2019	Sonya England, HR Director Kamil Rodríguez, HR Generalist
APRL	September 2019	Manejo de crisis, redes sociales, planes sucesores y otros	Sonya England, HR Director

Lcda. Elga Padilla & Higienista Industrial José A. Vallona	September 2019	Adiestramiento de Patógenos en la Sangre	All regular Make-Up Artist
NBCU	September 2019	JUMP	Janet Toro, Assignment Desk Manager

OTHER COMMUNITY EVENTS AND ACTIVITIES

MDA	March 2019	MDA Telethon	Elia Calvo – Public Relations
Abbot	March 2019	Thyroid Tests	Elia Calvo – Public Relations
Telemundo of PR	May 2019	Comcast Cares Day	Sonya England – HR Director
Telemundo of PR	June 2019	Da Vida caminando con Raymond (Pro-Hospital Oncológico)	Elia Calvo – Public Relations
Telemundo & Fondos Unidos	August 2019	Apoyando Nuestras Escuelas	Elia Calvo – Public Relations
Telemundo of PR	August 2019	Clear the Shelters	Elia Calvo – Public Relations
Telemundo of PR	September 2019	Lola's Challenge Race	Elia Calvo – Public Relations
Telemundo of PR	September 2019	Health Expo	Sonya England – HR Director
Telemundo of PR.	September 2019	Recogido de artículos de emergencia para Bahamas	Sonya England – HR Director 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: APC Director – Part Time

Date Job Filled: 10/01/2018

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)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: APC Director – Part Time

Date Job Filled: 10/01/2018

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)

**JOB VACANCY
RECRUITMENT SOURCE DATA FORM
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Station: TELEMUNDO OF PUERTO RICO

Job Title: Traffic Clerk – Full Time

Date Job Filled: 10/01/2018

Recruitment Source
That Referred

Ultimate Hire: Internal Posting

Number of Interviewees: 1

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 Weekends – Part Time

Date Job Filled: 12/13/18

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
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Station: TELEMUNDO OF PUERTO RICO

Job Title: Senior Web Producer – Full Time

Date Job Filled: 3/11/19

Recruitment Source
 That Referred

Ultimate Hire: External Posting

Number of Interviewees: 3

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source requested notices?
BMA Group	Centro Internacional de Mercadeo Torre I Suite 307 Guaynabo, Puerto Rico	Brenda Marrero	787-620-3998	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: 4/1/2019

Recruitment Source
 That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 1

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: Makeup Artist – Full Time

Date Job Filled: 4/8/19

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: Promotions Copywriter – Full Time

Date Job Filled: 4/29/19

Recruitment Source

That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 1

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 – Full Time

Date Job Filled: 5/6/19

Recruitment Source

That Referred

Ultimate Hire: Union Internal Posting

Number of Interviewees: 9

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
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Station: TELEMUNDO OF PUERTO RICO

Job Title: Producer Assistant – Part Time

Date Job Filled: 5/13/19

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)

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

Station: TELEMUNDO OF PUERTO RICO

Job Title: Make Up Artist – Part Time

Date Job Filled: 5/27/19

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
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Station: TELEMUNDO OF PUERTO RICO

Job Title: Reporter Anchor Weekends – Part Time

Date Job Filled: 7/22/19

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

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**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: 8/15/19

Recruitment Source

That Referred

Ultimate Hire: Internal Posting

Number of Interviewees: 1

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)