

WSYR JOB OPENING DOCUMENTATION

Position: Network Server Operator

Date Position Open: 12/10/12

Date Position Closed: 2/1/13

Recruitment Initiated By: Production/Creative Services Manager

Recruitment Notification Processed By: Executive Assistant, Digital News Manager

Where Publicized:

1. Email Distribution List:

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

2. In-House Posting

3. WSYR Website

4. NYS Labor Department

5. NAACP of Syracuse

6. 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. Email Confirmation for NYS Broadcasters Association

Documentation Not Attached:

1. Email to Distribution List
2. WSYR Website Posting Confirmation

EEO HIRING DOCUMENTATION

Job Title of Opening Network Server Operator

Date of Posting 17/10/12

Total Number Interviewed:

Breakdown of Interviewees by Source:

[illegible]

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 2/1/13

Name of Hiree: Paul Turner

Referral Source of Hire: Word of mouth

Paperwork to accompany this form:

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

Posted
12/10/12



December 10, 2012

NETWORK SERVER OPERATOR

WSYR Television seeks Network Server Operator to monitor and control Digital Operations of automated broadcast center. Responsibilities include controlling on air operations for Regional Station Group, maintaining daily commercial inventory, and transferring material to digital server. Familiarity with automation software, video servers, video library management and Network Operations is preferred. EOE.

Send resumes to: WSYR-TV, 5904 Bridge St., E. Syracuse, NY 13057. No phone calls, please.

WSYR NewsChannel9 5904 Bridge Street, East Syracuse, NY 13057
Voice: 315.446.9999 Fax: 315.446.0045
Email: NewsChannel9@wsyr.com

JOB OPENING NOTIFICATIONS

POSITION: Network Server Operator

Open: 12/10/12

Closed: 2/1/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

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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

CURT LAND WINING

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: 12/10/12

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 or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Company: WSYR-TV Unemployment Ins. Employer Reg. No. 412-52662

Address: 5904 Bridge Street City: E. Syracuse State: Ny Zip: 13057

Description of products or services your business provides: Television Station

Interview contact person: Operations Manager Tel. No. () Fax No. ()

E-Mail address: careers@9wsyr.com URL/Web Site Address: 9wsyr.com

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

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

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

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

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

Title of Job Opening: Network Server Operator JOB DETAILS
Number of Openings: 1 Number of Persons you wish to interview: _____

Job Location: 5904 Bridge Street, E. Syracuse Start Date: ASAP Are you a FCIL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, aptitudes, equipment used/operated, special physical demand 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



December 10, 2012

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 Network Server Operator. The job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure



December 10, 2012

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 Network Server Operator. The job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure

Gehring, Julie

From: Johnson, Anne
Sent: Monday, December 10, 2012 3:39 PM
To: Sandy Messineo
Cc: Field, Jane; Gehring, Julie; King, John
Subject: Job Posting
Attachments: Network Server Operator Posting.doc

Thank you very much.
Anne

From: Sandy Messineo [mailto:Sandy@nysbroadcasters.org]
Sent: Monday, December 10, 2012 11:27 AM
To: Johnson, Anne
Subject: RE:

Email all postings to me directly and we post them for you, thanks

From: Johnson, Anne [mailto:AnneJohnson@nptvgroup.com]
Sent: Monday, December 10, 2012 10:39 AM
To: Sandy Messineo
Subject:

Hi Sandy,
I will no longer be posting job openings for WSYR. Can you please send me the instructions to pass on to another person?
Anne

Anne Johnson, PHR
Human Resources
4225 W Henrietta Rd
Rochester, NY 14623
P 585-321-2224
F 585-334-0563

WSYR JOB OPENING DOCUMENTATION

Position: Production Crew Person

Date Position Open: 4/10/13

Date Position Closed: 5/4/13

Recruitment Initiated By: Production/Creative Services Manager

Recruitment Notification Processed By: Executive Assistant, Digital News Manager

Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demuro1@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. NYS Labor Department

5. NAACP of Syracuse

6. 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. Email to Distribution List
5. NYS Dept. of Labor Fast Fax Job Order
6. Letter to NAACP of Syracuse
7. Letter to Women's Information Center
8. Email for Website Posting

Documentation Not Attached:

EEO HIRING DOCUMENTATION

Job Title of Opening Production Crew Person

Date of Posting 4/10/13

Total Number Interviewed:

Breakdown of Interviewees by Source:

| <u>Source Name</u> | <u># of Interviewees</u> |
|---------------------------|--------------------------|
| <u>9wsyr.com</u> | <u>3</u> |
| <u>Internship program</u> | <u>2</u> |
| <u>Word of mouth</u> | <u>1</u> |
| | |
| | |
| | |

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 5/4/13

Name of Hiree: J. Alan Mitchell

Referral Source of Hire: Insyr.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



April 10, 2013

PRODUCTION CREW PERSON (PT)

Looking for a hard-working, dependable candidate to work weekend evenings on studio equipment for our 6:00 pm and 11:00 pm newscasts. Weekday evening fill-in possible. 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.

JOB OPENING NOTIFICATIONS

POSITION: Production Crew Person

Open: 4/12/13

Closed: 5/4/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

—

CNY National Organization for Women

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

ITT Technical Institute

✓

Learning Disabilities Assn of CNY

✓

Media Alliance

✓

MediaLine

✓

| | |
|---|-----------|
| Morrisville State College | <u>✓</u> |
| My Air Check | <u>✓</u> |
| NYS Division of Human Rights | <u>✓</u> |
| Office of Minority Affairs | <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> |

Julie Gehring

From: Julie Gehring
Sent: Friday, April 12, 2013 11:58 AM
To: 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt-tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Morrisville State College'; 'Morrisville State College'; 'My Air Check'; 'vwoods@dhr.state.ny.us'; 'OCC EMC Department'; 'Office of Minority Affairs'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'Si Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'
Subject: RE: WSYR-TV Job Opening effective 4-9-2013
Attachments: Job Posting PT Production Crew 4-10-13.doc



Job Posting PT
Production Crew...

Greetings,

Please be advised that NewsChannel 9 WSYR-TV has a part time opening for a Production Crew Person. A job description is attached. Please post this job opening for us.

Thank you.

Julie

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

Julie Gehring

From: Julie Gehring
Sent: Friday, April 12, 2013 12:05 PM
To: 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com'
Subject: RENewsChannel 9 WSYR-TV Job Opening effective 4-12-2013

Attachments: Job Posting PT Production Crew 4-10-13.doc



Job Posting PT
Production Crew...

Greetings,

Please be advised that NewsChannel 9 WSYR-TV has a part time opening for a Production Crew Person. A job description is attached. Please post this job opening for us.

Thank you.

Julie

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

Julie Gehring

From: Julie Gehring
Sent: Friday, April 12, 2013 12:03 PM
To: 'sandy@nysbroadcasters.org'
Subject: WSYR-TV Job Opening effective 4-12-2013
Attachments: Job Posting PT Production Crew 4-10-13.doc



Job Posting PT
Production Crew...

Hi Sandy,

Please be advised that NewsChannel 9 WSYR-TV has a part time opening for a Production Crew Person. A job description is attached. Please post this job opening for us.

Thank you.

Julie

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



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: 4/12/13

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.gov/jobs 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 Operations Manager Tel. No. () Fax No. ()
 E-Mail address careers@9wsyr.com URL/Web Site Address 9wsyr.com

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

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

Referral instructions (You may select more than one): ☐ Send Candidate to apply in person from _____ to _____
☐ Staff to call first (before sending) ☐ Candidate to call first (before coming) from _____ to _____ ☐ Complete company application

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

Title of Job Opening Production Crew Person JOB DETAILS Number of Openings 1 Number of Persons you wish to interview _____
 Job Location 5904 Bridge Street, E. Syracuse 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.

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



April 12, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a part-time job opening for a Production Crew Person. A job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure



April 12, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a part-time job opening for a Production Crew Person. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Julie Gehring
Executive Administrative Assistant

enclosure

Production Crew Person (PT)

Like { 0 Tweet { 0

🕒 04/16/2014 06:55 PM 📌 04/16/2014 06:55 PM

🖨️ Tl 📺 +

NewsChannel 9 has an immediate opening for a hard-working, dependable candidate to work weekend evenings on studio equipment for our 6:00 and 11:00 newscasts. Weekday evening fill-in possible. 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.

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Page: 1



WSYR JOB OPENING DOCUMENTATION

Position: News Producer

Date Position Open: 2/13/13

Date Position Closed: 3/26/13

Recruitment Initiated By: News Director

Recruitment Notification Processed By: Executive Assistant, Digital News Manager

Where Publicized:

1. Email Distribution List:

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

2. In-House Posting

3. WSYR Website

4. 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. Email to Distribution List
5. NYS Dept. of Labor Fast Fax Job Order
6. Letter to NAACP of Syracuse
7. Letter to Women's Information Center
8. Email Confirmation from TVJobs.com
9. Email confirmation from Medialine.com

Documentation Not Attached:

1. Copy of Website Posting

EEO HIRING DOCUMENTATION

Job Title of Opening News Producer

Date of Posting 2/13

Total Number Interviewed:

Breakdown of Interviewees by Source:

Source Name

of Interviewees

9wsyr.com

3

INTERNAL CANDIDATES

2

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 3/24/13

Name of Hiree: CATHERINE ROWER

Referral Source of Hire: INTERNAL CANDIDATE

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 – 2 Positions

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

Posted 2/13/13

JOB OPENING NOTIFICATIONS

POSITION: News Producer (2)

Open: 2/13/13

Closed: 3/26/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

✓

CNY National Organization for Women

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

ITT Technical Institute

✓

Learning Disabilities Assn of CNY

✓

Media Alliance

✓

MediaLine

✓

| | |
|---|----------|
| Morrisville State College | <u>✓</u> |
| My Air Check | <u>✓</u> |
| NYS Division of Human Rights | <u>✓</u> |
| Office of Minority Affairs | <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> |

Julie Gehring

From: Julie Gehring
Sent: Wednesday, February 13, 2013 9:55 AM
To: 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt-tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Morrisville State College'; 'Morrisville State College'; 'My Air Check'; 'vwoods@dhr.state.ny.us'; 'OCC EMC Department'; 'Office of Minority Affairs'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'; 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com'; 'sandy@nysbroadcasters.org'
Subject: WSYR-TV Job Opening effective 2-13-2013
Attachments: News Producer Ad.doc



News Producer
Ad.doc (119 KB)

Please be advised that NewsChannel 9 WSYR-TV has 2 openings for a **News Producer** in our News Department. A job description is attached. Please contact me for further information.

Thank you.

Julie

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



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

CORTLAND WORKS

PAGE 02/02

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: 2/13/13

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.jobs 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 _____ URL/Web Site Address _____

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

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

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

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

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

JOB DETAILS

Title of Job Opening News Producer Number of Openings 2 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.

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 VARIES to _____ Circle normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☐ No ☐ Mandatory

Years of Education Needed: _____ 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 \$ 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

New York State Department of Labor
443 N. Franklin St. (Lower Level)
Syracuse, NY 13204
Andrew M. Cuomo, Governor
Peter M. Rivera, Commissioner

February 13, 2013



Roger Mirabito
WSYR News Channel 9
5904 Bridge Street
East Syracuse, NY 13057

Good Morning Roger:

Thank you for listing your job order with New York State Department of Labor, a partner in the Workforce New York system. Enclosed is a copy of your job order as it appears in our Job Bank. Please contact us at the number shown below if any changes are necessary.

The job order will be active on the system for 60 calendar days. If the position is still available at the end of that period, please contact us to discuss your needs.

Your job listing will be entered and maintained by local job order staff. Among the services available are customer matching and referral services. Please note - interview space is available in our Syracuse location for your recruitments.

We appreciate the opportunity to assist you in meeting your recruitment needs, and look forward to working with you. Communication is the key to great customer service. Please contact this office if you have any questions, if you need to see additional candidates, or if there is further assistance we can provide to you.

Sincerely,

Tom Goskoski
Labor Services Representative
Syracuse Job Bank

Enclosure(s)

February 13, 2013



Job Summary

Order Number:

NY1049720

Date Job Order Received:

02/13/2013

Number of Openings:

2

Company Name:

WSYR News Channel 9

Job Title:

News Producer

Minimum Experience Required:

No experience requirement provided.

Job Description:

NY1049720 News Producer for WSYR-TV NewsChannel 9 in East Syracuse, NY. NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for a Newscast Producer. The successful candidate must thrive under deadline pressure, demonstrate strong news judgment and excellent broadcast writing skills. They must understand story selection and showcasing as well as producing content for multiple platforms. Must also be willing to work nights, weekends and holidays. Qualified candidates should e-mail their resume and links to their work to careers@9wsyr.com or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Job Location:

East Syracuse, New York

Pay:

Starting pay not specified.

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension Plan

Hours per Week:

Not specified.

Duration:

Full Time, Regular

February 13, 2013



Work Days:

Not specified.

Shift:

Varies

Public Transportation:

Public Transportation is available.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by mail, or by email:
WSYR News Channel 9
5904 Bridge Street
East Syracuse, NY 13057
Email: careers@9wsyr.com

Staff Assigned:

Tom Goskoski

Staff Assigned Phone Number:

(315) 479-3290

Staff Assigned Email Address:

Thomas.Goskoski@labor.ny.gov



February 13, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has 2 openings for a News Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure



February 13, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has 2 openings for a News Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure

Julie Gehring

From: jobs@tvjobs.com
Sent: Wednesday, February 13, 2013 10:41 AM
To: Julie Gehring
Subject: TVJobs.com - Producer job posted

JOB POSTING NOTIFICATION FROM TVJOBS

The "Producer" position for WSYR was just posted in the Job Bank and is now available online ...

Station : WSYR
Position : Producer
Category : News - Producers
Database : Television
Job ID : TVJ#34209446
Posted : 2/13/2013
Expires : 3/13/2013
Status : Non-Registered Employer - New Job Listing
Ad Text :

Producer

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

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

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, 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 3/13/2013.
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=5575021365808795>

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: Mark Shilstone [mark@medialine.com]
Sent: Wednesday, February 13, 2013 11:28 AM
To: Julie Gehring
Subject: FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job listing(s) from : WSYR on 2/13/13

PRODUCER

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

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

Phone:800-237-8073

Email:medialine@medialine.com

Fax:831-6485204

Mailing address:Box 51909, Pacific Grove, CA 93950

Contact:Mark Shilstone, Manager

Thank you for using MediaLine,
Mark Shilstone
Manager
MediaLine

2/13/2013

WSYR JOB OPENING DOCUMENTATION

Position: Web Producer

Date Position Open: 4/9/13

Date Position Closed: 6/13/13

Recruitment Initiated By: News Director

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

Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <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' <emontpetit@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. Email to Distribution List
5. NYS Dept. of Labor Fast Fax Job Order
6. Letter to NAACP of Syracuse
7. Letter to Women's Information Center
8. Email for Website Posting
9. Email for Nexstar Website Posting

Documentation Not Attached:

EEO HIRING DOCUMENTATION

Job Title of Opening WEB PRODUCER

Date of Posting 4/9/2013

Total Number Interviewed:

Breakdown of Interviewees by Source:

| Source Name | # of Interviewees |
|-------------|-------------------|
|-------------|-------------------|

WEBSITE 6

INTERNAL REFERRAL 2

Figure 1 consists of two horizontal bar charts. The left chart shows the percentage of respondents for each country (USA, Canada, Mexico, Brazil, Argentina, Chile, Colombia, Peru, Venezuela, Ecuador, Cuba, and others) for the 'USA' category. The right chart shows the percentage of respondents for each country for the 'Canada' category. The x-axis for both charts ranges from 0 to 100%.

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 6/3/13

Name of Hiree: TIMOTHY BEARDEN

Referral Source of Hire: 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



Web Producer

NewsChannel 9 WSYR-TV is looking for a full time web producer to join the digital team behind our award-winning website, mobile apps, and social media accounts. 9WSYR.com is one of the most successful local TV news websites in the country. We constantly experiment and set new standards across all our digital platforms. We're looking for a motivated person who's passionate about creating exceptional work. Candidates should have strong writing and web publishing skills. Daily responsibilities include writing stories, posting video and photos, managing user generated content, and contributing to the station's Facebook and Twitter accounts. This position includes more than just publishing content. NewsChannel 9's web producers help manage the station's multiple digital platforms throughout the day. The ideal candidate has knowledge of a working newsroom, the ability to multi-task efficiently, and strong editorial judgment. Ideally, a candidate will also have working knowledge of HTML, content management systems, non-linear editing, and Photoshop. Qualified candidates should email their resume, along with any writing or digital media samples, to careers@9wsyr.com or send materials to News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 4/9/13

JOB OPENING NOTIFICATIONS

POSITION: Web Producer

Open: 4/9/13 Closed: 6/3/13

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

Morrisville State College

✓

My Air Check

✓

NYS Division of Human Rights

—

Office of Minority Affairs

✓

Onondaga-Madison BOCES

✓

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

✓

SI Newhouse

✓

Spanish Action League

✓

Syracuse Model Neighborhood

✓

The Native American JPTA

✓

Transitional Learning Services

✓

TV Jobs.com Broadcast Employment Services

✓

NYS Broadcasters Assn.

✓

Nexstar Website

✓

Julie Gehring

From: Julie Gehring
Sent: Tuesday, April 09, 2013 9:22 AM
To: 'Association for Better Living'; 'Aurora of CNY'; 'Cayuga Community College'; 'CCNMA'; 'Center for Community Alternatives'; 'CNY National Organization for Women'; 'Cornell University'; 'Displaced Homemakers Program'; 'Sharcol56@aol.com'; 'Howard University'; 'Ithaca College'; 'PCalabro@itt-tech.edu'; 'Learning Disabilities Assn of CNY'; 'Media Alliance'; 'MediaLine'; 'Morrisville State College'; 'Morrisville State College'; 'Morrisville State College'; 'My Air Check'; 'vwoods@dhr.state.ny.us'; 'OCC EMC Department'; 'Office of Minority Affairs'; 'Onondaga Community College'; 'Onondaga-Madison BOCES'; 'Peace Inc'; 'SI Newhouse'; 'Spanish Action League'; 'SUNY Oswego'; 'Syracuse Model Neighborhood'; 'Syracuse University'; 'The Native American JPTA'; 'Tompkins-Cortland Community College'; 'Transitional Learning Services'; 'TV Jobs.com Broadcast Employment Services'
Subject: WSYR-TV Job Opening effective 4-9-2013

Attachments: Job Posting-WSYR Web Producer.doc



Job Posting-WSYR
Web Producer....

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for a Web Producer. A job description is attached. Please contact me for further information.

Thank you.

Julie

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

Julie Gehring

From: Julie Gehring
Sent: Tuesday, April 09, 2013 9:36 AM
To: 'sandy@nysbroadcasters.org'
Subject: WSYR-TV Job Opening effective 4-9-2013

Attachments: Job Posting-WSYR Web Producer.doc



Job Posting-WSYR
Web Producer....

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for a Web Producer. A job description is attached. Please contact me for further information.

Thank you.

Julie

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

Julie Gehring

From: Julie Gehring
Sent: Tuesday, April 09, 2013 9:48 AM
To: 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com'
Subject: NewsChannel 9 WSYR-TV Job Opening effective 4-9-2013

Attachments: Job Posting-WSYR Web Producer.doc



Job Posting-WSYR
Web Producer....

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for a Web Producer. A job description is attached. Please contact me for further information on the job posting.

Thank you.

Julie

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



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: 4/9/13

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at www.labor.ny.jobs 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 _____ 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@9usyr.com

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

Job Location 5904 Bridge St., E. Syracuse 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.

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 3PM to 12AM Circle normal workdays: S M Tu W Th F S Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: _____ 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

* * * Communication Result Report (Apr. 9. 2013 5:34PM) * * *

Fax Header)

Date/Time: Apr. 9. 2013 5:28PM

| File No. Mode | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 0124 Memory TX | 4793216 | P. 2 | OK | |

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

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



01/12/2013 10:23 687-756-5531
 New York State Department of Labor
 Andrew M. Cuomo, Governor
 Peter M. Rivera, Commissioner

CORTLAND WORKS

PAGE 02/02

FAST FAX JOB ORDER

New York State Department of Labor
 430 South Saline St.
 Room 302
 Syracuse, New York 13202
 Phone: (315) 479-3234 Fax: (315) 479-3236
 laborfastfax@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 let a job order, please submit the form electronically using the address above, or supply directly online to New York's Job Exchange at www.jobexchange.ny.gov or fill out this FAST FAX JOB ORDER form and send to us via fax or mail.

Company: W5Y8-TV Unemployment Ins. Employer Reg. No. 412-52161612
 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: _____ 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. With this job order, also be listed on:

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

General Instructions (You may select more than one): ☐ 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@w5y8.com)

Title of Job Opening: Web Producer JOB DETAILS
 Number of Openings: 1 Number of Interviews you wish to interview: _____
 Job Location: 5904 Bridge St., E. Syracuse Start Date: ASAP Are you a FCL employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, abilities, equipment, medications, special physical demands or special working conditions. All hiring requirements listed here must be checked before we can take occupational qualifications.

Reference/Security Check? ☒ Yes ☐ No Physical? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Background? ☐ Yes ☒ No
 Own tools? ☐ Yes ☒ No Must Job Unload? ☐ Yes ☒ No

Employment Type? ☐ Yes ☐ No If yes, please provide more under type of task:

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

Work hours: From 3PM to 12AM Circle normal workdays: ☒ M ☒ Tu ☒ W ☒ Th ☒ F ☐ Sa ☐ Su Overtime? ☒ Yes ☐ No ☐ Mandatory

Years of Education Needed: _____ 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 a public transportation route? ☒ Yes ☐ No Driver's License? ☐ Yes ☒ 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 Holiday? ☒ Yes ☐ No Retirement Plan? ☒ Yes ☐ No Clothing Allowance? ☐ Yes ☒ No Child Care? ☐ Yes ☒ No



April 9, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Web Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Julie Gehring
Executive Administrative Assistant

enclosure



April 9, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for a Web Producer in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure

RE: Web Producer Posting

Phil Rankin

Sent: Tuesday, April 09, 2013 10:52 AM

To: Julie Gehring

All set.

From: Julie Gehring

Sent: Tuesday, April 09, 2013 10:06 AM

To: Phil Rankin

Subject: Web Producer Posting

Hi Phil,

Please post this position on our website. Thanks.

Julie

Julie Gehring

Executive Administrative Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

juliegehring@9wsyr.com

From: Robert Cartwright

Sent: Monday, April 08, 2013 5:19 PM

To: Julie Gehring

Subject: Web Producer Posting

Julie,

Can you please post and distribute this ad.

Many thanks.

Rob

Rob Cartwright | News Director | WSYR-TV/NewsChannel 9 & <http://www.9wsyr.com/> | 5904 Bridge Street, East Syracuse, NY 13057 |
Office: 315.446.9999 x.2269 | robertcartwright@9wsyr.com

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.

Julie Gehring

From: Julie Gehring
Sent: Tuesday, April 09, 2013 5:22 PM
To: Terri Bush
Subject: Nexstar Website Job Posting for WSYR-TV Web Producer
Attachments: Nexstar Website Job Posting Template.doc

Hi Terri,

Attached is a job posting for the Nexstar website for a Web Producer at WSYR-TV. Please let me know if you have any questions and when the job opening gets posted. Thank you.

Best regards,

Julie

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

Entry-level: No

Job Title: Web Producer

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

Position reports to title: News Director

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

Work hours schedule: 3 pm – 12 midnight

Full Time: YES

Exempt (not eligible for over time):

Non-exempt (eligible for over time): YES

Number hours per week: 40

Brief description of duties & responsibilities:

- Strong writing and web publishing skills
- Responsibilities include writing stories, posting video and photos, managing user content and contributing to the station's Facebook and Twitter accounts
- Help manage the station's multiple digital platforms throughout the day/evening
- Ideal candidate has knowledge of a working newsroom
- Ideal candidate will also have working knowledge of HTML, content management systems, non-linear editing, and Photoshop
- Ability to multi-task efficiently and have strong editorial judgment

Work experience and education required for position:

- Strong writing and web publishing experience

Nexstar Broadcasting Group, Inc. is an Equal Opportunity Employer

If you have any questions, contact Terri Bush, Director Human Resources
tlbush@nexstar.tv

WSYR JOB OPENING DOCUMENTATION

Position: Account Executive

Date Position Open: 1/17/13

Date Position Closed: 3/26/13

Recruitment Initiated By: Local Sales Manager

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

Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <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. Email to Distribution List
5. NYS Dept. of Labor Fast Fax Job Order
6. Letter to NAACP of Syracuse
7. Letter to Women's Information Center
8. Nexstar Website Job Description

Documentation Not Attached:

1. Copy of Website Posting

EEO HIRING DOCUMENTATION

Job Title of Opening Account Executive

Date of Posting 1/17/13

Total Number Interviewed:

Breakdown of Interviewees by Source:

[illegible]

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 6/10/13

Name of Hiree: Dominic Tricase

Referral Source of Hire: Word of Mouth
Client Referral

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



Account Executive

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

Posted 1/17/13

JOB OPENING NOTIFICATIONS

POSITION: Account Executive

Open: 1/17/13

Closed:

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

✓

CNY National Organization for Women

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

ITT Technical Institute

✓

Learning Disabilities Assn of CNY

✓

Media Alliance

✓

MediaLine

✓

Morrisville State College



My Air Check



NYS Division of Human Rights



Office of Minority Affairs



Onondaga-Madison BOCES



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



SI Newhouse



Spanish Action League



Syracuse Model Neighborhood



The Native American JPTA



Transitional Learning Services



TV Jobs.com Broadcast Employment Services



NYS Broadcasters Assn.



Nexstar Website



Gehring, Julie

From: Gehring, Julie
Sent: Thursday, January 17, 2013 11:01 AM
To: Association for Better Living; Aurora of CNY; Cayuga Community College; CCNMA; Center for Community Alternatives; CNY National Organization for Women; Cornell University; Displaced Homemakers Program; 'Sharcol56@aol.com'; Howard University; Ithaca College; 'PCalabro@itt-tech.edu'; Learning Disabilities Assn of CNY; Media Alliance; MediaLine; Morrisville State College; Morrisville State College; Morrisville State College; My Air Check; 'vwoods@dhrr.state.ny.us'; OCC EMC Department; Office of Minority Affairs; Onondaga Community College; Onondaga-Madison BOCES; Peace Inc; SI Newhouse; Spanish Action League; SUNY Oswego; Syracuse Model Neighborhood; Syracuse University; The Native American JPTA; Tompkins-Cortland Community College; Transitional Learning Services; TV Jobs.com Broadcast Employment Services
Subject: WSYR-TV Job Opening effective 1-17-2013
Attachments: 2013 Job Postings-Position Descriptions.doc



2013 Job
Postings-Position Des.

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information.

Thank you.

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

Gehring, Julie

From: Gehring, Julie
Sent: Thursday, January 17, 2013 11:35 AM
To: 'npacheco@itt-tech.edu'; 'dunbarassociation1918@gmail.com'
Subject: NewsChannel 9 WSYR-TV Job Opening effective 1-17-2013

Attachments: 2013 Job Postings-Position Descriptions.doc



2013 Job
Postings-Position Des.

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information on the job posting.

Thank you.

Julie

Julie R. Gehring

Executive Administrative Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999

juliegehring@9wsyr.com



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: 1/17/13

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

Company NSVR-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 Local Sales Manager Tel. No. () Fax No. ()

E-Mail address URL/Web Site Address

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

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

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

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

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

JOB DETAILS

Title of Job Opening Account Executive Number of Openings 1 Number of Persons you wish to interview

Job Location E. Syracuse Start Date 1/17/13 Are you a FCJL employer? ☐ Yes ☐ No

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

(See Attached)

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

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

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

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

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

Years of Education Needed: 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

* * * Communication Result Report (Jan. 18. 2013 11:24AM) * * *

Fax Header)

Date/Time: Jan. 18. 2013 11:24AM

| File No. Mode | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 9829 Memory TX | 4793216 | P. 2 | OK | |

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

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

01/17/2013 18:29 607-756-5531

CURTLAND WORKS PAGE 02/02

FAST FAX JOB ORDER
 New York State Department of Labor
 450 South Sullivan St.
 Room 302
 Syracuse, New York 13202
 Phone: (315) 479-3284 Fax: (315) 479-3216
 jobcentral@labor.ny.gov

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

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 supply directly online to New York's Job Exchange at www.jobex.ny.gov or fill out this FAST FAX JOB ORDER form and send it to us via fax or mail.

Company: WSYR-TV Unemployment Ins. Employer Reg. No. 412-512612
 Address: 5104 Bridge Street City: E. Syracuse State: NY Zip: 13057
 Description of products or services your business provides: Television Station
 Interview contact person: Local Sales Manager Tel. No. () Fax No. ()
 E-Mail address: URL/Web Site Address:

Would you like your company name available in 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 employer 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 _____

Referral Instructions (You may select more than one):
☐ Staff to call first (before sending) ☐ Candidate to call first (before sending) ☐ Send Candidate to apply in person from _____ to _____
☐ Staff to call first (before sending) ☐ Candidate to call first (before sending) ☐ Complete company application
☒ Mail Resume ☐ Fax Resume ☒ E-Mail Resume (address: careers@wsyr.com)

Title of Job Opening: Account Executive JOB DETAILS
 Number of Openings: 1 Number of Persons you wish to interview: _____
 Job Location: E. Syracuse Start Date: 1/17/13 Are you a FCL employer? ☐ Yes ☒ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, education, equipment used/performed, special physical demands or special working conditions. All hiring requirements listed here must be basic life occupational qualifications.
(See Attached)

Reference/Security Check? ☒ Yes ☐ No Physical? ☒ Yes ☐ No Drug Test? ☐ Yes ☐ No Bondable? ☐ Yes ☐ No
 Own Tools? ☐ Yes ☐ No Must Job Order? ☐ Yes ☐ No

Employment Type: ☒ Full Time ☐ Part Time ☐ Regular ☐ Temporary Duration of Job in: From _____ to _____
 Work hours: From _____ to _____ Circle normal workdays: Mo Tu We Th Fr Sa Su Overtime? ☐ No ☐ Yes ☐ Mandatory

Years of Education Needed: _____ 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 ☐ 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

January 17, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Julie Gehring
Executive Administrative Assistant

enclosure



January 17, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a full time opening for an Account Executive in our Sales Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure



Position Description ACCOUNT EXECUTIVE

| | |
|--|--------------------------|
| Station: WSYR-TV | Department: Sales |
| Reports To: Local Sales Manager | Exempt: Yes |

Position Summary:

The Account Executive works within established Sales Department guidelines to increase sales volume with assigned accounts, aggressively seeks new customers for both TV and eMedia business, executes plans and strategies set forth by sales management, maintains awareness of the competition, and maintains visibility in the community.

Essential Duties & Responsibilities:

- Implements strategies to consistently grow revenue and exceed revenue goals.
- Establishes credible relationships with local business community.
- Makes sales calls on existing and prospective clients.
- Maintains assigned accounts and develops new accounts.
- Prepares and delivers sales presentations to clients.
- Explains to customers how specific types of advertising will help promote their products or services in the most effective way possible.
- Provides clients with information regarding rates for advertising placement in all media.
- Develops advertising schedules with clients and station personnel responsible for placing advertising into station media.
- Works with clients and station personnel to develop advertisements.
- Performs other duties as assigned.

Requirements & Skills:

- Bachelor's degree in Marketing, Advertising or Mass Communications, or a related field, or an equivalent combination of education and work related experience.
- Fluency in English.
- Excellent communication skills, both oral and written.
- Minimum one year's experience in sales, preferably in the media field.
- Valid driver's license with an acceptable driving record.
- Experience achieving long-range objectives and implementing the strategies and actions to achieve them.
- Proficiency with computers, telephones, copiers, scanners, fax machines and other office equipment.

Physical Demands & Work Environment:

The Account Executive must be able to sit, conduct telephone conversations, use electronic mail, write letters and memos, conduct face-to-face discussions with individuals or groups, make decisions without supervision, make decisions that impact the results of co-workers, work in close proximity to others, work outdoors in all weather conditions, and work indoors in environmentally controlled conditions.

WSYR JOB OPENING DOCUMENTATION

Position: Assignment Editor

Date Position Open: 2/27/13

Date Position Closed: 3/21/13

Recruitment Initiated By: News Director

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

Where Publicized:

1. Email Distribution List:

'Association for Better Living' <communitybuilder@hotmail.com>; 'Aurora of CNY' <auroracny@auroraofcny.org>; 'Cayuga Community College' <Merritt@cayuga-cc.edu>; 'CCNMA' <Sylvia@ccnma.org>; 'Center for Community Alternatives' <ebullock@communityalternatives.org>; 'CNY National Organization for Women' <Wendy_Yost@msn.com>; 'Cornell University' <dd21@cornell.edu>; 'The Native American JPTA' <syracusenet@hotmail.com>; 'dunbarassociation1918@gmail.com'; 'Howard University' <careersrhu@howard.edu>; 'Ithaca College' <careers@ithaca.edu>; 'Npacheco@itt-tech.edu'; 'Learning Disabilities Assn of CNY' <Lnellis@Ldacny.org>; 'Media Alliance' <bill@mediaalliance.com>; 'MediaLine' <medialine@medialine.com>; 'Morrisville State College' <hawkinhl@morrisville.edu>; 'Morrisville State College' <demurol@morrisville.edu>; 'Morrisville State College' <barshaab@morrisville.edu>; 'My Air Check' <registration@myaircheck.com>; 'OCC EMC Department' <averym@sunyocc.edu>; 'Onondaga Community College' <pasiakd@sunyocc.edu>; 'Onondaga-Madison BOCES' <psherlock@ocmboces.org>; 'michelle.arthur@peace-caa.org'; 'SI Newhouse' <belichti@syr.edu>; 'Spanish Action League' <employment.specialist@laligaonline.com>; 'SUNY Oswego' <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 Job Description
8. Email for Website Posting
9. Email Confirmation from TVJobs.com

Documentation Not Attached:

1. Email to Distribution List

EEO HIRING DOCUMENTATION

Job Title of Opening Assignment Editor

Date of Posting 2/27/13

Total Number Interviewed: ①

Breakdown of Interviewees by Source:

| <u>Source Name</u> | <u># of Interviewees</u> |
|--|--------------------------|
| <u>Internal Candidate-</u> <u>existing employee</u> | |
| | |
| | |
| | |
| | |
| | |

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 3/21/13

Name of Hiree: Franklin Freytag

Referral Source of Hiree: Existing employee

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



Assignment Editor

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an aggressive Assignment Editor. If you love breaking news and thrive in a high pressure newsroom environment we want to talk to you. Must be cool under fire. Candidate will coordinate breaking news coverage, dispatch multiple crews as well as enterprise, develop and track news stories. Also maintains constant communication with newscast and web staff. Experience as Assignment Editor or Producer required. Send resume to careers@9wsyr.com or News Director, WSYR-TV, 5904 Bridge Street, East Syracuse, NY 13057. EOE.

Posted 2/27/13

JOB OPENING NOTIFICATIONS

POSITION: Assignment Editor

Open: 2/27/13

Closed: 3/21/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

✓

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

✓

CNY National Organization for Women

✓

Cornell University

✓

Displaced Homemakers Program

✓

Dunbar Association

✓

Howard University

✓

ITT Technical Institute

✓

Learning Disabilities Assn of CNY

✓

Media Alliance

✓

MediaLine

Morrisville State College

✓

My Air Check

✓

NYS Division of Human Rights

✓

Office of Minority Affairs

✓

Onondaga-Madison BOCES

✓

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

✓

SI Newhouse

✓

Spanish Action League

✓

Syracuse Model Neighborhood

✓

The Native American JPTA

✓

Transitional Learning Services

✓

TV Jobs.com Broadcast Employment Services

✓

NYS Broadcasters Assn.

✓

Nexstar Website

✓



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: 2/27/13

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To list a job order, please submit the listing electronically using the address above, or apply directly online to New York's Job Exchange at www.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 _____ URL/Web Site Address _____

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

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

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

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

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

Title of Job Opening Assignment Editor JOB DETAILS Number of Openings 1 Number of Persons you wish to interview _____

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

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

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 varies to _____ Circle normal workdays: S M Tu W Th F S Overtime? ☐ Yes ☐ No ☐ Mandatory

Years of Education Needed: College 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

* * * Communication Result Report (Feb. 28. 2013 9:12AM) * * *

Fax Header)

Date/Time: Feb. 28. 2013 9:11AM

| File No. Mode | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 9974 Memory TX | 4793216 | P. 2 | OK | |

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

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



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 Duane St.
 Room 302
 Syracuse, New York 13202
 Phone: (315) 479-3284 Fax: (315) 479-3214
 jobs@labor.ny.gov

Date: 2/27/13

Employer: Providing information requested on this special job order form will help us understand your hiring needs and assist us in locating the most suitable candidates. To 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 or fill out this FAST FAX JOB ORDER form and send it to us via fax or mail.

Company: WSIR-TV Unemployment Ins. Employer Reg. No. 412-5236169

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

Description of products or services your business provides: Television Station

Interview contact person: _____ Tel. No. () _____ Fax No. () _____

E-Mail address: _____ URL/Web Site Address: _____

Would you like your company name available to the public on your job listing? ☐ Yes ☐ No. Checking "Yes" allows 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 ad 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 (If you want select more than one): ☐ Send Candidates to apply in person from _____ to _____

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

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

Title of Job Opening: Assignment Editor JOB DETAILS

Number of Openings: 1 Number of Persons you wish to interview: _____

Job Location: E. Syracuse Start Date: _____ Are you a FCL employer? ☐ Yes ☐ No

JOB DESCRIPTION: Please provide a detailed description of the job. List skills, equipment, 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 Payroll? ☐ Yes ☒ No Drug Test? ☐ Yes ☒ No Bondable? ☐ Yes ☒ No

Overlooked? ☐ Yes ☒ No Most Jobs Open? ☒ Yes ☐ No

Employment Type? ☐ Full Time ☒ Part Time ☐ Regular ☐ Temporary Duration of Job is: From _____ to _____

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

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

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

Years of Experience Required: _____ Will you accept related experience? ☐ Yes ☐ No ☒ Don't know

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

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



February 28, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for an Assignment Editor in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

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

Julie Gehring
Executive Administrative Assistant

enclosure

February 28, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for an Assignment Editor in our News Department. A job description is attached. Please contact me for further information on this job posting.

Thank you.

Julie Gehring

Julie Gehring
Executive Administrative Assistant

enclosure

Julie Gehring

From: Julie Gehring
Sent: Monday, March 04, 2013 11:44 AM
To: Terri Bush
Subject: Nexstar Website Job Posting for Assignment Editor

Attachments: Nexstar Website Job Posting Template.doc



Nexstar Website
Job Posting Te...

Hi Terri,

Please post this WSYR job opening for an Assignment Editor on the Nexstar website. Please let me know when it has been posted. Thanks for your assistance.

Julie

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

RE: NEW Job Posting

Phil Rankin

Sent: Wednesday, February 27, 2013 12:41 PM

To: Julie Gehring

All set.

From: Julie Gehring

Sent: Wednesday, February 27, 2013 12:34 PM

To: Phil Rankin

Subject: NEW Job Posting

Hi Phil,

Please post the attached job opening on our website. Thank you.

Julie

Julie R. Gehring

Executive Administrative Assistant

NewsChannel 9 WSYR-TV

5904 Bridge Street

E. Syracuse, NY 13057

(315) 446-9999, ext. 2249

juliegehring@9wsyr.com

From: Robert Cartwright

Sent: Wednesday, February 27, 2013 10:53 AM

To: Julie Gehring

Subject: Job Posting

Hi Julie --

Attached is a job ad for an Assignment Editor.
Can we please post in all the usual places.

Many thanks.

Rob Cartwright | News Director | WSYR-TV/NewsChannel 9 & www.9wsyr.com | 5904 Bridge Street, East Syracuse, NY 13057 |

Office: 315.446.9999 x2269 | robertcartwright@9wsyr.com

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.

Entry-level: No

Job Title: Assignment Editor

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

Position reports to title: News Director

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

Work hours schedule: Varies

Full Time: YES

Exempt (not eligible for over time):

Non-exempt (eligible for over time): YES

Number hours per week: 40

Brief description of duties & responsibilities:

- Coordinate breaking news coverage
- Dispatch multiple news crews
- Enterprise, develop and track news stories
- Maintains constant communication with newscast and web staff
- Must thrive in a high pressure newsroom environment & be cool under fire

Work experience and education required for position:

- Bachelor's degree
- Experience as Assignment Editor or Producer

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

Julie Gehring

From: jobs@tvjobs.com
Sent: Thursday, February 28, 2013 2:54 PM
To: Julie Gehring
Subject: TVJobs.com - Assignment Editor job posted

JOB POSTING NOTIFICATION FROM TVJOBS

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

Station : WSYR
Position : Assignment Editor
Category : News - Assignment Editor
Database : Television
Job ID : TVJ#34210940
Posted : 2/28/2013
Expires : 3/28/2013
Status : Non-Registered Employer - New Job Listing
Ad Text :

Assignment Editor

NewsChannel 9, the only station in Central New York broadcasting news in HD, has an immediate opening for an aggressive Assignment Editor. If you love breaking news and thrive in a high pressure newsroom environment we want to talk to you. Must be cool under fire. Candidate will coordinate breaking news coverage, dispatch multiple crews as well as enterprise, develop and track news stories. Also maintains constant communication with newscast and web staff. Experience as Assignment Editor or Producer required.

Send resume to careers@9wsyr.com or 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, 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 3/28/2013.
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.<<

WSYR JOB OPENING DOCUMENTATION

Position: Reporter

Date Position Open: 5/13/13

Date Position Closed: 6/19/13

Recruitment Initiated By: News Director

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

Where Publicized:

1. Email Distribution List:

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

2. In-House Posting

3. WSYR Website

4. Nexstar Website

5. NYS Labor Department

6. NAACP of Syracuse

7. Women's Information Center

Documentation Attached:

1. EEO Hiring Documentation Form (includes breakdown of Interviews by Source)
2. Job Description (includes Posting Date)
3. 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

Documentation Not Attached:

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

EEO HIRING DOCUMENTATION

Job Title of Opening REPORTER

Date of Posting 5/13

Total Number Interviewed:

Breakdown of Interviewees by Source:

Source Name

of Interviewees

TVJOBS.COM

4

9wsyv.com

1

Every interviewee must complete the Nexstar Employment Application

Date of Hire: 6/19/13

Name of Hiree: ANDREW DONOVAN

Referral Source of Hire: 9wsyr.com

Paperwork to accompany this form:

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



Posted: 5/13/13

REPORTER

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

JOB OPENING NOTIFICATIONS

POSITION: Reporter

Open: 5/13/13 Closed: 6/19/13

In-House Posting

✓

WSYR Website

✓

Syracuse Post Standard

—

Syracuse New Times

—

NYS Labor Dept.

✓

Syracuse University

✓

Onondaga Community College

✓

Ithaca College

✓

Cayuga Community College

✓

Cazenovia College

✓

SUNY Oswego

✓

Tompkins-Cortland Community College

✓

Association for Better Living

✓

Aurora of CNY

✓

CCNMA

✓

Center for Community Alternatives

✓

CNY National Organization for Women

✓

Women's Information Center

✓

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: _____

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 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 _____ URL/Web Site Address _____

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

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

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

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

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

Title of Job Opening Reporter JOB DETAILS Number of Openings 1 Number of Persons you wish to interview _____

Job Location 5904 Bridge Street, E. Syracuse 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.

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: _____ 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



May 13, 2013

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

To Whom It May Concern:

Please be advised that NewsChannel 9 WSYR-TV has a job opening for an Account Executive and a Part Time job opening for a Master Control Operator. The job descriptions are attached. Please contact me for further information on these job postings.

Thank you.

Julie Gehring

Julie Gehring
Executive Administrative Assistant

enclosure

May 13, 2013

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

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enclosures