

# **WSYR JOB OPENING DOCUMENTATION**

**Position:** News Reporter

**Date Position Open:** 9/18/14

**Date Position Closed:** 10/2/14

**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' <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 Posting Confirmation
9. Email Confirmation from TVJobs.com
10. Email Confirmation from Syracuse University
11. Email Confirmation from MediaLine.com

## **Documentation Not Attached:**

## EEO HIRING DOCUMENTATION

Job Title of Opening News Reporter

Date of Posting 9/18/14

Total Number Interviewed:

### Breakdown of Interviewees by Source:

Source Name	# of Interviewees
Nexstar Website	3
WSYR Website	1

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

Date of Hire: 10/2/14

Name of Hiree: Daryl Kirkland - Morgan

Referral Source of Hire: WSJR 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



### News Reporter

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a news reporter. The successful candidate will be expected to research, conduct interviews, write, shoot and edit stories for broadcast on television and digital platforms. Strong writing, news judgment, social media engagement and live presentation skills are essential. Qualified candidates should e-mail their resume and links to their work to [careers@LocalSYR.com](mailto:careers@LocalSYR.com) or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 9/19/14

**Mary Dreverman**

**From:** Julie Gehring  
**Sent:** Thursday, September 18, 2014 4:01 PM  
**To:** 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'The Native American JPTA'; 'dunbarassociation1918@gmail.com'; 'Howard University'; 'Ithaca College'; 'Npacheco@itt-tech.edu'; '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'; 'michelle.arthur@peace-caa.org'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'careerservices@cazenovia.edu'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'  
**Cc:** Phil Rankin; Mary Dreverman  
**Subject:** WSYR-TV Job Posting for News Reporter/Multimedia Journalist 9-18-14  
**Attachments:** Job Posting - News Reporter-Multimedia Journalist.doc

Greetings all,

NewsChannel 9 WSYR-TV in Syracuse has a job opening for a **News Reporter/Multimedia Journalist**. The attached file contains the job description for posting. Please feel free to contact me with any questions. Thank you for posting this job opening.

Julie

*Julie Gehring*

Executive Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[JulieGehring@LocalSYR.com](mailto:JulieGehring@LocalSYR.com)



## JOB OPENING NOTIFICATIONS

POSITION: News Reporter

Open: 9/18/14 Closed: 10/2/14

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

☒

NAACP of Syracuse

☒

Cornell University

☒

Displaced Homemakers Program

☒

Dunbar Association

☒

Howard University

☒

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>



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

Date: 9/18/14

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.

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

Address 5904 Bridge Street 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 careers@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) careers@Local5R.com

Title of Job Opening News Reporter/Multimedia JOB DETAILS  
Job Location 5904 Bridge St. E. Syracuse Journalist Number of Openings \_\_\_\_\_ Number of Persons you wish to interview \_\_\_\_\_

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 VARIOUS Circle normal workdays: S M T W Th F S Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: COLLEGE Specialized Education? (Degree/Certificate/License) \_\_\_\_\_

Years of Experience Required: 1 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 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

\* \* \* Communication Result Report ( Sep. 19. 2014 9:24AM ) \* \* \*

1)  
2)

Date/Time: Sep. 19. 2014 9:23AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1175 Memory TX	4793216	P. 2	OK	

## Reason for error

- M. 1) Hang up or line fail  
 M. 2) 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  
 430 South Salina St.  
 Albany, NY 12242  
 Phone: (518) 479-3234 Fax: (518) 479-3216  
 jobs@state.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 candidate. 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: 9/18/14

Company: WSIR-TV Unemployment Ins. Employer Reg. No. 112-5121612

Address: 5904 Bridge Street 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: Careers@WSIR.com URL/Web Site Address: \_\_\_\_\_

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, phone number and "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 advisor to be increased for your job qualifications. Will this job opening also be listed on:

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

Federal Instructions (See enclosed insert sheet) ☐ Send Candidates to apply in person from \_\_\_\_\_ to \_\_\_\_\_

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

☒ Mail Resume ☐ Fax Resume ☐ E-Mail Resume (address) Careers@WSIR.com

Title of Job Opening: News Reporter/Multimedia Journalist JOB DETAILS

Job Location: 5904 Bridge St. Number of Openings: \_\_\_\_\_ Number of Persons you wish to interview: \_\_\_\_\_

Job Description: SEE SYRACUSE Start Date: \_\_\_\_\_ Are you a FCL 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

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

Own tools? ☐ Yes ☒ No Must Job Travel? ☐ Yes ☒ No

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

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

Work hours: From 4:00 PM to 11:00 PM Circle normal workdays: MON-FRI Overtime? ☐ Yes ☐ No Mandatory

Years of Experience Needed: 1 Specialized Education? (Degree/Certificate/License) \_\_\_\_\_

Will you accept a Trainee? ☐ Yes ☒ No Will you accept related experience? ☐ Yes ☐ No Describe: \_\_\_\_\_

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

Salary Range From \$ NEGOTIABLE To \$ \_\_\_\_\_ (hourly/weekly/monthly/yearly) 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





September 18, 2014

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 News Reporter/Multimedia Journalist. The job description is 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 Assistant

enclosure



September 18, 2014

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 News Reporter/Multimedia Journalist. The job description is 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 Assistant

enclosures



My Spotlights- show

Nexstar Broadcasting, Inc. - Jobs Dashboard

Search Applicants For..

Keywords

Go

Job Templates	Job Listings	All Applicants	Requisitions								
	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details				
					Account Executive - <a href="#">[1 + E]</a>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8097	4	Select Type...
					Digital Marketing Services Account Executive - <a href="#">[1 + E]</a>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8106	3	Select Type...
					Master Control Operator - <a href="#">[1 + E]</a>	16-Oct-2014	31-Mar-2015	Syracuse, NY	7498	10	Select Type...
					News Producer - <a href="#">[1 + E]</a>	21-Jan-2015	22-Mar-2015	Syracuse, NY	8194	9	Select Type...
hide inactive											
	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details				
					Bridge Street Host/Producer	10-Dec-2013	08-Feb-2014	Syracuse, NY	4781	7	Select Type...
					Master Control Operator	10-Jan-2014	11-Mar-2014	Syracuse, NY	5122	21	Select Type...
					Morning Anchor/Reporter - <a href="#">[1]</a>	21-Nov-2013	04-Dec-2013	Syracuse, NY	4592	0	Select Type...
					Morning Meteorologist - <a href="#">[1]</a>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	1	Select Type...
					Morning Meteorologist - <a href="#">[1]</a>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	0	Select Type...
					News Director - <a href="#">[1 + E]</a>	16-Dec-2014	10-Feb-2015	Syracuse, NY	7300	18	Select Type...
					News Producer - <a href="#">[1 + E]</a>	01-Jul-2014	08-Aug-2014	Syracuse, NY	6571	12	Select Type...
					News Producer - <a href="#">[1 + E]</a>	29-Aug-2014	16-Dec-2014	Syracuse, NY	7108	16	Select Type...
					News Production Assistant	27-Jun-2014	26-Aug-2014	Syracuse, NY	6472	21	Select Type...
					News Production Assistant - <a href="#">[1 + E]</a>	23-Oct-2014	13-Nov-2014	Syracuse, NY	7592	10	Select Type...
					Reporter	04-Feb-2014	05-Apr-2014	Syracuse, NY	5287	17	Select Type...
					Reporter - <a href="#">[1 + E]</a>	30-Sep-2014	29-Nov-2014	Syracuse, NY	7402	3	Select Type...
					Weekend Meteorologist	10-Dec-2013	08-Feb-2014	Syracuse, NY	4780	3	Select Type...

2015 Local Time is 12:36 PM, 16-Feb-2015

# News Reporter

Like { 0 } Tweet { 0 }

🕒 09/18/2014 04:19 PM    🕒 10/16/2014 09:30 AM    🖨️    T ⓘ +

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a news reporter. The successful candidate will be expected to research, conduct interviews, write, shoot and edit stories for broadcast on television and digital platforms. Strong writing, news judgment, social media engagement and live presentation skills are essential. Qualified candidates should e-mail their resume and links to their work to [careers@LocalSYR.com](mailto:careers@LocalSYR.com) (mailto:careers@LocalSYR.com) or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

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## RE: WSYR-TV Job Posting for News Reporter/Multimedia Journalist 9-18-14

Phil Rankin

**Sent:** Thursday, September 18, 2014 4:21 PM

**To:** Julie Gehring

This has been posted. However, the email address listed is [careers@9wsyr.com](mailto:careers@9wsyr.com) rather than [careers@LocalSYR.com](mailto:careers@LocalSYR.com).

- Phil

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**From:** Julie Gehring

**Sent:** Thursday, September 18, 2014 4:00 PM

**To:** 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'The Native American JPTA'; 'dunbarassociation1918@gmail.com'; 'Howard University'; 'Ithaca College'; 'Npacheco@itt-tech.edu'; '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'; 'michelle.arthur@peace-caa.org'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'careerservices@cazenovia.edu'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'

**Cc:** Phil Rankin; Mary Dreverman

**Subject:** WSYR-TV Job Posting for News Reporter/Multimedia Journalist 9-18-14

Greetings all,

NewsChannel 9 WSYR-TV in Syracuse has a job opening for a **News Reporter/Multimedia Journalist**. The attached file contains the job description for posting. Please feel free to contact me with any questions. Thank you for posting this job opening.

Julie

*Julie Gehring*

Executive Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[JulieGehring@LocalSYR.com](mailto:JulieGehring@LocalSYR.com)



**RE: UPDATED: WSYR-TV Job Posting for News Reporter**

Phil Rankin

**Sent:** Friday, September 19, 2014 5:07 PM**To:** Julie Gehring

This is updated on the web.

- Phil

---

**From:** Julie Gehring**Sent:** Friday, September 19, 2014 5:06 PM**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'; 'The Native American JPTA'; 'dunbarassociation1918@gmail.com'; 'Howard University'; 'Ithaca College'; 'Npacheco@itt-tech.edu'; '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'; 'michelle.arthur@peace-caa.org'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'careerservices@cazenovia.edu'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'**Cc:** Phil Rankin; Mary Dreverman**Subject:** UPDATED: WSYR-TV Job Posting for News Reporter

Greetings all,

Please replace the job opening posting sent yesterday for a **News Reporter/Multimedia Journalist** with the attached job posting description for a **News Reporter**. Thank you for your assistance and cooperation. The attached file contains the job description for posting. Please feel free to contact me with any questions. Thank you for posting this job opening.

Julie

*Julie Gehring*

Executive Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[JulieGehring@LocalSYR.com](mailto:JulieGehring@LocalSYR.com)

## Julie Gehring

---

**From:** jobs@tvjobs.com  
**Sent:** Thursday, September 18, 2014 4:26 PM  
**To:** Julie Gehring  
**Subject:** TVJobs.com - News Reporter / Multimedia Journalist job posted

### JOB POSTING NOTIFICATION FROM TVJOBS

The "News Reporter / Multimedia Journalist" position for WSYR was just posted in the Job Bank and is now available on-line ...

Station : WSYR  
Position : News Reporter / Multimedia Journalist Category : News / Talent - Reporter Database : Television  
Job ID : TVJ#34252899  
Posted : 9/18/2014  
Expires : 10/18/2014  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

#### News Reporter / Multimedia Journalist

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a news reporter/multimedia journalist. The successful candidate will be expected to research, conduct interviews, write, shoot and edit stories for broadcast on television and digital platforms. Strong writing, news judgment, social media engagement and live presentation skills are essential.

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.

#### 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 10/18/2014.
5. If for any reason you need the listing removed early, e-mail

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=>

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](mailto:admin@tvjobs.com)

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



## Julie Gehring

---

**From:** srclay01@syr.edu  
**Sent:** Friday, September 19, 2014 11:16 AM  
**To:** Julie Gehring  
**Subject:** Non-OCR Position Approved

Dear Julie Gehring:

Thank you for contacting Syracuse University. The following position has been approved:

News Reporter/Multimedia Journalist

If students are interested in applying for this position, they will submit their applications as specified by you in the posting.

If you would like to extend your job posting simply call Sue at 315-443-2009.

If you have any questions about your job posting, or feel you have received this email in error, please feel free to contact Career Services at 315.443.9093.

Thank you for your interest in recruiting our students!

Syracuse University  
Recruiting Team

Sue Clayton  
Recruiting Coordinator  
SU Career Services  
315-443-2009  
srclay01@syr.edu

Jeanne Steckel  
Recruiting Specialist  
Whitman School of Management Career Center  
315-443-5548  
jmstecke@syr.edu

Kathy Benjamin  
Program Coordinator  
iSchool  
315-443-4496  
kabenjam@syr.edu

**Julie Gehring**

---

**From:** Don Mathews [dmathews31@comcast.net]

**Sent:** Friday, September 19, 2014 3:10 PM

**To:** Julie Gehring

**Subject:** WSYR job

Please allow this to serve as confirmation of receipt of the following job listing(s):

Company: WSYR

posted date: 09/19/14

job(s):

- News Reporter/Multimedia Journalist

The listing(s) will run for 30 days on our national television job listing service and then automatically remove itself from the system unless you have indicated a different stop time.

If you need further documentation for your EEO files, please feel free to contact us at:

Phone: 706.364.7564

Email: [medialine@medialine.com](mailto:medialine@medialine.com)

Mailing address: 1209 Wood Valley Rd., Augusta, GA 30909

Contact: Rich Everitt

Thank you for using MediaLine,  
Rich Everitt  
General Manager  
MediaLine, Inc.

9/19/2014

# **WSYR JOB OPENING DOCUMENTATION**

**Position:** Full-Time Production

**Date Position Open:** 10/22/14

**Date Position Closed:** 11/12/14

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

**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' <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 Posting Confirmation
9. Email Confirmation from Syracuse University

## **Documentation Not Attached:**

1. WSYR Website Posting

## EEO HIRING DOCUMENTATION

Job Title of Opening Full-Time Production

Date of Posting 10/22/14

Total Number Interviewed:

Breakdown of Interviewees by Source:

<u>Source Name</u>	<u># of Interviewees</u>
<u>Internal PTers</u>	<u>5</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 11/12/14 - full time

Name of Hiree: Jillian Mitchell

Referral Source of Hiree: Internal

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



October 22, 2014

#### 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. Candidate must be hard-working, dependable, takes initiative and remains cool under pressure. Candidate must be professional at all times, able to work well with co-workers and station guests. Ability to multi-task is a must. Experience on studio cameras, floor managing, Wheatstone audio consoles and Ross Xpression character generator 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

---

**From:** Julie Gehring  
**Sent:** Wednesday, October 22, 2014 4:01 PM  
**To:** 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'The Native American JPTA'; 'dunbarassociation1918@gmail.com'; 'Howard University'; 'Ithaca College'; 'Npacheco@itt-tech.edu'; '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'; 'michelle.arthur@peace-caa.org'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'careerservices@cazenovia.edu'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'; 'sandy@nysbroadcasters.org'; 'creynolds@communityalternatives.org'  
**Subject:** WSyr-TV Job Posting for Full-Time Production  
**Attachments:** Job Posting FT Production Crew 10-22-14.doc

Greetings all,

NewsChannel 9 WSyr-TV in Syracuse has a job opening for a **Full-Time Production** person. The attached file contains the job description for posting. Please feel free to contact me with any questions. Thank you for posting this job opening.

Julie  
*Julie Gehring*  
Executive Assistant  
NewsChannel 9 WSyr-TV  
5904 Bridge Street  
E. Syracuse, NY 13057  
(315) 446-9999  
[JulieGehring@LocalSYR.com](mailto:JulieGehring@LocalSYR.com)



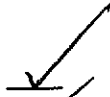
## JOB OPENING NOTIFICATIONS

POSITION: Full-Time Production

Open: 10/22/14

Closed: 11/12/14

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



NAACP of Syracuse



Cornell University



Displaced Homemakers Program



Dunbar Association



Howard University



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>





# 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

Date: 10/22/14

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/jobs](http://www.labor.ny.gov/jobs) or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

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

Address 5904 Bridge Street City E. Syracuse State NY Zip 13057

Description of products or services your business provides:

Interview contact person Operations Manager Tel. No. (315) 446-9999 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)

Title of Job Opening Full-Time Production 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 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 ☐ 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

\* \* \* Communication Result Report ( Oct. 23. 2014 2:58PM ) \* \* \*

2}

Date/Time: Oct. 23. 2014 2:57PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1282 Memory TX	4793216	P. 2	OK	

Reason for error  
 mmm. 1) Hang up or line fail  
 . 3) No answer  
 . 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 W. Rivera, Commissioner

## FAST FAX JOB ORDER

New York State Department of Labor  
 459 South Salton St.  
 Room 302  
 Syracuse, New York 13202  
 Phone: (315) 479-3284 Fax: (315) 479-5216  
 jobs@nysed.gov

Date: 10/22/14

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

Company: WSVR-TV Unemployment Ins. Employer Reg. No. 412-5216612

Address: 5944 Bridge Street City: E. Syracuse State: NY Zip: 13057

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

Interview contact person: Operation Manager Tel. No. (315) 479-7777 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, please monitor 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. With this job opening also be listed on:

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

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

☐ Staff to call first (before reading) ☐ Candidates 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: East Syracuse, NY Start Date: \_\_\_\_\_ Are you a FCR employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment needed, 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 Background? ☐ Yes ☐ No

Own tools? ☐ Yes ☐ No Must Job Order? ☐ Yes ☐ No

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

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: 12 Specialized Education? (Degree/Certification/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 a public transportation user? ☒ Yes ☐ No Driver's License? ☐ Yes ☐ No ☐ 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



October 23, 2014

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. The job description is 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 Assistant

enclosure



October 23, 2014

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

To Whom It May Concern:

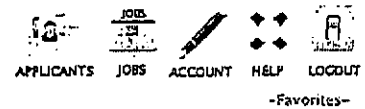
Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Full-Time Production person. The job description is attached. Please contact me for further information on these job postings.

Thank you.

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

Julie Gehring  
Executive Assistant

enclosures



My Spotlights- Show

Nexstar Broadcasting, Inc. - Jobs Dashboard




Job Templates	Job Listings	All Applicants	Requisitions								
	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details				
					Account Executive - <u>II + E</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8097	4	Select Type...
					Digital Marketing Services Account Executive - <u>II + E</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8106	3	Select Type...
					Master Control Operator - <u>II + E</u>	16-Oct-2014	31-Mar-2015	Syracuse, NY	7498	10	Select Type...
					News Producer - <u>II + E</u>	21-Jan-2015	22-Mar-2015	Syracuse, NY	8194	9	Select Type...
hide inactive											
	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details				
					Bridge Street Host/Producer	10-Dec-2013	08-Feb-2014	Syracuse, NY	4781	7	Select Type...
					Master Control Operator	10-Jan-2014	11-Mar-2014	Syracuse, NY	5122	21	Select Type...
					Morning Anchor/Reporter - <u>III</u>	21-Nov-2013	04-Dec-2013	Syracuse, NY	4592	0	Select Type...
					Morning Meteorologist - <u>III</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	1	Select Type...
					Morning Meteorologist - <u>III</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	0	Select Type...
					News Director - <u>II + E</u>	16-Dec-2014	10-Feb-2015	Syracuse, NY	7300	18	Select Type...
					News Producer - <u>II + E</u>	01-Jul-2014	08-Aug-2014	Syracuse, NY	6571	12	Select Type...
					News Producer - <u>II + E</u>	29-Aug-2014	16-Dec-2014	Syracuse, NY	7108	16	Select Type...
					News Production Assistant	27-Jun-2014	26-Aug-2014	Syracuse, NY	6472	21	Select Type...
					News Production Assistant - <u>II + E</u>	23-Oct-2014	13-Nov-2014	Syracuse, NY	7592	10	Select Type...
					Reporter	04-Feb-2014	05-Apr-2014	Syracuse, NY	5287	17	Select Type...
					Reporter - <u>II + E</u>	30-Sep-2014	29-Nov-2014	Syracuse, NY	7402	3	Select Type...
					Weekend Meteorologist	10-Dec-2013	08-Feb-2014	Syracuse, NY	4780	3	Select Type...

2015 Local Time is 12:36 PM, 16-Feb-2015

## Julie Gehring

---

**From:** srclay01@syr.edu  
**Sent:** Wednesday, October 22, 2014 4:40 PM  
**To:** Julie Gehring  
**Subject:** Non-OCR Position Approved

Dear Julie Gehring:

Thank you for contacting Syracuse University. The following position has been approved:

Full - Time Production

If students are interested in applying for this position, they will submit their applications as specified by you in the posting.

If you would like to extend your job posting simply call Sue at 315-443-2009.

If you have any questions about your job posting, or feel you have received this email in error, please feel free to contact Career Services at 315.443.9093.

Thank you for your interest in recruiting our students!

Syracuse University  
Recruiting Team

Sue Clayton  
Recruiting Coordinator  
SU Career Services  
315-443-2009  
[srclay01@syr.edu](mailto:srclay01@syr.edu)

Jeanne Steckel  
Recruiting Specialist  
Whitman School of Management Career Center  
315-443-5548  
[jmstecke@syr.edu](mailto:jmstecke@syr.edu)

Kathy Benjamin  
Program Coordinator  
iSchool  
315-443-4496  
[kabenjam@syr.edu](mailto:kabenjam@syr.edu)

# **WSYR JOB OPENING DOCUMENTATION**

**Position:** News Producer

**Date Position Open:** 6/30/14

**Date Position Closed:** 8/8 /14

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

**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' <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. Job Opening Notifications Checklist
4. NYS Dept. of Labor Fast Fax Job Order
5. Letter to NAACP of Syracuse
6. Letter to Women's Information Center
7. Nexstar Website Posting Confirmation
8. Email Confirmation from TVJobs.com
9. Email Confirmation from Syracuse University
10. Email Confirmation from Ithaca College
11. Email Confirmation from MediaLine.com

## **Documentation Not Attached:**

1. Email to Distribution List

# EEO HIRING DOCUMENTATION

Job Title of Opening News Producer

Date of Posting 6/30/14

Total Number Interviewed:

Breakdown of Interviewees by Source:

Source Name

# of Interviewees

LOCALSYR.COM

1

**NEXSTAR.TV**

34

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

Date of Hire: 8/8/14

Name of Hiree: Dana Harris

Referral Source of Hire: LOCALSYN.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@LocalSYR.com](mailto:careers@LocalSYR.com) or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 6/30/14

## JOB OPENING NOTIFICATIONS

POSITION: News Producer

Open: 6/30/14

Closed: 8/8/14

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

X

Syracuse New Times

X

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

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Ithaca College

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Cayuga Community College

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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

✓

NAACP of Syracuse

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

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>



# 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: 6/30/14

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

Address 5904 Bridge Street City E. Syracuse State NY Zip 13057

Description of products or services your business provides: Television Station

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

E-Mail address careers@LocalSYR.com URL/Web Site Address LocalSYR.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@LocalSYR.com

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

Job Location E. Syracuse, NY Start Date ASAP 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 Job Description

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 VARIOUS to

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

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

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 \$ 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 30, 2014

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 News Producer. The job description is 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 Assistant

enclosure



June 30, 2014

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 News Producer. The job description is 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 Assistant

enclosures

**From:** Robert Cartwright  
**Sent:** Monday, June 30, 2014 12:14 PM  
**To:** Julie Gehring  
**Cc:** Mary Dreverman  
**Subject:** Producer Position Posting

Julie,

Attached is a job posting for a News Producer.  
Can we please post in all the relevant places... including the Nexstar corporate website ASAP.

Many thanks.

*Rob Cartwright*

*News Director*

NewsChannel 9 WSYR | <http://LocalSYR.com>

5904 Bridge St. | East Syracuse, NY 13057

p: 315.446.9999 ext. 2269 | f: 315.446.9283

[RobertCartwright@LocalSYR.com](mailto:RobertCartwright@LocalSYR.com)

<http://twitter.com/NewsChannel9>

<http://facebook.com/NewsChannel9>



STATEMENT OF CONFIDENTIALITY

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this email, please delete it from your system and advise the sender.



My Spotlights- Show

Nexstar Broadcasting, Inc. - Jobs Dashboard




Job Templates	Job Listings	All Applicants	Requisitions			
Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
Account Executive - <u>II + E</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8097	4	Select Type...
Digital Marketing Services Account Executive - <u>II + E</u>	09-Jan-2015	10-Mar-2015	Syracuse, NY	8106	3	Select Type...
Master Control Operator - <u>II + E</u>	16-Oct-2014	31-Mar-2015	Syracuse, NY	7498	10	Select Type...
News Producer - <u>II + E</u>	21-Jan-2015	22-Mar-2015	Syracuse, NY	8194	9	Select Type...
hide inactive						
Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
Bridge Street Host/Producer	10-Dec-2013	08-Feb-2014	Syracuse, NY	4781	7	Select Type...
Master Control Operator	10-Jan-2014	11-Mar-2014	Syracuse, NY	5122	21	Select Type...
Morning Anchor/Reporter - <u>III</u>	21-Nov-2013	04-Dec-2013	Syracuse, NY	4592	0	Select Type...
Morning Meteorologist - <u>III</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	1	Select Type...
Morning Meteorologist - <u>III</u>	21-Nov-2013	20-Jan-2014	Syracuse, NY	4596	0	Select Type...
News Director - <u>II + E</u>	16-Dec-2014	10-Feb-2015	Syracuse, NY	7300	18	Select Type...
News Producer - <u>II + E</u>	01-Jul-2014	08-Aug-2014	Syracuse, NY	6571	12	Select Type...
News Producer - <u>II + E</u>	29-Aug-2014	16-Dec-2014	Syracuse, NY	7108	16	Select Type...
News Production Assistant	27-Jun-2014	26-Aug-2014	Syracuse, NY	6472	21	Select Type...
News Production Assistant - <u>II + E</u>	23-Oct-2014	13-Nov-2014	Syracuse, NY	7592	10	Select Type...
Reporter	04-Feb-2014	05-Apr-2014	Syracuse, NY	5287	17	Select Type...
Reporter - <u>II + E</u>	30-Sep-2014	29-Nov-2014	Syracuse, NY	7402	3	Select Type...
Weekend Meteorologist	10-Dec-2013	08-Feb-2014	Syracuse, NY	4780	3	Select Type...

2015 Local Time is 12:36 PM, 16-Feb-2015



**RE: Please Post: Producer Position**

Phil Rankin

**Sent:** Monday, July 07, 2014 10:19 AM

**To:** Julie Gehring

**Cc:** Robert Cartwright

This is all set.

- Phil

---

**From:** Julie Gehring

**Sent:** Monday, July 07, 2014 10:15 AM

**To:** Phil Rankin

**Cc:** Robert Cartwright

**Subject:** Please Post: Producer Position

Hi Phil,

Can you have this job opening posted to our website? Please let me know when it is completed. Thanks much!

Julie

*Julie Gehring*

Executive Assistant

NewsChannel 9 WSYR-TV/MeTV /Bounce/ [localsyr.com](mailto:JulieGehring@Loca/SYR.com)

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[JulieGehring@Loca/SYR.com](mailto:JulieGehring@Loca/SYR.com)

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**From:** Julie Gehring

**Sent:** Monday, June 30, 2014 1:24 PM

**To:** Phil Rankin

**Cc:** Mary Dreverman

**Subject:** Producer Position Posting

Hi Phil,

Please post this job opening on our website. Thank you.

Julie

*Julie Gehring*

Executive Assistant

NewsChannel 9 WSYR-TV/MeTV /Bounce/ [localsyr.com](mailto:JulieGehring@Loca/SYR.com)

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

[JulieGehring@Loca/SYR.com](mailto:JulieGehring@Loca/SYR.com)

# News Producer

Like { 0

Tweet { 0

🕒 07/07/2014 10:18 AM

🕒 01/02/2015 04:36 PM

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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@LocalSYR.com](mailto:careers@LocalSYR.com) (mailto:careers@LocalSYR.com) or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

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## Julie Gehring

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From: jobs@tvjobs.com  
Sent: Tuesday, July 01, 2014 5:47 PM  
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#34248012  
Posted : 7/1/2014  
Expires : 8/1/2014  
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@LocalSYR.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 to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 8/1/2014.
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=0587461753779593>

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

---

**From:** srclay01@syr.edu  
**Sent:** Tuesday, July 01, 2014 10:35 AM  
**To:** Julie Gehring  
**Subject:** Non-OCR Position Approved

Dear Julie Gehring:

Thank you for contacting Syracuse University. The following position has been approved:

News Producer

If students are interested in applying for this position, they will submit their applications as specified by you in the posting.

If you would like to extend your job posting simply call Sue at 315-443-2009.

If you have any questions about your job posting, or feel you have received this email in error, please feel free to contact Career Services at 315.443.9093.

Thank you for your interest in recruiting our students!

Syracuse University  
Recruiting Team

Sue Clayton  
Recruiting Coordinator  
SU Career Services  
315-443-2009  
srclay01@syr.edu

Jeanne Steckel  
Recruiting Specialist  
Whitman School of Management Career Center  
315-443-5548  
jmstecke@syr.edu

Kathy Benjamin  
Program Coordinator  
iSchool  
315-443-4496  
kabenjam@syr.edu

**Julie Gehring**

---

**From:** mail@experience.com on behalf of Ithaca College [notifications@experience.com]  
**Sent:** Monday, June 30, 2014 3:38 PM  
**To:** Julie Gehring  
**Subject:** Thank You For Posting An Opportunity On eRecruiting at Ithaca College



experie

Dear Julie:

This e-mail is to confirm that the following opportunity has been posted for you on Ithaca College's eRecruiting web site. Students and may now view the following opportunity.

**\* News Producer**

This position will post in our system for 30 days. If you wish it to run for a different amount of time, please e-mail Cheryl Boyer at cboyer@ithaca.edu.

Did you know that by establishing a free account with eRecruiting you can add additional postings, view and edit your existing posting search for candidates? To do so, simply visit:

[http://ithaca.experience.com/emp/enter\\_email?key=3585424361](http://ithaca.experience.com/emp/enter_email?key=3585424361)

We would also be happy to walk you through the registration process and show you some of the features. If you would like to do so, let us know and we can arrange a brief phone appointment.

Finally, I like to make you aware of upcoming career fair events that may be of interest to you, Ithaca College's Fall Job & Internship Fair (September 15). To register or for information regarding this event go to [ithaca.edu/jif](http://ithaca.edu/jif).

Thank you for your interest in our students!

Sincerely,

Cheryl

—

Cheryl Boyer

—

Ithaca College  
953 Danby Road  
Ithaca, New York 14850  
607-274-3365  
[cboyer@ithaca.edu](mailto:cboyer@ithaca.edu)  
/

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Two Faneuil Hall Marketplace, Boston, MA 02108

6/30/2014

## Julie Gehring

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**From:** Don Mathews [dmathews31@comcast.net]

**Sent:** Monday, June 30, 2014 2:52 PM

**To:** Julie Gehring

**Subject:** WSYR job

Please allow this to serve as confirmation of receipt of the following job listing(s):

company: WSYR

posted date: 06/30/14

job(s): News Producer

The listing(s) will run for 30 days on our national television job listing service and then automatically remove itself from the system unless you have indicated a different stop time.

If you need further documentation for your EEO files, please feel free to contact us

at:

Phone: 706.364.7564

Email: [medialine@medialine.com](mailto:medialine@medialine.com)

Mailing address: 1209 Wood Valley Rd., Augusta, GA 30909

Contact: Rich Everitt

Thank you for using MediaLine,  
Rich Everitt  
General Manager  
MediaLine, Inc.

6/30/2014