

## **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, 2020 through September 30, 2021)

- **Producer FT**
- **CMX Editor FT**
- **Producer FT**
- **Production Assistant FT**
- **News Editor FT**
- **Web Producer FT**

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?

  12   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.

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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	6
External Posting	0
Internship Program	0
Union Internal Posting	6

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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:** Annually, WKAQ works closely with local colleges and universities to build and active and healthy internship program. Between October 2020 and September 2021, because of the pandemic, and for health and safety reasons, our Internship Program paused.

**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:

<b>Organization</b>	<b>Date</b>	<b>Title</b>	<b>Participant(s)</b>
Fidelis	October 2020	Webinar - Masterclass: Manejo Exitoso del Talento Humano	Sonya England, HR Director
NBCUniversal	October 2020	Meet the Moment – DEI Event	Sonya England, HR Director
Fidelis	October 2020	Webinar - La Importancia de la Supervisión en el Manejo del Talento	Sonya England, HR Director
APPR	November 2020	Annual Convention (Virtual)	Sonya England, HR Director
C2HR	November 2020	C2HR Virtual Conference	Sonya England, HR Director
NBCUniversal	January 2021	Respect in the Workplace (Including (EEO, sexual harrassment, labor harrassment, violence)	All employees
APRL	February 2021	Nuevas Guías sobre el Acoso Laboral	Sonya England, HR Director Kamil Rodríguez, HR Generalist
Jackson Lewis	February 2021	New PRDOL Guidelines Addressing Workplace Harassment	Sonya England, HR Director Kamil Rodríguez, HR Generalist
SHRM	February 2021	Guías sobre el Acoso Laboral en el Sector Privado	All supervisors
NBCUniversal	March 2021	Debiasing the Hiring Process	Sonya England, HR Director Kamil Rodríguez, HR Generalist
Cámara de Comercio de PR	May 2021	Webinar: Responsabilidad Patronal ante la Violencia Doméstica	Sonya England, HR Director Kamil Rodríguez, HR Generalist
NBCUniversal	August 2021	Managing Newsroom Stress & Trauma w/ AI and Rev. Sidney Tompkins	All exempt Newsroom employees
SHRM	September 2021	WEBINAR: Interrogantes ante la posibilidad de vacunación compulsoria en los lugares de trabajo	Sonya England, HR Director Kamil Rodríguez, HR Generalist
APRL	September 2021	Retos y oportunidades de los patronos: Manejo del plan de salud y beneficios ante el COVID-19	Sonya England, HR Director Kamil Rodríguez, HR Generalist

## **OTHER COMMUNITY EVENTS AND ACTIVITIES**

Telemundo of PR	August 2021	Clear the Shelters	Elia Calvo – Public Relations Manager
Telemundo of PR	August 2021	Especial Make a Wish	Elia Calvo – Public Relations Manager
Telemundo of PR	September 2021	Lola’s Challenge	Elia Calvo – Public Relations Manager

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

Station:           TELEMUNDO OF PUERTO RICO

Job Title:         Producer – Full Time

Date Job Filled:  1/19/2021

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:         CMX Editor – Full Time

Date Job Filled:  2/8/2021

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: Producer – Full Time

Date Job Filled: 2/23/2021

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  
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Station:           TELEMUNDO OF PUERTO RICO

Job Title:         Production Assistant – Full Time

Date Job Filled:  4/12/2021

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  
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Station:           TELEMUNDO OF PUERTO RICO

Job Title:         News Editor – Full Time

Date Job Filled:  4/19/2021

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: Web Producer – Full Time

Date Job Filled: 6/14/2021

Recruitment Source  
That Referred

Ultimate Hire: Internal Posting

Number of Interviewees: 2

<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>
N/A	N/A	N/A	N/A	N/A

(ATTACH ADDITIONAL SHEETS AS NEEDED)