

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, 2013 through September 30, 2014)
 - News Associate Producer (1)
 - News Operations Manager (1)
 - Human Resources Director (1)
 - News Assignment Desk (1)
 - Administrative Assistant (1)
 - Human Resources Supervisor (1)
 - Sales & Marketing Coordinator (1)

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

Please see Appendix A – WKAQ 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?

31 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, eleven (11) 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 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)
NAB	April 2014	Broadcasting Convention	Osvaldo Linares, Production Services Director José Medina, VP of Engineering Edberto Hernández, Engineering Supervisor
Lighting Dimension International	November 2013	LD Innovation and Technology Convention	Osvaldo Linares, Production Services Director
NBCU	March 2014	tHRive	Ivelisse Varona, HR Director
NAB	April 2014	Broadcasting Convention	Osvaldo Linares, Production Services Director
NBCU	April 2014	Protocolo de Violencia Doméstica	All Managers and Supervisors
AVID	May 2014	Media Composer Interplay Central	Dennis Reyes, Promotions Editor Johnny Echevarría, Promotions Editor Gamalier Millán, Promotions Editor Héctor Iván Ramos, VTR Operator Transfer Vivianne Méndez, Promotions Copywriter Brenda Quintana, Promotions Copywriter Cristina Rodríguez, On Air Promo Specialist
NBCU	June 2014	Telemundo Summit	Brenda Quintana, Promotions Copywriter Bienvenido Castillo, Graphic Artist
NBC Universal	June 2014	HR Operations Training: SAP 101	Ivelisse Varona, HR Director Sonya England, HR Supervisor
ADP	June 2014	HR Tracking Benefits & HR	Ivelisse Varona, HR Director Sonya England, HR Supervisor Nydia Peña, HR Coordinator
Escape	June 2014	Conversatorio sobre Derecho Laboral	Sonya England, HR Supervisor
ADP	July 2014	HR Tracking Benefits & HR	Ivelisse Varona, HR Director Sonya England, HR Supervisor Nydia Peña, HR Coordinator
NBCU	July 2014	Code of Conduct Training & Acknowledgement	All Employees
NBCU	August 2014	News Director Summit	Dialma Santiago, News Director
NBCU	September 2014	tHRive	Sonya England, HR Supervisor
NBCU	Ongoing	EHS, OSHA and safety trainings	All Employees

EDUCATIONAL INSTITUTION SPONSORED CAREER OPPORTUNITIES:

Baby Boomers & Seniors Expo	September 2013	AARP	Elia Calvo – Public Relations
Festival de la Palabra	September 2013	MAPR (PR Art Museum)	Elia Calvo – Public Relations
The Pavilion of the Ricky Martin Foundation	November 2013	Ricky Martin Foundation	Elia Calvo – Public Relations
March: HIV Awareness Month	March 2014	Telemundo Community initiative	Elia Calvo – Public Relations
American Red Cross Radio Marathon	March 2014	American Red Cross	Elia Calvo – Public Relations
Thyroid Tests	March 2014	Abbott Pharmaceutical	Elia Calvo – Public Relations
Food Drive	April 2014	Food Bank of Puerto Rico	Elia Calvo – Public Relations
Telemundo Commemorates World Autism Day	April 2014	Alliance of Autism	Elia Calvo – Public Relations
Starbucks Re Do It Day	April 2014	Ricky Martin Foundation	Ivelisse Varona – HR Director
Educational workshop	May 2014	Girls Scouts	Ivelisse Varona – HR Director
Feria de Salud – Muévete con Telemundo	May 2014	Telemundo	Elia Calvo – Public Relations
Da Vida Caminando con Raymond	May 2014	Hospital Oncológico	Elia Calvo – Public Relations
Golf Tournament	June 2014	Ricky Martin Foundation	Elia Calvo – Public Relations
Educational workshop	June 2014	Young Entrepreneurship Education System (Yees! Inc.)	José Cancela –General Manager Sonya England – Human Resources Supervisor
Feria de Salud	July 2014	SSS	Ivelisse Varona – HR Director Sonya England – HR Supervisor
Congreso de Mujeres Empresarias	August 2014	Cámara de Comercio de PR	Elia Calvo – Public Relations
Telemundo & Make A Wish Together in One Magical Night	August 2014	Make a Wish	Elia Calvo – Public Relations
Latidos Saludables	September 2014	SSS	Ivelisse Varona – HR Director Sonya England – HR Supervisor
Educational workshop	September 2014	Congreso de Líderes de PR	Elia Calvo – Public Relations
MDA Telemarathon	September 2014	MDA	Elia Calvo – Public Relations

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

Station: **WKAQ**

Job Title: **Sales & Marketing Coordinator**

Date Job Filled: 05/5/2014

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

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: **Human Resources Supervisor**

Date Job Filled: 05/12/2014

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

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**JOB VACANCY
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Station: **WKAQ**

Job Title: **Administrative Assistant**

Date Job Filled: **04/28/2014**

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

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**JOB VACANCY
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Station: **WKAQ**

Job Title: **Assignment Desk**

Date Job Filled: **03/04/2014**

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

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Station: **WKAQ**

Job Title: **Human Resources Director**

Date Job Filled: 02/24/2014

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

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**JOB VACANCY
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Station: **WKAQ**

Job Title: **News Operations Manager**

Date Job Filled: **02/10/2014**

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

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**JOB VACANCY
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Station: **WKAQ**

Job Title: **Associate Producer**

Date Job Filled: **10/07/2013**

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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