

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, 2015 through September 30, 2016)
 - Traffic Clerk (2)
 - Senior Digital Producer (1)
 - Web Content Producer (2)
 - Media Asset Administrator (1)
 - Sr. Financial Analyst (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?

22 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	4
External Posting	18
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, 16 interns have participated in the WKAQ internship program: 11 for the Production Services Department (Osvaldo Linares, Production Services Director) and 5 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)
Lucy López Roig	October 2015	EAP as a Work Tool	All Videographics Department
NBCU	December 2015	INVEST	Ivelisse Varona, HR Director
United States Citizenship and Immigration Services (USCIS)	December 2015	E- Verify	Ivelisse Varona, HR Director Sonya England, HR Manager Kamil Rodríguez, HR Coordinator
Colegio de Contadores Autorizados de PR	February 2016	Implantación del impuesto sobre el valor añadido (IVA)	Sonia Meléndez, VP of Finance Sandra Guillermety, Senior Accountant Mabel Díaz, Cost Financial Analyst
Lucy López Roig	February 2016	EAP as a Work Tool	All News Employees
Lucy López Roig	March 2016	EAP as a Work Tool	All Promotions Employees
Lucy López Roig	April 2016	Low Stress Training	All Videographics Employees
NAB	April 2016	National Broadcast Association Annual Convention	José Medina, VP of Engineering Eberto Hernández, Engineering Supervisor Osvaldo Linares, Production Services Supervisor Santiago Santos, News Operations Manager
NBCU	May 2016	SAP Training	Ivelisse Varona, HR Director Sonya England, HR Manager
NBCU	May 2016	Code of Conduct Training and Acknowledgement	All Employees
Xpression	May 2016	Xpression upgrades and graphics package	Syndia Modesto, Videographic Technician Héctor Llenza, Videographic Technician Mairette Vázquez, Videographic Technician Ronald Rivera, Videographic Technician Eric Vargas, Videographic Technician
ESCAPE	June 2016	Discussion about Labor Law	Ivelisse Varona, HR Director Sonya England, HR Manager
NBCU	June 2016	IRE Seminar (investigative, Reporters, & Editors)	Carmen Jiménez, Producer, Telemundo Responde
AVID	July 2016	AVID Media Composer	Anthony Pereira, Editor William Pagán, Editor
RT EHS Consulting and Management Corp.	August 2016	Registro e informe de lesiones y enfermedades ocupacionales (2OSH1904)	Abraham Zavala, EHS Manager Sonya England, HR Manager Kamil Rodríguez, HR Coordinator
RT EHS Consulting and Management Corp.	August 2016	Investigación de accidentes ocupacionales	Abraham Zavala, EHS Manager Sonya England, HR Manager Kamil Rodríguez, HR Coordinator
Telemundo	August 2016	Producing for breakthrough performance	Ana Hernández, Executive Producer
NBCU	August 2016	NBC Weather Seminar	Roberto Cortés – Reporter/Weather

Organization	Date	Title	Participant(s)
Sacred Heart University	August 2016	Técnicas Modernas de Supervisión	Adriana Valladares, Traffic Supervisor
NBCU	September 2016	LEAD	Santiago Santos, News Operations Manager
SHRM PR	September 2016	SHRM PR Annual Conference	Ivelisse Varona, HR Director Sonya England, HR Manager Kamil Rodríguez, HR Coordinator
Willis Towers Watson	September 2016	Fundamentals of Retirement Plans	Ivelisse Varona, HR Director
NBCU	Ongoing	EHS, OSHA, and other safety trainings	All Employees
NBCU	Ongoing	PIVOT	Lourdes Dávila, VP of Sales

OTHER COMMUNITY EVENTS AND ACTIVITIES

Telemundo	November 2015	Mammography Tests	Ivelisse Varona - HR Director
Telemundo	November 2015	Feria de Salud	Ivelisse Varona - HR Director
Telemundo	December 2015	Entrega de Regalos – Fundación Niñito Jesús	Ivelisse Varona – HR Director
Fundación Cabecitas Rapadas	December 2015	Ponte el tatuaje por un pedacito de tu hogar	Elia Calvo – Public Relations
Telemundo	January 2016	Abriga un Alma	Elia Calvo – Public Relations
Telemundo	February 2016	World Best 10K	Elia Calvo – Public Relations
Abbot	March 2016	Thyroid Tests	Elia Calvo – Public Relations
St. Jude’s Children Hospital	March 2016	Chinchorro Chic	Elia Calvo – Public Relations
Telemundo	April 2016	Telemundo Commemorates World Autism Awareness Day	Elia Calvo – Public Relations
Telemundo	April 2016	Food Drive	Elia Calvo – Public Relations
Telemundo	May 2016	Comcast Cares Day	Ivelisse Varona – HR Director
Telemundo	June 2016	Communitary event – Centro Nuestra Señora de la Providencia	Ivelisse Varona – HR Director
Telemundo	June 2016	Da Vida Caminando con Raymond	Elia Calvo – Public Relations
Departamento de Arte y Cultura de San Juan	September 2016	Encuentro Jóvenes en Riesgo	Elia Calvo – Public Relations

JOB VACANCY

RECRUITMENT SOURCE DATA FORM

(To be Attached to Annual Public File EEO Report)

Station: **WKAQ**

Job Title: Traffic Clerk

Data Job Filled: 11/16/2015

Recruitment Source
That Referred

Ultimate Hire: External Posting

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
External Posting	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: Traffic Clerk

Data Job Filled: 02/09/2016

Recruitment Source
That Referred

Ultimate Hire: External Posting

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
External Posting	N/A	N/A	N/A	N/A

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RECRUITMENT SOURCE DATA FORM

(To be Attached to Annual Public File EEO Report)

Station: **WKAQ**

Job Title: Senior Digital Producer

Data Job Filled: 02/19/2016

Recruitment Source
That Referred

Ultimate Hire: External Posting

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
External Posting	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: Web Content Producer

Data Job Filled: 05/10/2016

Recruitment Source
That Referred

Ultimate Hire: External Posting

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
External Posting	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: Web Content Producer

Data Job Filled: 05/10/2016

Recruitment Source
That Referred

Ultimate Hire: External Posting

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
External Posting	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

Data Job Filled: 02/29/2016

Recruitment Source
That Referred

Ultimate Hire: Recruitment Agency

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
Recruitment Agency	BMA Group Centro Internacional de Mercadeo Torre I Suite 307 Guaynabo, Puerto Rico	Yody Luciano	(787) 620-3998	N/A

JOB VACANCY

RECRUITMENT SOURCE DATA FORM

(To be Attached to Annual Public File EEO Report)

Station: **WKAQ**

Job Title: Sr. Financial Analyst

Data Job Filled: 03/21/2016

Recruitment Source
That Referred

Ultimate Hire: External Posting

Name of Recruitment Source	Address of Recruitment Source	Contact Person	Telephone	Has this source request notices?
External Posting	N/A	N/A	N/A	N/A