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' <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
- 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	
Date of Posting 9/18/14	
Total Number Interviewed:	
Breakdown of Interviewees by Source:	
Source Name Navalace Walacika	# of Interviewees
Nexslar Website WSXR Website	
<u></u>	
Every interviewee must complete the Nexstar Er	nployment Application
Date of Hire: 10/2/14	
Name of Hiree: <u>Daryl Kirkland - Mor</u> Referral Source of Hiree: WSYR Website	gan
Referral Source of Hiree: WSYR Website	<u>, </u>

- 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 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@tt-tech.edu'; 'Learning Disabilities Asso 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';

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



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JOB OPENING NOTIFICATIONS

POSITION: News Reporter	
Open: 9/18/14 Closed: 10/2/1	<u>4</u>
In-House Posting	$\sqrt{}$
WSYR Website	\checkmark
Syracuse Post Standard	
Syracuse New Times	
NYS Labor Dept.	$\sqrt{}$
Syracuse University	<u> </u>
Onondaga Community College	<u> </u>
Ithaca College	<u> </u>
Cayuga Community College	<u> </u>
Cazenovia College	\checkmark
SUNY Oswego	\checkmark
Tompkins-Cortland Community College	<u></u>
Association for Better Living	$\underline{\hspace{0.1cm}}$
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Cornell University	$\frac{\checkmark}{}$
Displaced Homemakers Program	<u> </u>
Dunbar Association	<u></u>
Howard University	

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Learning Disabilities Assn of CNY	
Media Alliance	
MediaLine	<u> </u>
Morrisville State College	
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.	
SI Newhouse	<u> </u>
Spanish Action League	
Syracuse Model Neighborhood	<u> </u>
The Native American JPTA	
Transitional Learning Services	
TV Jobs.com Broadcast Employment Services	Δ
NYS Broadcasters Assn.	<u>√</u>
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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 Saling 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.laborny.iobs or fill out this FAST FAX JOB ORDER form and send to us via fax or mail. Unemployment Ins. Employer Reg. No. 山 Description of products or services your business provides: Television Interview contact person _____ Tcl. No. (E-Mail address Careers (C) 4W5VT. 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: Other Internet Job Board ☐ Newspaper Trade Journal Referral instructions (You may select more than one): Send Candidate to apply in person from ____ ☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from ____ Complete company application Mail Resume ☐ Fax Resume DE-Mail Resume (address) _ Careers (a) Loca | St JOB DETAILS Title of Job Opening News Keporter/Multimedia Number of Openings Number of Persons you wish to interview Are you a FCJL employer? Yes No JE. Syracuse 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 bonn fide occupational qualifications. Reference/Security Check? Yes No Physical? Yes Own tools? Yes No Must Join Union? Yes No Physical? [Yes [No Drug Test? TYes No Bondable? TYCE No Employment Test? Tyes No If yes, please provide name and/or type of test: Job is: [Full Time | Part Time Regular ☐ Temporary Duration of Job is: From ____ Work hours: From VAK (01) Circle normal workdays SMCW Th FS Overtime? XYes I No I Mandatory Specialized Education? (Degree/Certificate/License) Years of Experience Required: ____ Will you accept related experience? _ Yes _ No Describe___ Will you accept a Trainec? Tyes No interested in OJT?

Yes

No Interested in Apprenticeship? [Yes 1 No Are you on a public transportation route? 🛍 Yes 🔲 No Driver's License? Yes: Class ____ \(\square\) No ____ (hour/week/month/year) Snlary Negotiable? Yes No Dental Ins.? 🗹 Yes 🗀 No Paid Vacation? Yes 🗆 No Sick Leave? 🔟 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) * * *

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

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

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

I PAST PAX TOB ORDER

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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.

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.

Julie Gehring

Executive Assistant

enclosures

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My Spotlights- show

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

News Reporter

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① 09/18/2014 04:19 PM	① 10/16/2014 09:30 AM	⊖ T! □ 0

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.

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Page: 1	
 .,,	

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 rather than careers@LocalSYR.com.

- Phil

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'; '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@Loca/SYR.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'; '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



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 online ...

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 <u>careers@9wsyr.com</u> 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.
- 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, 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

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

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

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

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

Contact: Rich Everitt

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

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' <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
- 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

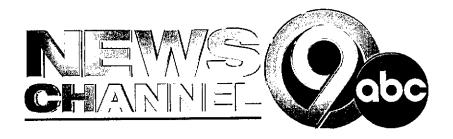
EEO HIRING DOCUMENTATION

Job Title of Opening Full - Time Pradu	ction
Date of Posting 10/22/14	
Total Number Interviewed:	
Breakdown of Interviewees by Source:	
Source Name	# of Interviewees
Internal PTers	5
<u></u>	

•	
Every interviewee must complete the Nexstar E	mployment Application
Date of Hire: 11/12/14 - full time	
Name of Hiree: <u>Jillian Mitchell</u>	·
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 hardworking, 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.

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



JOB OPENING NOTIFICATIONS

POSITION: Full-Time Production	
Open: 10/32/14 Closed: 11/12/14	
In-House Posting	1
WSYR Website	
Syracuse Post Standard	
Syracuse New Times	-/
NYS Labor Dept.	<u>√</u> ,
Syracuse University	<u></u>
Onondaga Community College	<u> </u>
Ithaca College	
Cayuga Community College	<u> </u>
Cazenovia College	<u>√</u>
SUNY Oswego	
Tompkins-Cortland Community College	<u> </u>
Association for Better Living	1
Aurora of CNY	<u> </u>
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CNY National Organization for Women	<u> </u>
Women's Information Center	
NAACP of Syracuse	
Cornell University	$\frac{}{}$
Displaced Homemakers Program	
Dunbar Association	4
Howard University	$\sqrt{}$

ITT Technical Institute	
Learning Disabilities Assn of CNY	$\sqrt{}$
Media Alliance	1
MediaLine	1
Morrisville State College	
My Air Check	$\frac{\checkmark}{}$
NYS Division of Human Rights	<u> </u>
Office of Personnel & Labor Relations	
Onondaga-Madison BOCES	<u> </u>
P.E.A.C.E., Inc.	<u> </u>
SI Newhouse	
Spanish Action League	$\sqrt{}$
Syracuse Model Neighborhood	
The Native American JPTA	
Transitional Learning Services	_/
TV Jobs.com Broadcast Employment Services	
NYS Broadcasters Assn.	4
Nexstar Website	1



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 and	cial job order form will help us understand your hiring needs and assist us in locating the most
Advisore conditions. To mark lon order, Dichae submit	THE USUAG EIPETERNICOLLY METER THE ENDING AN APPLICATION AND AND AND AND AND AND AND AND AND AN
AND Exertings of Attailand HA-land of litt and tull by	ST FAX JUB UKDER form and send to us via fax or mail.
Company WS VR -TV	Unemployment Ins. Employer Reg. No. 42-52662
Address 5904 Bridge Street	city E. Syracuse state Ny zip 13057
peace therein of beneficia of selected home princes beof	vides:
Interview contact person Openations Mar	Tcl. No. (35) 446 - 9999 Fax No. () URL/Web Site Address
E-Mail address	URL/Web Site Address
Would you like your company name available to the p	ublic on your job listing? Yes No Checking "Yes" allows jobseekers to apply" instructions. Checking "No" will allow job seekers to view only the job title and isor to be screened for your job qualifications. Will this job opening also be listed on:
Company Website Other Internet Job Bo	
Referral instructions (You may select more than one):	Send Candidate to apply in person fromto
Staff to call first (before sending) ☐ Candidate t	o call first (before coming) from to Complete company application
	E-Mail Resuma (address)
Title of Job Opening Full-Time Product	JOB DETAILS
Job Location East Syrocuse NV	Start Date Are you a FCJL employer? [Yes [No
JOB DESCRIPTION: Please provide a detailed descri	ption of the job. List skills, aptitudes, equipment used/operated, special physical demands listed here and checked below must be bona fide occupational qualifications.
- attached	
Yes No Must Join Union? Yes	?
Imployment Test? 🔲 Yes 📮 No If yes, please provide	name and/or type of test:
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to \$ to \$ per_	(hour/week/month/year) Salary Negotiable?
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25

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

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

New York State Department	of Labor New York State Department of Labor
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Peter M. Rivers, Commissioner	Rown 102 Systemac, More York (12002
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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.

Julie Gehring

Executive Assistant

Julie Gehring

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.

Julie Gehring

Executive Assistant

Julie Gebring

enclosures

HireCentric

APPLICANTS JOBS ACCOUNT HELP LOCOURT

My Spotlights-show Nexstar Broadcasting, Inc. - Jobs Dashboard

Nexstar Broadcasting, Inc. – Jobs Dashboard						Sear	dr Applicants For	Keywo	nds : Go	
Job Templa	ites	Job L	istings	All Applicants	Regulations					
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2015 Local Time is 12:36 PM, 16-Feb-2015

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

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

Kathy Benjamin Program Coordinator iSchool 315-443-4496 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' <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
- 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	
NEXSTAR IV	24
	
Every interviewee must complete the Nexstar E	mployment Application
Date of Hire: 8/8/14	
Name of Hiree: Dana Harris	
Referral Source of Hiree: LOCALSYR 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 or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 6/30/14

JOB OPENING NOTIFICATIONS

POSITION: NOWS Producer	
Open: 6/30/14 Closed: 8	8/14
	/
In-House Posting	<u> </u>
WSYR Website	<u>/</u>
Syracuse Post Standard	$\frac{\lambda}{\lambda}$
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SUNY Oswego	
Tompkins-Cortland Community College	
Association for Better Living	
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CNY National Organization for Women	$\sqrt{}$
Women's Information Center	
NAACP of Syracuse	
Cornell University	$\sqrt{}$
Displaced Homemakers Program	$\sqrt{}$
Dunbar Association	
Howard University	\int

ITT Technical Institute	
Learning Disabilities Assn of CNY	_/
Media Alliance	$\sqrt{}$
MediaLine	$\sqrt{}$
Morrisville State College	
My Air Check	$\sqrt{}$
NYS Division of Human Rights	$\sqrt{}$
Office of Personnel & Labor Relations	<u> </u>
Onondaga-Madison BOCES	
P.E.A.C.E., Inc.	$\sqrt{}$
SI Newhouse	
Spanish Action League	
Syracuse Model Neighborhood	
The Native American JPTA	
Transitional Learning Services	<u> </u>
TV Jobs.com Broadcast Employment Services	
NYS Broadcasters Assn.	1

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
NO TO TAX OUR DESIGNATION AND SEND TO US VIA 18X OF MRIL.
Unemployment Ins. Employer Reg. No. 4 2 3 2 6 6 2
Address 5904 Bridge Street City E. Syracuse state Ny zip 1305
Description of products or services your business provides: Television Station
Interview contact person News Director Tel. No. () Fax No. ()
E-Mail address Carpora Co Local SIR. com URLAWeb Site Address Local SVR. com
Would you like your company name available to the public on your job listing? X 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 st 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).
Staff to call first (before sending)
Mail Resume Fax Resume DE-Mail Resume (address) Careers (2 Local SYR. com
Title of Job Opening New Producer JOB DETAILS Number of Openings Number of Persons you wish to interview
Job Location E. Surgers and NV
JOB DESCRIPTION: Please provide a destilet de
JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demands are special working conditions. All hiring requirements listed here and checked below must be bona fide occupational qualifications.
See Attached Job Description
Reference/Security Check? No. Physical 2 D.V.
Reference/Security Check? Yes No Physical? Yes No Drug Test? Yes No Bondable? Yes No
Employment Test? Yes No If yes, please provide name and/or type of test: Job is: Full Time Part Time Regular Temperature
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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.

Julie Gehring

Executive Assistant

Julie Gehring

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.

Julie Gehring

Executive Assistant

Julie Gehring

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

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.

HireCentric

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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

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

JulieGehring@LocalSYR.com

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

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

JulieGehring@LocalSYR.com

News Producer

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② 07/07/2014 10:18 AM	① 01/02/2015 04:36 PM				\ominus	$T! \square$	

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.

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Page: 1



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.
- 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, 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.
- 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=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.<<

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

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

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, 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 Fal Job & Internship F (September 15). To register or for information regarding this event go to 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

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Two Faneuil Hall Marketplace, Boston, I

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

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

Contact: Rich Everitt

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