

# **WSYR JOB OPENING DOCUMENTATION**

**Position:** Photojournalist

**Date Position Open:** 6/13/13

**Date Position Closed:** 6/20/13

**Recruitment Initiated By:** News Director

**Recruitment Notification Processed By:** Executive Assistant, Digital News Manager,  
Associate Counsel & Director of Human Resources

## **Where Publicized:**

### 1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

### 2. In-House Posting

### 3. WSYR Website

### 4. Nexstar Website

### 5. NYS Labor Department

### 6. NAACP of Syracuse

### 7. Women's Information Center

## **Documentation Attached:**

1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
2. Job Description (includes Posting Date)
3. Email to Distribution List
4. Job Opening Notifications Checklist
5. NYS Dept. of Labor Fast Fax Job Order
6. Letter to NAACP of Syracuse
7. Letter to Women's Information Center
8. Email for Website Posting
9. Nexstar Website Job Description
10. Email Confirmation from TVJobs.com
11. Email Confirmation from MediaLine.com

## **Documentation Not Attached:**

## EEO HIRING DOCUMENTATION

Job Title of Opening PHOTOGRAPHER

Date of Posting 6/13/13

**Total Number Interviewed:**

### Breakdown of Interviewees by Source:

Source Name

# of Interviewees

## INTERNAL REFLEXES

3

9wsyv.com

1

**Every interviewee must complete the Nexstar Employment Application**

Date of Hire: 6/20/13

Name of Hiree: MIKE TOVEK

Referral Source of Hire: INTERNAL PROMOTION

Paperwork to accompany this form:

1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
2. Resumes & Applications of those NOT interviewed



Posted: 6/14/13

### **PHOTOJOURNALIST**

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Photojournalist. We are looking for a self-starter who will be responsible for shooting and editing stories for on air and multiple digital platforms. Successful candidate will also operate ENG vehicles for live broadcasts. We are looking for a person with top notch communication skills who thrives in a team atmosphere. Must be available to work flexible schedule including early mornings, late nights, weekends and holidays. Qualified candidates should e-mail resume and a link to their work to [careers@9wsyr.com](mailto:careers@9wsyr.com) or to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

## Julie Gehring

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**From:** Julie Gehring  
**Sent:** Friday, June 14, 2013 11:14 AM  
**To:** Julie Gehring; 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Howard University'; 'Ithaca College'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Morrisville State College'; 'Morrisville State College'; 'My Air Check'; 'OCC EMC Department'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'; 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com'; 'sandy@nysbroadcasters.org'; 'Howard University'; 'careerservices@cazenovia.edu'  
**Subject:** WSYR-TV Job Opening effective 6-14-2013  
**Attachments:** Job Posting-WSYR Photojournalist.doc



Job Posting-WSYR  
Photojournali...

Please be advised that NewsChannel 9 WSYR-TV has an open position for a PHOTOJOURNALIST. A job description is attached. Please contact me for further information.

Thank you.

Julie  
*Julie R. Gehring*  
Executive Administrative Assistant  
NewsChannel 9 WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057  
(315) 446-9999  
[juliegehring@9wsyr.com](mailto:juliegehring@9wsyr.com)

## JOB OPENING NOTIFICATIONS

POSITION: Photojournalist

Open: 6/14/13 Closed: 6/20/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

  

Syracuse New Times

  

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

Cazenovia College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Association for Better Living

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

✓

CNY National Organization for Women

✓

Women's Information Center

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

ITT Technical Institute

✓



## New York State Department of Labor

Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

## FAST FAX JOB ORDER

New York State Department of Labor

450 South Salina St.

Room 302

Syracuse, New York 13202

Phone: (315) 479-3284 Fax: (315) 479-3216

jobcentralsyracuse@labor.ny.gov

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at [www.labor.ny.jobs](http://www.labor.ny.jobs) or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 6/14/13

Company WSYR-TV Unemployment Ins. Employer Reg. No. 42-52662Address 5904 Bridge Street City E. Syracuse State Ny Zip 13051

Description of products or services your business provides: \_\_\_\_\_

Interview contact person News Director Tel. No. ( ) Fax No. ( )

E-Mail address \_\_\_\_\_ URL/Web Site Address \_\_\_\_\_

Would you like your company name available to the public on your job listing? ☐ Yes ☐ No Checking "Yes" allows jobseekers to view your company name, phone number and "how to apply" instructions. Checking "No" will allow job seekers to view only the job title and description. Jobseekers will be required to see an advisor to be screened for your job qualifications. Will this job opening also be listed on:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☒ Trade Journal ☐ other \_\_\_\_\_

Referral instructions (You may select more than one):

☐ Send Candidate to apply in person from \_\_\_\_\_ to \_\_\_\_\_

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from \_\_\_\_\_ to \_\_\_\_\_ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@9wsyr.com

Title of Job Opening Photojournalist JOB DETAILS Number of Openings 1 Number of Persons you wish to interview \_\_\_\_\_

Job Location \_\_\_\_\_ Start Date \_\_\_\_\_ Are you a FCJL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demands or special working conditions. All hiring requirements listed here and checked below must be bona fide occupational qualifications.

See Attached

Reference/Security Check? ☒ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ Yes ☐ No

Employment Test? ☐ Yes ☒ No If yes, please provide name and/or type of test: \_\_\_\_\_

Job is: ☒ Full Time ☐ Part Time ☐ Regular ☐ Temporary Duration of Job is: From VARIES U FN

Work hours: From VARIES Circle normal workdays: S M Tu W Th F S Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: 4 Specialized Education? (Degree/Certificate/License) COLLEGE DEGREE

Years of Experience Required: \_\_\_\_\_ Will you accept related experience? ☐ Yes ☐ No Describe \_\_\_\_\_

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☒ Yes ☐ No Driver's License? ☒ Yes: Class \_\_\_\_\_ ☐ No

Salary Range: From \$ NEGOTIABLE (hour/week/month/year) Salary Negotiable? ☐ Yes ☐ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No

\* \* \* Communication Result Report ( Jun. 14. 2013 12:06PM ) \* \* \*

Fax Header)

Date/Time: Jun. 14. 2013 12:05PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0377	Memory TX	4793216	P. 2	OK	

Reason for error  
 E. 1) Hang up or line fail  
 E. 3) No answer  
 E. 5) Exceeded max. E-mail size

E. 2) Busy  
 E. 4) No facsimile connection

8/17/2013 10:23 587-766-5531

**NEW YORK STATE DEPARTMENT OF LABOR**  
 Andrew M. Cuomo, Governor  
 Peter M. Rivera, Commissioner

**FAST FAX JOB ORDER**  
 New York State Department of Labor  
 430 South Salina St.  
 Room 202  
 Syracuse, New York 13202  
 Phone: (315) 479-3234 Fax: (315) 479-3216  
 joborders@doel.state.ny.gov

Date: 6/14/13

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at [www.jobexchange.ny.gov](http://www.jobexchange.ny.gov) or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Company WSYR-TV Unemployment Ins. Employer Reg. No. 412-5126612

Address 5904 Bridge Street City E. Syracuse State NY Zip 13207

Description of products or services your business provides \_\_\_\_\_

Interview contact person News Director Tel. No. ( ) Fax No. ( )

E-Mail address \_\_\_\_\_ URL/Web Site Address \_\_\_\_\_

Would you like your company name available to the public on your job listing? ☐ Yes ☐ No Checking "Yes" allows jobseekers to view your company name, phone number and "how to apply" instructions. Checking "No" will allow jobseekers to view only the job title and description. Jobseekers will be required to see an employer to be screened for your job qualifications. Will this job opening also be listed on:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☒ Trade Journal ☐ Other \_\_\_\_\_

Referral instructions (For use only select agencies and mail): ☐ Send Candidates to apply in person from \_\_\_\_\_ to \_\_\_\_\_

☐ Staff to call first (before sending) ☐ Candidates to call first (before coming) from \_\_\_\_\_ to \_\_\_\_\_ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@4usyr.com

Title of Job Opening Photojournalist JOB DETAILS  
 Number of Openings 1 Number of Persons you wish to interview \_\_\_\_\_

Job Location \_\_\_\_\_ Start Date \_\_\_\_\_ Are you a FCM employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, equipment, equipment used/operated, special physical demands or special working conditions. All hiring requirements listed here and checked below must be basic job occupational qualifications.

See Attached

Reference/Security Check? ☒ Yes ☐ No Physical ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

One look? ☐ Yes ☒ No Must Join Union? ☒ Yes ☐ No

Employment Type? ☐ Yes ☒ No If yes, please provide dates and type of test: \_\_\_\_\_

Job is: ☒ Full Time ☐ Part Time ☐ Regular ☐ Temporary Duration of Job is: From 12/01/12 To 12/31/12

Work hours: From VARIES Circle normal workdays: S M Tu W Th F S Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: 4 Specialized Education? (Degree/Certificate/License) COLLEGE DEGREE

Years of Experience Required: \_\_\_\_\_ Will you accept related experience? ☐ Yes ☐ No - Describe \_\_\_\_\_

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you in a public transportation route? ☐ Yes ☒ No Driver's License? ☒ Yes ☐ No Class \_\_\_\_\_ ☐ No

Salary Range From \$ 12,000 To \$ 14,000 (hourly/monthly/year) Salary Negotiable? ☐ Yes ☐ No

Health Ins.? ☐ Yes ☐ No Dental Ins.? ☐ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☐ Yes ☐ No Clothing Allowance? ☐ Yes ☐ No Child Care? ☐ Yes ☐ No



June 14, 2013

NAACP of Syracuse  
PO Box 397  
Colvin Elmwood Station  
Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Full Time Production person and a Photojournalist. The job descriptions are attached. Please contact me for further information on these job postings.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring  
Executive Administrative Assistant

enclosures





June 14, 2013

Women's Information Center  
601 Allen Street  
Syracuse, NY 13210

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Full Time Production person and a Photojournalist. The job descriptions are attached. Please contact me for further information on these job postings.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring  
Executive Administrative Assistant

enclosures

**RE: 6-14-13 Job Posting-WSYR Photojournalist**

Phil Rankin

**Sent:** Tuesday, June 18, 2013 5:33 PM

**To:** Julie Gehring

All set.

- Phil

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**From:** Julie Gehring

**Sent:** Tuesday, June 18, 2013 2:50 PM

**To:** Phil Rankin

**Cc:** Robert Cartwright

**Subject:** FW: 6-14-13 Job Posting-WSYR Photojournalist

Hi Phil,

Can you please add the attached job posting to our website? Thank you.

Julie

*Julie Gehring*

Executive Administrative Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[juliegehring@9wsyr.com](mailto:juliegehring@9wsyr.com)

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**From:** Julie Gehring

**Sent:** Thursday, June 13, 2013 5:18 PM

**To:** Phil Rankin

**Subject:** 6-14-13 Job Posting-WSYR Photojournalist

Hi Phil,

Attached is a new job posting for our website. Thank you.

Julie

*Julie Gehring*

Executive Administrative Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[juliegehring@9wsyr.com](mailto:juliegehring@9wsyr.com)

Entry-level: No

Job Title: PHOTOJOURNALIST

Station Name & Mailing Address: NewsChannel 9 WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057

Position reports to title: News Director

If interested, mail or email resume to: News Director  
WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057  
careers@9wsyr.com

Work hours schedule: Must be available to work flexible schedule including early mornings, late nights, weekends & holiday's

Full Time: YES

Exempt (not eligible for over time):

Non-exempt (eligible for over time): YES

Number hours per week: 40

Brief description of duties & responsibilities:

- Responsible for shooting and editing stories for on air and multiple digital platforms
- Ability to operate ENG vehicles for live broadcasts
- Top notch communication skills required
- Must thrive working in a team atmosphere

Work experience and education required for position:

- 4 year college degree
- Self starter with prior experience

Nexstar Broadcasting Group, Inc. is an Equal Opportunity Employer  
If you have any questions, contact Terri Bush, Director Human Resources  
tlbush@nexstar.tv

## Julie Gehring

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**From:** jobs@tvjobs.com  
**Sent:** Monday, June 17, 2013 2:38 PM  
**To:** Julie Gehring  
**Subject:** TVJobs.com - Photojournalist job posted

### JOB POSTING NOTIFICATION FROM TVJOBS

The "Photojournalist" position for WSYR was just posted in the Job Bank and is now available on-line ...

Station : WSYR  
Position : Photojournalist  
Category : News - Photojournalist  
Database : Television  
Job ID : TVJ#34218887  
Posted : 6/17/2013  
Expires : 7/17/2013  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

#### Photojournalist

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Photojournalist. We are looking for a self-starter who will be responsible for shooting and editing stories for on air and multiple digital platforms. Successful candidate will also operate ENG vehicles for live broadcasts. We are looking for a person with top notch communication skills who thrives in a team atmosphere. Must be available to work flexible schedule including early mornings, late nights, weekends and holidays.

Qualified candidates should e-mail resume and a link to their work to careers@9wsyr.com or to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

#### Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 7/17/2013.
5. If for any reason you need the listing removed early, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=5526261356220397>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.  
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

## Julie Gehring

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**From:** Mark Shilstone [mark@medialine.com]  
**Sent:** Friday, June 14, 2013 11:55 AM  
**To:** Julie Gehring  
**Subject:** FW: EEO Confirmation

>>  
>>  
>>Please allow this to serve as confirmation of receipt of the following  
>>job  
>>listing(s) from : WSYR on 6/14/13  
>>  
>>PHOTOJOURNALIST  
>>  
>>  
>>The listing(s) will run for a 30 day period on our national television  
>>job listing service (unless you indicated otherwise) and then  
>>automatically remove themselves from the system.  
>>  
>>If you need further documentation for your EEO files, please feel free  
>>to contact us at:  
>>Phone:800-237-8073  
>>Email:medialine@medialine.com  
>>Fax:831-6485204  
>>Mailing address:Box 51909, Pacific Grove, CA 93950 Contact:Mark  
>>Shilstone, Manager  
>>  
>>Thank you for using MediaLine,  
>>Mark Shilstone  
>>Manager  
>>MediaLine  
>>  
>>  
>  
>

# **WSYR JOB OPENING DOCUMENTATION**

**Position:** Full Time Production

**Date Position Open:** 6/13/13

**Date Position Closed:** 8/15/13

**Recruitment Initiated By:** Production/Creative Services Manager

**Recruitment Notification Processed By:** Executive Assistant, Digital News Manager,  
Associate Counsel & Director of Human Resources

## **Where Publicized:**

### 1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

### 2. In-House Posting

### 3. WSYR Website

### 4. Nexstar Website

### 5. NYS Labor Department

### 6. NAACP of Syracuse

### 7. Women's Information Center

## **Documentation Attached:**

1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
2. Job Description (includes Posting Date)
3. Email to Distribution List
4. Job Opening Notifications Checklist
5. NYS Dept. of Labor Fast Fax Job Order
6. Letter to NAACP of Syracuse
7. Letter to Women's Information Center
8. Nexstar Website Job Description
9. Email Confirmation from TVJobs.com

## **Documentation Not Attached:**

1. WSYR Website Posting Confirmation



# EEO HIRING DOCUMENTATION

Job Title of Opening Full Time Production

Date of Posting June 13, 2013

Total Number Interviewed:

### Breakdown of Interviewees by Source:

Source Name

### # of Interviewees

9 wsr. corn

3

Nerstar website

TV jobs. com

0

**Figure 1**

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[illegible]

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**Every interviewee must complete the Nexstar Employment Application**

Date of Hire: 8/15/13

Name of Hiree: Scott Nagel

Referral Source of Hire: Nexstar website

Paperwork to accompany this form:

1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
2. Resumes & Applications of those NOT interviewed



June 13, 2013

#### FULL-TIME PRODUCTION

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an experienced Production Crewperson who can also direct and technical direct live newscasts. Candidate must be hard-working, dependable, takes initiative and remains cool under pressure. Candidate will work all crew positions during the week, as well as be expected to direct and technical direct on weekends. Ability to multi-task a must. Experience on Ross Vision and Xpression systems a plus. Please send cover letter, resume and references to: Operations Manager, NewsChannel 9 WSYR, 5904 Bridge Street, East Syracuse, NY 13057. No phone calls, please. EOE.

## Julie Gehring

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**From:** Julie Gehring  
**Sent:** Thursday, June 13, 2013 9:54 AM  
**To:** 'Gehring, Julie'; 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt-tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Morrisville State College'; 'Morrisville State College'; 'My Air Check'; 'vwoods@dhr.state.ny.us'; 'OCC EMC Department'; 'Office of Minority Affairs'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'  
**Subject:** WSYR-TV Job Opening effective 6-13-2013  
**Attachments:** Job Posting - FT Production 6-13-13.doc



Job Posting - FT  
Production 6-...

Please be advised that NewsChannel 9 WSYR-TV has an open position for a FULL TIME PRODUCTION person. A job description is attached. Please contact me for further information.

Thank you.

Julie  
*Julie R. Gehring*  
Executive Administrative Assistant  
NewsChannel 9 WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057  
(315) 446-9999  
[juliegehring@9wsyr.com](mailto:juliegehring@9wsyr.com)

## Julie Gehring

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**From:** Julie Gehring  
**Sent:** Thursday, June 13, 2013 9:56 AM  
**To:** 'TV Jobs.com Broadcast Employment Services'  
**Subject:** WSYR-TV Job Opening effective 6-13-2013

**Attachments:** Job Posting - FT Production 6-13-13.doc



Job Posting - FT  
Production 6-...

Please be advised that NewsChannel 9 WSYR-TV has an open position for a FULL TIME PRODUCTION person. A job description is attached. Please contact me for further information.

This posting can be under these categories on your site:

Production - Director/Technical Director (Live News)

Production - Production Assistants

Thank you.

Julie

*Julie R. Gehring*

Executive Administrative Assistant  
NewsChannel 9 WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057  
(315) 446-9999  
[juliegehring@9wsyr.com](mailto:juliegehring@9wsyr.com)

## JOB OPENING NOTIFICATIONS

POSITION: Full Time Production

Open: 6/13/13

Closed: 8/15/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

Cazenovia College

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SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Association for Better Living

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

✓

CNY National Organization for Women

✓

Women's Information Center

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

ITT Technical Institute

✓

Learning Disabilities Assn of CNY



Media Alliance



MediaLine



Morrisville State College



My Air Check



NYS Division of Human Rights



Office of Personnel & Labor Relations



Onondaga-Madison BOCES



P.E.A.C.E., Inc.



SI Newhouse



Spanish Action League



Syracuse Model Neighborhood



The Native American JPTA



Transitional Learning Services



TV Jobs.com Broadcast Employment Services



NYS Broadcasters Assn.



Nexstar Website





## New York State Department of Labor

Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

## FAST FAX JOB ORDER

New York State Department of Labor

450 South Salina St.

Room 302

Syracuse, New York 13202

Phone: (315) 479-3284 Fax: (315) 479-3216

jobcentralsyracuse@labor.ny.gov

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at [www.labor.ny.jobs](http://www.labor.ny.jobs) or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 6/13/13

Company WSYR-TV Unemployment Ins. Employer Reg. No. 42-52662Address 3904 Bridge Street City E. Syracuse State NY Zip 13057Description of products or services your business provides: Television StationInterview contact person Operations Manager Tel. No. (315) 446-9999 Fax No. ( )E-Mail address WVWERS@9wsyr.com URL/Web Site Address

Would you like your company name available to the public on your job listing? ☒ Yes ☐ No Checking "Yes" allows jobseekers to view your company name, phone number and "how to apply" instructions. Checking "No" will allow job seekers to view only the job title and description. Jobseekers will be required to see an advisor to be screened for your job qualifications. Will this job opening also be listed on:

☒ Company Website ☒ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from to

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from to ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☐ E-Mail Resume (address)

Title of Job Opening Full Time Production JOB DETAILS Number of Openings 1 Number of Persons you wish to interview

Job Location 3904 Bridge St. E. Syracuse Start Date Are you a FCJL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demands or special working conditions. All hiring requirements listed here and checked below must be bona fide occupational qualifications.

See Attached

Reference/Security Check? ☐ Yes ☒ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ Yes ☐ No

Employment Test? ☐ Yes ☒ No If yes, please provide name and/or type of test:

Job is: ☒ Full Time ☐ Part Time ☒ Regular ☐ Temporary Duration of Job is: From to

Work hours: From to Circle normal workdays: S M Tu W Th F S Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: 2 Specialized Education? (Degree/Certificate/License)

Years of Experience Required: 2 Will you accept related experience? ☒ Yes ☐ No Describe

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☒ Yes ☐ No Driver's License? ☒ Yes: Class D ☐ No

Salary Range: From \$ to \$ per (hour/week/month/year) Salary Negotiable? ☒ Yes ☐ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



June 13, 2013

NAACP of Syracuse  
PO Box 397  
Colvin Elmwood Station  
Syracuse, NY 13205

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Full Time Production person. A job description is attached. Please contact me for further information on this job posting.

Thank you.

A handwritten signature in cursive script that reads "Julie Gehring".

Julie Gehring  
Executive Administrative Assistant

enclosure



June 13, 2013

Women's Information Center  
601 Allen Street  
Syracuse, NY 13210

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for Full Time Production. The job description is attached. Please contact me for further information on this job posting.

Thank you.

*Julie Gehring*

Julie Gehring  
Executive Administrative Assistant

enclosures

Entry-level: No

Job Title: FULL TIME PRODUCTION

Station Name & Mailing Address: NewsChannel 9 WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057

Position reports to title: Operations Manager

If interested, mail or email resume and references to: Operations Manager  
WSYR-TV  
5904 Bridge Street  
E. Syracuse, NY 13057  
[careers@9wsyr.com](mailto:careers@9wsyr.com)

Work hours schedule: Weekday &/or Weekend

Full Time: YES

Exempt (not eligible for over time):

Non-exempt (eligible for over time): YES

Number hours per week: 40

Brief description of duties & responsibilities:

- Experienced Production Crew Person who can direct and technical direct live newscasts
- Ability to work all crew positions
- Candidate must be hard-working, dependable and take initiative
- Ability to multi-task and remain cool under pressure

Work experience and education required for position:

- 2 year college degree
- 2 years of experience required
- Experience on Ross Vision and Xpression systems a plus

Nexstar Broadcasting Group, Inc. is an Equal Opportunity Employer  
If you have any questions, contact Terri Bush, Director Human Resources  
[tlbush@nexstar.tv](mailto:tlbush@nexstar.tv)

## Julie Gehring

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**From:** jobs@tvjobs.com  
**Sent:** Thursday, June 13, 2013 10:04 AM  
**To:** Julie Gehring  
**Subject:** TVJobs.com - Production job posted

### JOB POSTING NOTIFICATION FROM TVJOBS

The "Production" position for WSYR was just posted in the Job Bank and is now available on-line ...

Station : WSYR  
Position : Production  
Category : Production - Technician  
Database : Television  
Job ID : TVJ#34218553  
Posted : 6/13/2013  
Expires : 7/13/2013  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

#### Production

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an experienced Production Crewperson who can also direct and technical direct live newscasts. Candidate must be hard-working, dependable, takes initiative and remains cool under pressure. Candidate will work all crew positions during the week, as well as be expected to direct and technical direct on weekends. Ability to multi-task a must. Experience on Ross Vision and Xpression systems a plus.

Please send cover letter, resume and references to: Operations Manager, NewsChannel 9 WSYR, 5904 Bridge Street, East Syracuse, NY 13057. No phone calls, please. EOE.

#### Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 7/13/2013.
5. If for any reason you need the listing removed early, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=8574361544881398>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.  
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

## **WSYR JOB OPENING DOCUMENTATION**

**Position:** Account Executive

**Date Position Open:** Remained open from 1/17/13 Posting

**Date Position Closed:** 9/13/13

**Recruitment Initiated By:** Local Sales Manager

**Recruitment Notification Processed By:** Executive Assistant, Digital News Manager,  
Associate Counsel & Director of Human Resources

### **Where Publicized:**

#### 1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

#### 2. In-House Posting

#### 3. WSYR Website

#### 4. Nexstar Website

### **Documentation Attached:**

1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
2. Job Description
3. Job Opening Notifications Checklist from 1/17/13

### **Documentation Not Attached:**

1. Copy of Website Posting
2. Email to Distribution List

Account Executive

Date of Posting July 1st 2013

### Breakdown of Interviewees by Source:

**Every interviewee must complete the Nexstar Employment Application**

Date of Hire: 9/13/13  
Name of Hiree: Zachary Kosevick  
Referral Source of Hiree: Resume

1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
2. Resumes & Applications of those NOT interviewed



### **Account Executive**

Account Executive position with the best broadcast sales organization in the market! WSYR-TV, NewsChannel 9, Nexstar Communications, seeks energetic and passionate individual for position in broadcast sales. Candidate must be able to develop and service direct and agency accounts with an emphasis on new business development and internet selling. Broadcast or Sales experience a plus Send Resume to Todd Guard, Sales Manager, WSYR-TV, 5701 Enterprise Parkway, E. Syracuse, N.Y. 13057. EOE

Note:

This job posting  
remained "OPEN"  
from 1/17/13 Posting  
for additional AE

## JOB OPENING NOTIFICATIONS

POSITION: Account Executive

Open: 1/17/13

Closed: 9/13/13

In-House Posting	<u>✓</u>
WSYR Website	<u>✓</u>
Syracuse Post Standard	<u>—</u>
Syracuse New Times	<u>—</u>
NYS Labor Dept.	<u>✓</u>
Syracuse University	<u>✓</u>
Onondaga Community College	<u>✓</u>
Ithaca College	<u>✓</u>
Cayuga Community College	<u>✓</u>
SUNY Oswego	<u>✓</u>
Tompkins-Cortland Community College	<u>✓</u>
Aurora of CNY	<u>✓</u>
CCNMA	<u>✓</u>
Center for Community Alternatives	<u>✓</u>
CNY National Organization for Women	<u>✓</u>
Cornell University	<u>✓</u>
Displaced Homemakers Program	<u>✓</u>
Dunbar Association	<u>✓</u>
Howard University	<u>✓</u>
ITT Technical Institute	<u>✓</u>
Learning Disabilities Assn of CNY	<u>✓</u>
Media Alliance	<u>✓</u>
MediaLine	<u>✓</u>



Morrisville State College



My Air Check



NYS Division of Human Rights



Office of Minority Affairs



Onondaga-Madison BOCES



P.E.A.C.E., Inc.



SI Newhouse



Spanish Action League



Syracuse Model Neighborhood



The Native American JPTA



Transitional Learning Services



TV Jobs.com Broadcast Employment Services



NYS Broadcasters Assn.



Nexstar Website



# **WSYR JOB OPENING DOCUMENTATION**

**Position:** News Producer

**Date Position Open:** 10/23/13

**Date Position Closed:** 11/20/13

**Recruitment Initiated By:** News Director

**Recruitment Notification Processed By:** Executive Assistant, Digital News Manager

## **Where Publicized:**

### **1. Email Distribution List:**

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

### **2. In-House Posting**

### **3. WSYR Website**

### **4. NYS Labor Department**

## **Documentation Attached:**

1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
2. Job Description (includes Posting Date)
3. Job Opening Notifications Checklist
4. NYS Dept. of Labor Fast Fax Job Order
5. Email Confirmation from TVJobs.com
6. Email Confirmation from MediaLine.com

## **Documentation Not Attached:**

1. Copy of Website Posting
2. Email to Distribution List

# EEO HIRING DOCUMENTATION

Job Title of Opening News Producer

Date of Posting 10/23/13

Total Number Interviewed:

Breakdown of Interviewees by Source:

<u>Source Name</u>	<u># of Interviewees</u>
--------------------	--------------------------

9wsyv.com 2

TVJOBS.COM 12

[illegible]

\_\_\_\_\_

Figure 1. Schematic representation of the experimental design. The first part of the experiment consisted of a 10-min baseline period, followed by a 10-min training period, and a 10-min test period. The second part of the experiment consisted of a 10-min baseline period, followed by a 10-min training period, and a 10-min test period.

**Every interviewee must complete the Nexstar Employment Application**

Date of Hire: 11/20/13

Name of Hiree: Erik Talbot

Referral Source of Hire: 9wsyr.com

Paperwork to accompany this form:

1. Resumes & Applications of interviewees, with the copy of the application for employee hired labeled.
2. Resumes & Applications of those NOT interviewed



### **News Producer**

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Newscast Producer. The successful candidate must thrive under deadline pressure, demonstrate strong news judgment and excellent broadcast writing skills. They must understand story selection and showcasing as well as producing content for multiple platforms. Must also be willing to work nights, weekends and holidays. Qualified candidates should e-mail their resume and links to their work to [careers@9wsyr.com](mailto:careers@9wsyr.com) or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 10/23/2013

## JOB OPENING NOTIFICATIONS

POSITION: News Producer

Open: 10/23/13 Closed: 11/20/13

In-House Posting	<input checked="" type="checkbox"/>
WSYR Website	<input type="checkbox"/>
Syracuse Post Standard	<input type="checkbox"/>
Syracuse New Times	<input checked="" type="checkbox"/>
NYS Labor Dept.	<input checked="" type="checkbox"/>
Syracuse University	<input checked="" type="checkbox"/>
Onondaga Community College	<input checked="" type="checkbox"/>
Ithaca College	<input checked="" type="checkbox"/>
Cayuga Community College	<input checked="" type="checkbox"/>
Cazenovia College	<input checked="" type="checkbox"/>
SUNY Oswego	<input checked="" type="checkbox"/>
Tompkins-Cortland Community College	<input checked="" type="checkbox"/>
Association for Better Living	<input checked="" type="checkbox"/>
Aurora of CNY	<input checked="" type="checkbox"/>
CCNMA	<input checked="" type="checkbox"/>
Center for Community Alternatives	<input checked="" type="checkbox"/>
CNY National Organization for Women	<input checked="" type="checkbox"/>
Women's Information Center	<input checked="" type="checkbox"/>
Cornell University	<input checked="" type="checkbox"/>
Displaced Homemakers Program	<input checked="" type="checkbox"/>
Dunbar Association	<input checked="" type="checkbox"/>
Howard University	<input checked="" type="checkbox"/>
ITT Technical Institute	<input checked="" type="checkbox"/>

Learning Disabilities Assn of CNY

✓

Media Alliance

✓

MediaLine

✓

Morrisville State College

✓

My Air Check

✓

NYS Division of Human Rights

✓

Office of Personnel & Labor Relations

✓

Onondaga-Madison BOCES

✓

P.E.A.C.E., Inc.

—

SI Newhouse

✓

Spanish Action League

✓

Syracuse Model Neighborhood

✓

The Native American JPTA

✓

Transitional Learning Services

✓

TV Jobs.com Broadcast Employment Services

✓

NYS Broadcasters Assn.

✓

Nexstar Website

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# New York State Department of Labor

Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

## FAST FAX JOB ORDER

New York State Department of Labor

450 South Salina St.

Room 302

Syracuse, New York 13202

Phone: (315) 479-3284 Fax: (315) 479-3216

jobcentralsyracuse@labor.ny.gov

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at [www.labor.ny.gov](http://www.labor.ny.gov) or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Date: 10/23/12

Company WSVR-TV Unemployment Ins. Employer Reg. No. 42-52662

Address 5904 Bridge Street City E. Syracuse State NY Zip 13051

Description of products or services your business provides: Television Station

Interview contact person \_\_\_\_\_ Tel. No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

E-Mail address \_\_\_\_\_ URL/Web Site Address www.9wsyr.com

Would you like your company name available to the public on your job listing? ☐ Yes ☐ No Checking "Yes" allows jobseekers to view your company name, phone number and "how to apply" instructions. Checking "No" will allow job seekers to view only the job title and description. Jobseekers will be required to see an advisor to be screened for your job qualifications. Will this job opening also be listed on:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ other \_\_\_\_\_

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from \_\_\_\_\_ to \_\_\_\_\_

☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from \_\_\_\_\_ to \_\_\_\_\_ ☐ Complete company application

☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address) careers@9wsyr.com

Title of Job Opening News Producer JOB DETAILS  
Number of Openings 1 Number of Persons you wish to interview \_\_\_\_\_

Job Location East Syracuse, NY Start Date \_\_\_\_\_ Are you a FCJL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demands or special working conditions. All hiring requirements listed here and checked below must be bona fide occupational qualifications.

Attached

Reference/Security Check? ☒ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Union? ☒ Yes ☐ No

Employment Test? ☐ Yes ☒ No If yes, please provide name and/or type of test: \_\_\_\_\_

Job is: ☒ Full Time ☐ Part Time ☐ Regular ☐ Temporary Duration of Job is: From TBA to \_\_\_\_\_

Work hours: From \_\_\_\_\_ to \_\_\_\_\_ Circle normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☐ No ☐ Mandatory

Years of Education Needed: 4 Specialized Education? (Degree/Certificate/License) BACHELORS DEGREE

Years of Experience Required: \_\_\_\_\_ Will you accept related experience? ☐ Yes ☐ No Describe \_\_\_\_\_

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☒ Yes ☐ No Driver's License? ☒ Yes: Class \_\_\_\_\_ ☐ No

Salary Range: From \$ 26000 to \$ \_\_\_\_\_ per year (hour/week/month/year) Salary Negotiable? ☐ Yes ☐ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☐ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No

\* \* \* Communication Result Report ( Oct. 24. 2013 11:36AM ) \* \* \*

2}

Date/Time: Oct. 24. 2013 11:35AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0006 Memory TX	4793216	P. 2	OK	

Reason for error  
 m. 1) Hang up or line fail  
 m. 3) No answer  
 m. 5) Exceeded max. E-mail size

E. 2) Busy  
 E. 4) No facsimile connection  
 E. 6) Destination does not support IP-Fax



New York State Department of Labor  
 Andrew M. Cuomo, Governor  
 Peter M. Rivera, Commissioner

FAST FAX JOB ORDER  
 New York State Department of Labor  
 400 South Salem St.  
 Room 503  
 Syracuse, New York 13202  
 Phone: (315) 479-3234 Fax: (315) 479-3216  
 joborder@labor.ny.gov

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at [www.jobexchange.ny.gov](http://www.jobexchange.ny.gov) or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Company: WSVR-TV Date: 10/23/12  
 Address: 5104 Bridge Street Unemployment Ins. Employer Rep. No. 412-012612  
 City: E. Syracuse State: NY Zip: 13057  
 Description of products or services your business provides: Television Station  
 Interview contact person: \_\_\_\_\_ Tel. No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_  
 E-Mail address: \_\_\_\_\_ URL/Web Site Address: www.4wsyr.com

Would you like your company name available to the public on your job listing? ☐ Yes ☐ No Checking "Yes" allows job seekers to view your company name, please see our "how to apply" instructions. Checking "No" will allow job seekers to view only the job title and description. Job seekers will be required to see an employer to be screened for your job qualifications. Will this job opening also be listed on:

☒ Company Website ☐ Other Internet Job Board ☐ Newspaper ☐ Trade Journal ☐ Other \_\_\_\_\_

Referral instructions (You must select one of these): ☐ Send Candidates to apply in person from \_\_\_\_\_ to \_\_\_\_\_

☐ Staff to call first (before sending) ☐ Candidates to call first (before coming) from \_\_\_\_\_ to \_\_\_\_\_ ☐ Complete company application

E-Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address): careers@4wsyr.com

Title of Job Opening: News Producer JOB DETAILS  
 Number of Openings: 1 Number of Persons you wish to interview: \_\_\_\_\_

Job Location: East Syracuse, NY Start Date: \_\_\_\_\_ Are you a FCIL employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demands or special working conditions. All hiring requirements listed here and checked below must be bona fide occupational qualifications.  
Attached

References/Security Check? ☒ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Own tools? ☐ Yes ☒ No Must Join Ours? ☐ Yes ☒ No

Employment Type: ☐ Full Time ☒ Part Time ☐ Regular ☐ Temporary Duration of Job is: From TBA to \_\_\_\_\_

Work hours: From \_\_\_\_\_ to \_\_\_\_\_ Circle normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☒ No Mandatory

Years of Education Needed: 4 Specialized Education? (Degree/Certificate/License) Bachelors Degree

Years of Experience Required: \_\_\_\_\_ Will you accept related experience? ☐ Yes ☒ No Describe: \_\_\_\_\_

Will you accept a Trainee? ☐ Yes ☒ No Interested in OJT? ☐ Yes ☒ No Interested in Apprenticeship? ☐ Yes ☒ No

Are you on a public transportation route? ☐ Yes ☒ No Driver's License? ☐ Yes ☒ No Class: \_\_\_\_\_

Salary Range: From \$ 26000 to \$ \_\_\_\_\_ per year (hour/week/month/year) Salary Negotiable? ☐ Yes ☒ No

Health Ins.? ☒ Yes ☐ No Dental Ins.? ☒ Yes ☐ No Paid Vacation? ☒ Yes ☐ No Sick Leave? ☒ Yes ☐ No

Paid Holidays? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



## Julie Gehring

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**From:** jobs@tvjobs.com  
**Sent:** Friday, October 25, 2013 11:55 AM  
**To:** Julie Gehring  
**Subject:** TVJobs.com - Newscast Producer job posted

### JOB POSTING NOTIFICATION FROM TVJOBS

The "Newscast Producer" position for WSYR was just posted in the Job Bank and is now available on-line ...

Station : WSYR  
Position : Newscast Producer  
Category : News - Producers  
Database : Television  
Job ID : TVJ#34230061  
Posted : 10/25/2013  
Expires : 11/25/2013  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

#### Newscast Producer

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Newscast Producer. The successful candidate must thrive under deadline pressure, demonstrate strong news judgment and excellent broadcast writing skills. They must understand story selection and showcasing as well as producing content for multiple platforms. Must also be willing to work nights, weekends and holidays.

Qualified candidates should e-mail their resume and links to their work to careers@9wsyr.com or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

#### Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy

Thank you very much for posting your available positions at TVJobs.  
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs  
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

## Julie Gehring

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**From:** Mark Shilstone [mark@medialine.com]  
**Sent:** Wednesday, October 23, 2013 4:11 PM  
**To:** Julie Gehring  
**Subject:** FW: EEO Confirmation

>>  
>>  
>>Please allow this to serve as confirmation of receipt of the following  
>>job  
>>listing(s) from : WSYR on 10/23/13  
>>  
>>PRODUCER  
>>  
>>  
>>The listing(s) will run for a 30 day period on our national television  
>>job listing service (unless you indicated otherwise) and then  
>>automatically remove themselves from the system.  
>>  
>>If you need further documentation for your EEO files, please feel free  
>>to contact us at:  
>>Phone:800-237-8073  
>>Email:medialine@medialine.com  
>>Fax:831-6485204  
>>Mailing address:Box 51909, Pacific Grove, CA 93950 Contact:Mark  
>>Shilstone, Manager  
>>  
>>Thank you for using MediaLine,  
>>Mark Shilstone  
>>Manager  
>>MediaLine  
>>  
>>  
>  
>

# **WSYR JOB OPENING DOCUMENTATION**

**Position:** Reporter

**Date Position Open:** 9/1/13

**Date Position Closed:** 12/8/13

**Recruitment Initiated By:** News Director

**Recruitment Notification Processed By:** Executive Assistant, Digital News Manager,  
Payroll/H.R. Administrator

**Where Publicized:**

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy\_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <gmorris@oswego.edu>; 'Syracuse Model Neighborhood' <ahaygoodel@swccsyr.org>; 'careerservices@cazenovia.edu'; 'Syracuse University' <careers@syr.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'Tompkins-Cortland Community College' <evenert@tc3.edu>; 'Transitional Learning Services' <cmontpetit@tls-onondaga.org>; 'TV Jobs.com Broadcast Employment Services' <jobs@tvjobs.com>; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

2. In-House Posting

3. WSYR Website

4. Nexstar Website

**Documentation Attached:**

1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
2. Job Description (includes Posting Date)
3. Job Opening Notifications Checklist
4. WSYR Website Posting Confirmation
5. Email Confirmation from TVJobs.com

**Documentation Not Attached:**

1. Nexstar Website Posting
2. Email to the Distribution List

## EEO HIRING DOCUMENTATION

Job Title of Opening: REPORTER

Date of Posting: 9/1/13

Total Number Interviewed: 5

Breakdown of Interviewees by Source:

<u>Source Name</u>	<u># of Interviewees</u>
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9WSYV.COM 2

INTERVAL 2

TVJOBS.COM

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Every interviewee must complete the CC Application and Interviewee Profile Data Form

Date Of Hire: 12/01/13

Name of Hiree: RACHEL POLANSKY

Referral Source of Hire: INTERNAL

Stacks of paperwork to follow this sheet:

- cks of paperwork to follow this sheet:
1. Applications of interviewees, with the copy of the application for employee hired labeled.
  2. All of the Interviewee Profile Data Forms
  3. Applications of those NOT interviewed



Posted: 8/30/13

**REPORTER**

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an experienced, aggressive and enterprising reporter. Wow us with your story ideas and writing skills. Must specialize in active live shots and investigative experience a plus. This is not an entry-level position. Qualified candidates should e-mail their resume and links to their work to [careers@9wsyr.com](mailto:careers@9wsyr.com) or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

## JOB OPENING NOTIFICATIONS

POSITION: Reporter

Open: 8/30/13 Closed: 12/8/13

In-House Posting	<u>✓</u>
WSYR Website	<u>✓</u>
Syracuse Post Standard	<u>—</u>
Syracuse New Times	<u>—</u>
NYS Labor Dept.	<u>—</u>
Syracuse University	<u>✓</u>
Onondaga Community College	<u>✓</u>
Ithaca College	<u>✓</u>
Cayuga Community College	<u>✓</u>
Cazenovia College	<u>✓</u>
SUNY Oswego	<u>✓</u>
Tompkins-Cortland Community College	<u>✓</u>
Association for Better Living	<u>✓</u>
Aurora of CNY	<u>✓</u>
CCNMA	<u>✓</u>
Center for Community Alternatives	<u>✓</u>
CNY National Organization for Women	<u>✓</u>
Women's Information Center	<u>—</u>
NAACP of Syracuse	<u>—</u>
Cornell University	<u>✓</u>
Displaced Homemakers Program	<u>✓</u>
Dunbar Association	<u>✓</u>
Howard University	<u>✓</u>

ITT Technical Institute	<u>✓</u>
Learning Disabilities Assn of CNY	<u>✓</u>
Media Alliance	<u>✓</u>
MediaLine	<u>✓</u>
Morrisville State College	<u>✓</u>
My Air Check	<u>✓</u>
NYS Division of Human Rights	<u>✓</u>
Office of Personnel & Labor Relations	<u>✓</u>
Onondaga-Madison BOCES	<u>✓</u>
P.E.A.C.E., Inc.	<u>✓</u>
SI Newhouse	<u>✓</u>
Spanish Action League	<u>✓</u>
Syracuse Model Neighborhood	<u>✓</u>
The Native American JPTA	<u>✓</u>
Transitional Learning Services	<u>✓</u>
TV Jobs.com Broadcast Employment Services	<u>✓</u>
NYS Broadcasters Assn.	<u>✓</u>
Nexstar Website	<u>✓</u>



**RE: Job Posting at WSYR-TV** - *Reporter*

Phil Rankin

**Sent:** Tuesday, September 03, 2013 3:47 PM

**To:** Julie Gehring

All set.

- Phil

---

**From:** Julie Gehring

**Sent:** Tuesday, September 03, 2013 3:46 PM

**To:** Phil Rankin

**Subject:** Job Posting at WSYR-TV

Hi Phil,

Please post the attached job opening on our website. Thanks.

Julie

*Julie Gehring*

Executive Administrative Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[juliegehring@9wsyr.com](mailto:juliegehring@9wsyr.com)