

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, 2017 through September 30, 2018)

- **Assignment Desk Editor PT(1)**
- **Master Control Technician FT (1)**
- **Producer PT (1)**
- **Production Services Coordinator PT (1)**
- **Executive Producer FT (1)**
- **APC Director FT (1)**
- **Financial Analyst FT (1)**
- **Associate Producer FT (1)**
- **Production Assistant FT (1)**
- **Vice President of Technology FT (1)**
- **Photojournalist/Editor PT (1)**
- **Scenery Assembler FT (1)**
- **Scenery Assembler 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?

57 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 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	29
External Posting	25
Internship Program	0
Union Internal Posting	3

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 (Arecibo and Carolina), Catholic University of Puerto Rico (Ponce Campus), Sacred Heart University, and 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)
Animus	November 2017	Leadership Training	Adriana Valladares, Traffic Supervisor María Ramos, Direct Sales Executive Maria Davila, VP of Sales Tere Pabón, Direct Sales Executive Carmen Fernandez, Direct Sales Executive Amelia Vallejo, Sales & Marketing Specialist Mariela Capacete, Digital Sales Manager Maria del C. Santiago, Direct Sales Executive
APRL	November 2017	Retos de las Relaciones Laborales luego del Huracán María	Sonya England, HR Manager
Telemundo	December 2017	Sales Support Development Program	Amelia Vallejo, Sales & Marketing Specialist
ASI	January 2018	ASI Show Orlando Sales and Marketing	Maria del C. Santiago, Direct Sales Executive
APRL	February 2018	PR Employment Law Reform changes	Sonya England, HR Manager Kamil Rodriguez, HR Coordinator
Ross	February 2018	Overdrive refresh training	David Castillo, Production Services Manager Daniel Muñoz, APC Staff Director Jose Melendez, Director Steve Rivera, APC Director Edwin Quiñones, APC Assistant Director Iván Sauri, APC Director/Asst. Director Pedro Negrón, APC Director/Asst. Director
SHRM	March 2018	Como hacer un proceso de investigación efectivo	Kamil Rodríguez, HR Coordinator
Seminarios Imagen	March 2018	Dimensiones de la Inteligencia Emocional, Superar la Ansiedad en Tiempos de Incertidumbre	Cristina Rodriguez, Creative Services Associate Supervisor
Jose Flores Consultant	March 2018	How to maintain Prospecting	María Ramos, Direct Sales Executive
Yanil Suarez Health4Balance	April 2018	Neuroco ching	María Ramos, Direct Sales Executive
APRL	April 2018	Me Too (Sexual Harassment Policy) Post Harvey	Kamil Rodríguez, HR Coordinator
SME	April 2018	Hearts & Science 2018 Marketing Communications Forum	Nancy Garcia, Sales Manager
APRL	April 2018	Ley de Transformación y Flexibilidad Laboral	Sonya England, HR Manager
National Guard	April 2018	Active Shooter Protection Training	Sonya England, HR Manager Kamil Rodríguez, HR Coordinator Abraham Zavala, EHS Manager Eddie Figueroa, Fleet Coordinator Orlando Clemente, Security Supervisor Sonia Melendez, VP Finance Aracelis Adames, Purchasing Agent Vilmarie Padilla, Creative Services Supervisor Cristina Rodriguez, Creative Serv. Assoc. Sup. Bienvenido Castillo, Graphic Artist

SME	May 2018	SME Digital Forum	Amelia Vallejo, Sales & Marketing Specialist María Ramos, Direct Sales Executive Tere Pabón, Direct Sales Executive Carmen Fernandez, Direct Sales Executive Sarah Martinez, Direct Sales Executive Mariela Capacete, Digital Sales Manager
NAB	May 2018	National Broadcast Association Annual Convention	José Medina, VP of Engineering Edberto Hernández, Engineering Supervisor Osvaldo Linares, Production Services Director Edgar Socias, Engineering Technician
NBCU	May 2018	Code of Conduct Training and Acknowledgement	All Employees
Frances Ríos Enterprises	May 2018	Women Who Lead	Sonia Meléndez, VP of Finance Maria Davila, VP of Sales Sonya England, HR Manager
ESCAPE	June 2018	Discussion about Labor Law	Sonya England, HR Manager Kamil Rodriguez, HR Coordinator
Telemundo	June 2018	Telemundo Marketing Summit	Cristina Rodriguez, Creative Services Assistant Supervisor
	July 2018	Foro Económico: Encuentro familiar	
JGL	July 2018	JGL Personal Lift	Fernando Capblanca, Scenery Assembler Javier Gonzalez, Scenery Assembler Xavier Gonzalez, Scenery Assembler Danny Rosa, Studio Technician Luis De La Rosa, Scenery Assembler David Castillo, Production Services Manager Julio Sanchez, Scenery Assembler
NBCU	August 2018	Wide Orbit Connect Training	Adriana Valladares, Traffic Supervisor
SHRM	September 2018	SHRM PR Annual Convention 2018	Sonya England, HR Manager Kamil Rodriguez, HR Coordinator
NBCU	September 2018	Digital Sales Training	Mariela Capacete, Digital Sales Manager
Telemundo	September 2018	Promo & Commercial Reporting	Vilmarie Padilla, Creative Services Supervisor

OTHER COMMUNITY EVENTS AND ACTIVITIES

MDA	March 2018	MDA Telethon	Elia Calvo – Public Relations
Telemundo	March 2018	Baby Boomers & Seniors Expo	Elia Calvo – Public Relations
Abbot	March 2018	Thyroid Tests	Elia Calvo – Public Relations
Telemundo	May 2018	Comcast Cares Day	Sonya England – HR Manager
Telemundo	June 2018	Da Vida caminando con Raymond (Pro-Hospital Oncológico)	Elia Calvo – Public Relations

Telemundo	August 2018	Health Expo	Sonya England – HR Manager
Telemundo & Fondos Unidos	August 2018	Apoyando Nuestras Escuelas	Elia Calvo – Public Relations
Telemundo	August 2018	Clear The Shelters	Elia Calvo – Public Relations
Telemundo	September 2018	Lola's Challenge Race	Elia Calvo – Public Relations

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

Station: WKAQ

Job Title: Assignment Desk Editor (Part Time)

Date Job Filled: 12/11/2017

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: Master Control Technician (Full Time)

Date Job Filled: 1/1/2018

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: News Producer (Part Time)

Date Job Filled: 01/07/2018

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: Production Services Coordinator

Date Job Filled: 01/15/2018

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: Executive Producer

Date Job Filled: 02/07/2018

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: APC Director (Full Time)

Date Job Filled: 03/05/2018

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: Financial Analyst (Full Time)

Date Job Filled: 03/19/2018

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: Associate Producer (Full Time)

Date Job Filled: 03/05/2018

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: Production Assistant (Full Time)

Date Job Filled: 04/09/2018

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: VP of Technology (FULL TIME)

Date Job Filled: 06/04/2018

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: Photojournalist Editor (PART TIME)

Date Job Filled: 07/15/2018

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: Scenery Assembler (FULL TIME)

Date Job Filled: 08/20/2018

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: Scenery Assembler (PART TIME)

Date Job Filled: 09/10/2018

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