

## Contents

### **Recruitment Reconciliation Form**

Accounting Coordinator  
Meteorologist  
Assignment Editor  
Special Projects Producer  
Weekend Producer / Writer  
Writer / Fill In Producer  
Anchor / Reporter – TON  
Weekend Sports Anchor  
Anchor / Reporter – FMN  
Producer  
Technician: Photographer  
Technician: Photographer  
Technician: Editor  
Account Executive  
General Assignment Reporter  
Producer  
Technician: Editor  
Broadcast Designer  
Research Analyst

Sales Coordinator  
Broadcast Designer  
General Assignment Reporter  
Traffic Coordinator  
Sales Coordinator  
Reporter / Fill In Anchor  
Reporter / Fill In Anchor  
General Assignment Reporter  
Sales Assistant  
Technician: Editor  
Assignment Editor  
Account Executive / Paid  
Programming Coordinator  
Vice President, Engineering &  
Operations  
Technician  
Technician  
Director of Finance

### **Recruitment Summary Form**

#### **Outreach Initiatives**

##### **Job Fairs**

Internship Program  
Information Sheet  
Current College / University  
Mailing List & Accompanying Letter  
Summer 2002, Fall 2002, Winter 2002  
& Spring 2003 Student Interns

Page One (1)  
Exhibit 1  
Exhibit 1A

Exhibit 1B

##### **Work Study Scholarship Program**

Page One (1)

Minority & Women Referral Sources  
Current List & Letter for Minority &  
Women Organizations  
Current Job Posting

Page Two (2)  
Exhibit 2

Exhibit 2A

##### **Management Training:**

Page Two (2)  
Exhibit 3

##### **Job Line**

Page Two (2)

##### **Web Site**

Page Two(2)

## **WTTG/FOX 5 & WDCA/UPN 20 Washington DC**

### **Job Fairs**

WTTG/FOX 5 & WDCA/UPN 20 participates in annual national job fairs. For the period June 1, 2002 through May 31, 2003, WTTG/FOX 5 & WDCA/UPN 20 participated in the following job fairs:

- National Association of Black Journalist (NABJ) August 1-3, 2002, Milwaukee, WI
- National Hispanic Journalist Conference (NAHJ) June 12 – 15, San Diego, CA

Job fairs provide applicants and potential candidates with the opportunity to learn about Fox Television Stations, Inc. and the job opportunities within the station group. A list of current job openings and station contact information is available upon request.

### **Internship Program (Exhibit 1)**

**Description:** WTTG/FOX 5 & WDCA/UPN 20 continues to offer an academic credit internship program for college/university, junior, senior and graduate students. Generally, internships are available in the following departments: News (including Sports), Creative Services (including Promotions and Graphic Design), Research/Programming, Human Resources, Legal and Community Affairs.

The objectives of the program are to:

- Provide students majoring in journalism, communications, media and related disciplines the opportunity to receive on-site exposure to and training from experienced television broadcast professionals who are in job positions to which students aspire.
- Provide students majoring in journalism, communications, and media and related disciplines the opportunity to garner practical application experience and exposure to a work environment in their desired career.
- Identify students for the Station's job applicant pool for employment opportunities.

### **Eligibility Criteria:**

- College junior and senior, and graduate students
- Receipt of academic credit

### **Work Study Scholarship Program**

Current Work Study Student Carlton Ashton / Christopher Williams

**Description:** The Work Study Scholarship Program provides minorities, interested in pursuing careers in media, an opportunity to garner practical application work experience during their high school and college years to assist them in preparing to obtain jobs in the media.

In practice, WTTG/FOX 5 & WDCA/UPN 20 selects a college bound high school student, preferably a junior or senior to work at the Station during their summer, semester and holiday break periods, through completion of a four-year undergraduate college program. Typically, the student is assigned to work in various departments, on rotation, for exposure to the various operations of the Station.

In addition to providing this paid opportunity, the Stations match the student's gross earning, placing the funds in an interest bearing account, to be used toward the student's college expenses.

**Eligibility Requirements:**

- Good academic standing and record
- Recommendation from principal, teachers and guidance counselors
- Interested in pursuing a career in media

**Minority & Women Referral Sources (Exhibit 2)**

WTTG/FOX 5 & WDCA/UPN 20 regularly sends a list of current employment opportunities (attached) to minority and women organizations as part of its recruitment initiatives designed to increase the pool of minority and female applicants.

**Training Management: (Exhibit 3)**

Human Resources Management facilitated management training sessions on April 14, 2003 and April 16, 2003 for all WTTG and WDCA management and supervisory personnel. Training included information and discussion about employment regulations, policies, procedures and practices.

**Job Line**

WTTG/FOX 5 & WDCA/UPN 20 maintains and regularly updates a twenty-four (24) hour, seven (7) day a week job line that provides a brief description of the Station's current employment opportunities. The job line number is 202-895-3233.

**Web Site**

WTTG/FOX 5 & WDCA/UPN 20 maintains and regularly updates a twenty-four (24) hour, seven (7) day a week web site that provides a brief description of the Station's current employment opportunities. The web site address is [www.fox5dc.com](http://www.fox5dc.com)

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 06/10/02  
**Position/Job Title:** Accounting Coordinator **Job Classification:** Office Clerical  
**Recruitment Source <sup>1</sup>:** NewsChannel 8  
**Contact Person:** Cindy Ruppensburg  
**Address:** 7600 D Boston Boulevard  
Springfield, VA 22153  
**Phone #:** (703)912-5300  
**Total # of Interviewees:** 9

Referral Sources 2					No. of Interviewees
Name:	NewsChannel 8				1
Contact Person:	Cindy Ruppensburg		Phone #:	(703)912-5300	
Address:	7600 D Boston Boulevard				
City:	Springfield	State:	VA	Zipcode:	
Name:	The Washington Post				7
Contact Person:	Employment Advertising Dept.		Phone #:	(202)334-6200	
Address:	11150 15th Street, NW				
City:	Washington	State:	DV	Zipcode:	
Name:	Sudanah Gray				1
Contact Person:	Sudanah Gray		Phone #:	(301)771-3702	
Address:	3343 Teagarden Circle, #403				
City:	Silver Spring	State:	MD	Zipcode:	
Name:					
Contact Person:			Phone #:		
Address:					
City:		State:		Zipcode:	
Name:					
Contact Person:			Phone #:		
Address:					
City:		State:		Zipcode:	
Name:					
Contact Person:			Phone #:		
Address:					
City:		State:		Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 07/09/02  
**Position/Job Title:** Meteorologist **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** Eatman Media Services, Inc.  
**Contact Person:** Ross Eatman  
**Address:** 5901 N. Cicero Avenue, #307  
Chicago, IL 60646  
**Phone #:** (773) 777-5463  
**Total # of Interviewees:** 12

Referral Sources 2					No. of Interviewees
Name: Eatman Media Services, Inc.					1
Contact Person: Ross Eatman		Phone #: (773) 777-5463			
Address: 5901 N. Cicero Avenue, #307					
City: Chicago	State: IL	Zipcode: 60646			
Name: Self-Referral					1
Contact Person: Robert Lopicola		Phone #: (561) 655-5455			
Address: WPTV-TV, 1100 Banyan Boulevard					
City: West Palm Beach	State: FL	Zipcode: 33401			
Name: Self-Referral					1
Contact Person: Justin Berk		Phone #: (410) 467-3000			
Address: WBAL-TV 11, 3800 Hooper Avenue					
City: Baltimore	State: MD	Zipcode: 21211			
Name: WTTG/WDCA-Fox Television Stations, Inc.					4
Contact Person: Katherine Green		Phone #: (202) 895-3000			
Address: 5151 Wisconsin Avenue, NW					
City: Washinton	State: DC	Zipcode: 20016			
Name: Geller Media Management					1
Contact Person: Sandra Freeman		Phone #: (212) 246-1212			
Address: 250 W. 57th Street, #213					
City: New York	State: NY	Zipcode: 10107			
Name: Britomart Associates					1
Contact Person: Betsy Mueller		Phone #: (301) 933-4600			
Address:					
City: Kensington	State: MD	Zipcode: 20895			

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 07/09/02  
**Position/Job Title:** Meteorologist **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** Eatman Media Services, Inc.  
**Contact Person:** Ross Eatman  
**Address:** 5901 N. Cicero Avenue, #307  
Chicago, IL 60646  
**Phone #:** (773) 777-5463  
**Total # of Interviewees:** 12

Referral Sources 2					No. of Interviewees
Name: WTTG/WDCA-Fox Television Stations, Inc.					1
Contact Person: Sue Palka		Phone #: (202) 895-3000			
Address: 5151 Wisconsin Avenue, NW					
City: Washington		State: DC		Zipcode: 20016	
Name: Pulner & Associates					1
Contact Person: Pam Pulner		Phone #: (202) 483-4998			
Address: Watergate South, #919, 700 New Hampshire Avenue, NW					
City: Washington		State: DC		Zipcode: 20037	
Name: WTTG/WDCA-Fox Television Stations, Inc.					1
Contact Person: Jeffrey Gilbert		Phone #: (202) 895-3000			
Address: 5151 Wisconsin Avenue, NW					
City: Washington		State: DC		Zipcode: 20016	
Name: WTTG/WDCA-Fox Television Stations, Inc.					1
Contact Person: Steve Rudin		Phone #: (202) 895-3000			
Address: 5151 Wisconsin Avenue, NW					
City: Washington		State: DC		Zipcode: 20016	
Name:					
Contact Person:		Phone #:			
Address:					
City:		State:		Zipcode:	
Name:					
Contact Person:		Phone #:			
Address:					
City:		State:		Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 7/11/02  
**Position/Job Title:** Assignment Editor **Job Classification:** Professional / Creative  
**Recruitment Source 1:** Katherine Green, VP News Director  
**Contact Person:** \_\_\_\_\_  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3002  
**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Name:</b> VP, News Director <b>Contact Person:</b> Katherine Green <b>Phone #:</b> 202-895-3232 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

Station: WTTG / Fox 5 Date Position Filled: 7/11/02

Position/Job Title: Special Projects Producer Job Classification: Professional

Recruitment Source <sup>1</sup>: VP, News Director

Contact Person: Katherine Green

Address: 5151 Wisconsin Avenue, NW  
Washington DC 20016

Phone #: 2002-895-3002

Total # of Interviewees: 1

Referral Sources <sup>2</sup>	No. of Interviewees
Name: VP, News Director Contact Person: Katherine Green Phone #: 202-895-3002 Address: 5151 Wisconsin Avenue, NW City: Washington DC State: Zipcode: 20016	1
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.



# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 7/11/02  
**Position/Job Title:** Weekend Producer / Writer **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** VP, News Director  
**Contact Person:** Katherine Green  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3002  
**Total # of Interviewees:** 2

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Name:</b> VP, News Director <b>Contact Person:</b> Katherine Green <b>Phone #:</b> 202-895-3002 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> WTTG Website <b>Contact Person:</b> Keith Meade, Whats up, Inc. <b>Phone #:</b> 770-671-0200 <b>Address:</b> 1200 Ashwood Parkway Suite 135 <b>City:</b> Atlanta <b>State:</b> GA <b>Zipcode:</b> 30338	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 7/11/02  
**Position/Job Title:** Writer / Fill In Producer **Job Classification:** Professional  
**Recruitment Source 1 :** VP, News Director  
**Contact Person:** Katherine Green  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3002  
**Total # of Interviewees:** 2

Referral Sources 2	No. of Interviewees
<b>Name:</b> VP, News Director <b>Contact Person:</b> Katherine Green <b>Phone #:</b> 202-895-3002 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> WTTG Website <b>Contact Person:</b> Keith Meade, Whats up, Inc. <b>Phone #:</b> 770-671-0200 <b>Address:</b> 1200 Ashwood Parkway Suite 135 <b>City:</b> Atlanta <b>State:</b> GA <b>Zipcode:</b> 30338	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 7/16/02  
**Position/Job Title:** Anchor/Reporter - TON **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** Self-Referral  
**Contact Person:** Brian Bolter, Current WTTG Reporter  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** (202) 895-3000  
**Total # of Interviewees:** 15

Referral Sources 2				No. of Interviewees
Name:	Self Referral			1
Contact Person:	Laura Evans, WTTG Reporter	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Micahael Gargiulo, WTTG Morning Ar	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Brian Bolter, WTTG Employee	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Wil Thomas, WTTG Reporter	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Ken Linder & Associates, Inc.			6
Contact Person:	Ken Linder	Phone #:	310-277-9223	
Address:	2049 Century Park East, Suite 2750			
City:	Los Angles	State: CA	Zipcode: 90067	
Name:	Pam Pulner Associates			1
Contact Person:	Pam Pulner	Phone #:	202-258-2788	
Address:	PO Box 58189			
City:	Washington DC	State:	Zipcode: 20016	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 7/16/02  
**Position/Job Title:** Anchor/Reporter - TON **Job Classification:** Professional  
**Recruitment Source 1:** Self-Referral  
**Contact Person:** Brian Bolter, Current WTTG Reporter  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** (202) 895-3000  
**Total # of Interviewees:** 15

Referral Sources 2				No. of Interviewees
Name:	WTTG Employee			1
Contact Person:	Holly Ganutt, Asst. News Director	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	WTTG Employee			1
Contact Person:	Katherine Green, News Director	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Britomart Associates			1
Contact Person:	Betsy Mueller	Phone #:	301-933-4600	
Address:	PO Box 42515			
City:	Washington DC	State:	Zipcode: 20015	
Name:	Amy Goldson, Entertainment Lawyer			1
Contact Person:	Amy Goldson, Esq.	Phone #:	202-966-7531	
Address:	4015 28th Place NW			
City:	Washington DC	State: 20015	Zipcode:	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	Zipcode:	

1 **Recruitment Source:** Identify by name the source that referred the successful job candidate.

2 **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 7/18/02  
**Position/Job Title:** Weekend Sports Anchor **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** Ken Linder & Associates, Inc.  
**Contact Person:** Rick Ramage  
**Address:** 2049 Century Park East, Suite 3050  
Los Angeles, CA 90067  
**Phone #:** 310-277-6023  
**Total # of Interviewees:** 9

Referral Sources 2					No. of Interviewees
Name:	Katherine Green, News Director				3
Contact Person:	WTTG Employee		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Bill Kistner, Executive Producer Sports				1
Contact Person:	WTTG Employee		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Patricia DiCarlo, Executive Producer Special Projects				1
Contact Person:	WTTG Employee		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Ken Linder & Associates, Inc.				2
Contact Person:	Rick Ramage		Phone #:	310-277-9223	
Address:	2049 Century Park East, Suite 3050				
City:	Los Angeles	State:	CA	Zipcode:	
Name:	H.S. Beinstock				1
Contact Person:	Peter Goldberg		Phone #:	212-765-3040	
Address:	1740 Broadway, 24 Floor				
City:	New York	State:	NY	Zipcode:	
Name:	IF Management				1
Contact Person:	Melissa Breen		Phone #:	212-265-7711	
Address:	135 West 50th Street, Suite 2305				
City:	New York	State:	NY	Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/WDCA **Date Position Filled:** 7/22/02  
**Position/Job Title:** Anchor/Reporter - FMN **Job Classification:** Professional  
**Recruitment Source 1 :** Self-Referral  
**Contact Person:** Shawn (Yancy) Wiseman  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** (202) 895-3000  
**Total # of Interviewees:** 9

Referral Sources 2	No. of Interviewees
<b>Name:</b> Self-Referral <b>Contact Person:</b> Dave Wagner <b>Phone #:</b> <b>Address:</b> 1700 Young Street <b>City:</b> Cincinnati <b>State:</b> OH <b>Zipcode:</b> 45210	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> NY <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 7/24/02  
**Position/Job Title:** Producer **Job Classification:** Professional  
**Recruitment Source 1:** WTTG Web site  
**Contact Person:** Keith Meade, What's Up, Inc  
**Address:** 1200 Ashwood Parkway  
Atlanta, GA 30338  
**Phone #:** 770-671-0200  
**Total # of Interviewees:** 2

Referral Sources 2	No. of Interviewees
<b>Name:</b> VP, News Director <b>Contact Person:</b> Katherine Green <b>Phone #:</b> 202-895-3002 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> WTTG Website <b>Contact Person:</b> Keith Meade, Whats up, Inc. <b>Phone #:</b> 770-671-0200 <b>Address:</b> 1200 Ashwood Parkway Suite 135 <b>City:</b> Atlanta <b>State:</b> GA <b>Zipcode:</b> 30338	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

1 **Recruitment Source:** Identify by name the source that referred the successful job candidate.

2 **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

Station: WTTG / Fox 5 Date Position Filled: 8/1/02

Position/Job Title: Technician Job Classification: Technician

Recruitment Source <sup>1</sup>: Other

Contact Person: Pete Greer, Director of Field Operations

Address: 5151 Wisconsin Avenue, NW  
Washington DC 20016

Phone #: 202-895-3092

Total # of Interviewees: 2

Referral Sources <sup>2</sup>	No. of Interviewees
Name: Pete Greer Contact Person: WTTG Employee Phone #: 202-895-3092 Address: 5151 Wisconsin Avenue, NW City: Washington DC State: Zipcode: 20016	2
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	
Name: Contact Person: Phone #: Address: City: State: Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.



# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 8/1/02  
**Position/Job Title:** Technician **Job Classification:** Technician  
**Recruitment Source 1 :** Other  
**Contact Person:** Pete Greer, Director of Field Operations  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3092  
**Total # of Interviewees:** 2

Referral Sources 2	No. of Interviewees
<b>Name:</b> Pete Greer <b>Contact Person:</b> WTTG Employee <b>Phone #:</b> 202-895-3092 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	2
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 8/1/02  
**Position/Job Title:** Technician **Job Classification:** Technician  
**Recruitment Source <sup>1</sup>:** Other  
**Contact Person:** Pete Greer, Director of Field Operations  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3092  
**Total # of Interviewees:** 2

Referral Sources <sup>2</sup>			No. of Interviewees
<b>Name:</b> Pete Greer			2
<b>Contact Person:</b> WTTG Employee		<b>Phone #:</b> 202-895-3092	
<b>Address:</b> 5151 Wisconsin Avenue, NW			
<b>City:</b> Washington DC	<b>State:</b>	<b>Zipcode:</b> 20016	
<b>Name:</b>			
<b>Contact Person:</b>		<b>Phone #:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>			
<b>Contact Person:</b>		<b>Phone #:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>			
<b>Contact Person:</b>		<b>Phone #:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>			
<b>Contact Person:</b>		<b>Phone #:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG **Date Position Filled:** 8/5/02  
**Position/Job Title:** Account Executive **Job Classification:** Salesperson  
**Recruitment Source 1 :** Self-Referral  
**Contact Person:** Brian Knopf  
**Address:** 426 Nautilus Street  
La Jolla, CA 92037  
**Phone #:** 858-454-2620  
**Total # of Interviewees:** 2

Referral Sources 2				No. of Interviewees
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Brian Knopf	<b>Phone #:</b>	858-454-2620	
<b>Address:</b>	426 Nautilus Street			
<b>City:</b>	La Jolla	<b>State:</b>	CA	
		<b>Zipcode:</b>	92037	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Michelle Jones	<b>Phone #:</b>	301-588-6455	
<b>Address:</b>	109 Fleetwood Terrace			
<b>City:</b>	Silver Spring	<b>State:</b>	MD	
		<b>Zipcode:</b>	20910	
<b>Name:</b>				
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
		<b>Zipcode:</b>		
<b>Name:</b>				
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
		<b>Zipcode:</b>		
<b>Name:</b>				
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
		<b>Zipcode:</b>		

1 **Recruitment Source:** Identify by name the source that referred the successful job candidate.

2 **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/WDCA **Date Position Filled:** 8/5/02  
**Position/Job Title:** General Assignment Reporter **Job Classification:** Professional  
**Recruitment Source 1 :** Self-Referral  
**Contact Person:** Amanda Bergen  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** (202) 895-3000  
**Total # of Interviewees:** 19

Referral Sources 2				No. of Interviewees
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Lyn Bell	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	13 East Washington Street			
<b>City:</b>	Hagerstown	<b>State:</b>	MD	
		<b>Zipcode:</b>	21740	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Sherri Johnson, Current Freelance	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
		<b>Zipcode:</b>	20016	
<b>Name:</b>	Self - Referral			1
<b>Contact Person:</b>	Bill Prasad, Current Freelance	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
		<b>Zipcode:</b>	20016	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Jennifer Davis	<b>Phone #:</b>	314-531-1416	
<b>Address:</b>	FOX 2 KTVI			
<b>City:</b>	St. Louis	<b>State:</b>	Mo	
		<b>Zipcode:</b>		
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Jonathan Costen	<b>Phone #:</b>	216-431-5555	
<b>Address:</b>	NewsChannel 5 - 3001 Euclid Avenue			
<b>City:</b>	Cleveland	<b>State:</b>	OH	
		<b>Zipcode:</b>	44115	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Robin Taylor	<b>Phone #:</b>	610-780-7270	
<b>Address:</b>	279 Militia Drive			
<b>City:</b>	Radnor	<b>State:</b>	PA	
		<b>Zipcode:</b>	19087	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 8/5/02  
**Position/Job Title:** Producer **Job Classification:** Professional  
**Recruitment Source 1 :** WTTG Employee  
**Contact Person:** Katherine Green  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3002  
**Total # of Interviewees:** 1

Referral Sources 2	No. of Interviewees
<b>Name:</b> VP, News Director <b>Contact Person:</b> Katherine Green <b>Phone #:</b> 202-895-3002 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG /Fox 5 **Date Position Filled:** 8/19/02  
**Position/Job Title:** Technician **Job Classification:** Technician  
**Recruitment Source <sup>1</sup>:** Other  
**Contact Person:** Peter Greer, Director of Field Operations  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3092  
**Total # of Interviewees:** 5

Referral Sources 2				No. of Interviewees	
Name:	Pete Greer, Director of Field Operations			3	
Contact Person:	WTTG Employee		Phone #:		202-895-3092
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:		20016
Name:	Elisabeth Leamy, Investigative Reporter			1	
Contact Person:	WTTG Employee		Phone #:		202-89-3000
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:		20016
Name:	John Anglim, WTTG Freelancer			1	
Contact Person:	WTTG Employee		Phone #:		202-895-3000
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:		20016
Name:					
Contact Person:			Phone #:		
Address:					
City:		State:	Zipcode:		
Name:					
Contact Person:			Phone #:		
Address:					
City:		State:	Zipcode:		
Name:					
Contact Person:			Phone #:		
Address:					
City:		State:	Zipcode:		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / WDCA **Date Position Filled:** 8/20/02  
**Position/Job Title:** Sr. Broadcast Designer **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** WTTG Website  
**Contact Person:** wtg@whatsup.com  
**Address:** 1200 Ashwood Parkway, Suite 135  
Atlanta, GA 30338  
**Phone #:** 770-671-0200  
**Total # of Interviewees:** 2

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Name:</b> WTTG Website <b>Contact Person:</b> Keith Meade, What's Up., Inc <b>Phone #:</b> 770-671-0200 <b>Address:</b> 1200 Ashwood Parkway <b>City:</b> Atlanta <b>State:</b> GA <b>Zipcode:</b> 30338	1
<b>Name:</b> ProMax <b>Contact Person:</b> www.promax.com <b>Phone #:</b> 1-800-977-6629 <b>Address:</b> 16 Technology Drive, Suite 106 <b>City:</b> Irvine <b>State:</b> CA <b>Zipcode:</b> 92618	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/WDCA **Date Position Filled:** 8/30/02  
**Position/Job Title:** Research Analyst **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** WTTG/WDCA - Fox Television Stations, Inc.  
**Contact Person:** Jennifer Cheadle  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** (202)895-3117  
**Total # of Interviewees:** 3

Referral Sources 2					No. of Interviewees
Name: WTTG/WDCA - Fox Television Stations, Inc.					1
Contact Person: Jennifer Cheadle		Phone #: (202)895-3117			
Address: 5151 Wisconsin Avenue, NW					
City: Washington		State: DC		Zipcode: 20016	
Name: WTTG/WDCA - Fox Television Stations, Inc.					1
Contact Person: Artie Scott		Phone #: (202)895-3065			
Address: 5151 Wisconsin Avenue, NW					
City: Washington		State: DC		Zipcode: 20016	
Name: WTTG/WDCA - Fox Television Stations, Inc.					1
Contact Person: Patrick Paolini		Phone #: (202)895-3062			
Address: 5151 Wisconsin Avenue, NW					
City: Washington		State: DC		Zipcode: 20016	
Name:					
Contact Person:		Phone #:			
Address:					
City:		State:		Zipcode:	
Name:					
Contact Person:		Phone #:			
Address:					
City:		State:		Zipcode:	
Name:					
Contact Person:		Phone #:			
Address:					
City:		State:		Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.



# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 9/11/02  
**Position/Job Title:** Sales Coordinator **Job Classification:** Office Clerical (OC)  
**Recruitment Source <sup>1</sup>:** Self-Referral  
**Contact Person:** Sharon Lewis  
**Address:** 4201 58th Avenue #10  
Bladensburg, MD 20710  
**Phone #:** 301-699-2176  
**Total # of Interviewees:** 10

Referral Sources <sup>2</sup>				No. of Interviewees
<b>Name:</b>	Self- Referral			1
<b>Contact Person:</b>	Carolyn Braxton	<b>Phone #:</b>	202-526-3189	
<b>Address:</b>	945 Jefferson Street, NE			
<b>City:</b>	Washington DC	<b>State:</b>	<b>Zipcode:</b> 20011	
<b>Name:</b>	Self- Referral			1
<b>Contact Person:</b>	Kia Bennett	<b>Phone #:</b>	202-722-1527	
<b>Address:</b>	6600 Luzon Avenue, NW Apt 500			
<b>City:</b>	Washington DC	<b>State:</b>	<b>Zipcode:</b> 20012	
<b>Name:</b>				
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>				
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>				
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / WDCA **Date Position Filled:** 9/16/02  
**Position/Job Title:** Broadcast Designer **Job Classification:** Professional  
**Recruitment Source 1 :** Current WTTG Employee  
**Contact Person:** Chris Dominici, Assistant Director of Creative Services  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3158  
**Total # of Interviewees:** 1

Referral Sources 2			No. of Interviewees
<b>Name:</b> Current WTTG Employee			1
<b>Contact Person:</b> C.Dominici, Asst. Director Creative	<b>Phone #:</b> 202-895-3158		
<b>Address:</b> 5151 Wisconsin Ave, NW			
<b>City:</b> Washington DC	<b>State:</b>	<b>Zipcode:</b> 20016	
<b>Name:</b>			
<b>Contact Person:</b>	<b>Phone #:</b>		
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>			
<b>Contact Person:</b>	<b>Phone #:</b>		
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>			
<b>Contact Person:</b>	<b>Phone #:</b>		
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>			
<b>Contact Person:</b>	<b>Phone #:</b>		
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/WDCA **Date Position Filled:** 9/16/02  
**Position/Job Title:** General Assignment Reporter **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** Agent, Napoli Management  
**Contact Person:** Jean Sage  
**Address:** 8844 West Olympic Blvd. Suite 100  
Beverly Hills, CA 90211  
**Phone #:** 310-385-8222  
**Total # of Interviewees:** 24

Referral Sources 2					No. of Interviewees
Name:	Self- Referral				1
Contact Person:	Jenny Glick		Phone #:	510-232-0454	
Address:	6559 Claremont Avenue				
City:	Richmond	State:	CA	Zipcode:	
Name:	Self - Referral				1
Contact Person:	Bill Prasad, Current Freelance		Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:		Zipcode:	
Name:	Self - Referral				1
Contact Person:	Ellen Kolodziej		Phone #:	612-821-1570	
Address:	520 W. 53rd Street				
City:	Minneapolis,	State:	MN	Zipcode:	
Name:	Self-Referral				1
Contact Person:	Rob Hayes		Phone #:	509-990-7260	
Address:	58 West 25th Avenue				
City:	Spokane	State:	WA	Zipcode:	
Name:	WTTG / Fox Television Stations Inc.				2
Contact Person:	Katherine Green, WTTG Employee		Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:		Zipcode:	
Name:	David Crane Agency				1
Contact Person:	Steve Swienckowski		Phone #:	919-870-9121	
Address:	124 Ammons Drive				
City:	Raleigh	State:	NC	Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG **Date Position Filled:** 9/26/02  
**Position/Job Title:** Traffic Coordinator **Job Classification:** Clerical - Administrative  
**Recruitment Source <sup>1</sup>:** WTTG Website  
**Contact Person:** Keith Meade, What's Up., Inc  
**Address:** 1200 Ashwood Parkway  
Atlanta, GA 30338  
**Phone #:** 770-671-0200  
**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Name:</b> WTTG Website <b>Contact Person:</b> Keith Meade, What's Up., Inc <b>Phone #:</b> 770-671-0200 <b>Address:</b> 1200 Ashwood Parkway <b>City:</b> Atlanta <b>State:</b> GA <b>Zipcode:</b> 30338	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 10/15/02  
**Position/Job Title:** Sales Coordinator **Job Classification:** Office Clerical (OC)  
**Recruitment Source 1 :** Washington Post  
**Contact Person:** Classified Ads  
**Address:** 11150 15th Street, NW  
Washington DC 20071  
**Phone #:** 202-334-6200  
**Total # of Interviewees:** 12

Referral Sources 2					No. of Interviewees
Name:	WTTG Job Line				1
Contact Person:	Carolyn Sheedy, Human Resources		Phone #:	202-895-3232	
Address:	5151 Wisconsin Ave., NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Washington Post				3
Contact Person:	Classified		Phone #:	202-334-6200	
Address:	11150 15th Street, NW				
City:	Washington DC	State:	Zipcode:	20071	
Name:	WTTG Website				1
Contact Person:	Keith Meade, What's Up., Inc		Phone #:	770-671-0200	
Address:	1200 Ashwood Parkway				
City:	Atlanta	State:	GA	Zipcode:	
Name:	Self- Referral				1
Contact Person:	Chezda Young		Phone #:	301-218-0866	
Address:	15304 Johnstone Lane				
City:	Bowie	State:	MD	Zipcode:	
Name:	Self- Referral				1
Contact Person:	Sharon Lewis		Phone #:	301-699-2176	
Address:	4201 58th Avenue #10				
City:	Bladensburg	State:	MD	Zipcode:	
Name:	Self- Referral				1
Contact Person:	Amanda Crawford		Phone #:	301-680-0894	
Address:	1909 Treetop Lane #34				
City:	Silver Spring	State:	MD	Zipcode:	

**1 Recruitment Source:** Identify by name the source that referred the successful job candidate.

**2 Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 10/15/02  
**Position/Job Title:** Sales Coordinator **Job Classification:** Office Clerical (OC)  
**Recruitment Source <sup>1</sup>:** Washington Post  
**Contact Person:** Classified Ads  
**Address:** 11150 15th Street, NW  
Washington DC 20071  
**Phone #:** 202-334-6200  
**Total # of Interviewees:** 12

Referral Sources 2				No. of Interviewees
Name: Self- Referral				1
Contact Person: Carolyn Braxton		Phone #: 202-526-3189		
Address: 945 Jefferson Street, NE				
City: Washington DC		State: Zipcode: 20011		
Name: Self- Referral				1
Contact Person: Kia Bennett		Phone #: 202-722-1527		
Address: 6600 Luzon Avenue, NW Apt 500				
City: Washington DC		State: Zipcode: 20012		
Name: Self- Referral				1
Contact Person: Tonya Logan		Phone #: 301-505-2502		
Address: 2600 Brinkley Road Apt. 511				
City: Fort Washington		State: MD Zipcode: 20744		
Name: Self- Referral				1
Contact Person: Tiffany Osbourne		Phone #: 301-336-6711		
Address: 9713 Summit Circle Apt 1-D				
City: Largo		State: MD Zipcode: 20774		
Name:				
Contact Person:		Phone #:		
Address:				
City:		State: Zipcode:		
Name:				
Contact Person:		Phone #:		
Address:				
City:		State: Zipcode:		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 11/1/02  
**Position/Job Title:** Reporter / Fill In Anchor **Job Classification:** Professional - Creative  
**Recruitment Source <sup>1</sup>:** N.S. Beinstock, Inc.  
**Contact Person:** Ezra Marcus  
**Address:** 1740 Broadway, 24th Floor  
New York, NY 10019  
**Phone #:** 212-765-3040  
**Total # of Interviewees:** 25

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Name:</b> Self-Referral <b>Contact Person:</b> Rob Hayes <b>Phone #:</b> 509-838-3860 <b>Address:</b> 58 W. 25th Avenue <b>City:</b> Spokane <b>State:</b> WA <b>Zipcode:</b> 99203	1
<b>Name:</b> Self-Referral <b>Contact Person:</b> Jenny Glick <b>Phone #:</b> 510-232-0454 <b>Address:</b> 6559 Claremont Avenue <b>City:</b> Richmond <b>State:</b> CA <b>Zipcode:</b> 94805	1
<b>Name:</b> Self - Referral <b>Contact Person:</b> Paul Junge <b>Phone #:</b> 501-766-4970 <b>Address:</b> 4710 Sam Peck Road, Apt 2052 <b>City:</b> Little Rock <b>State:</b> AR <b>Zipcode:</b> 72223	1
<b>Name:</b> Signature Management - Agency <b>Contact Person:</b> <b>Phone #:</b> 312-226-5552 <b>Address:</b> 1327 W. Washington Suite 2H <b>City:</b> Chicago <b>State:</b> IL <b>Zipcode:</b> 60607	1
<b>Name:</b> David Crane Agency <b>Contact Person:</b> Steve Swienkowski <b>Phone #:</b> 919-870-9121 <b>Address:</b> 124 Ammons Drive <b>City:</b> Raleigh <b>State:</b> NC <b>Zipcode:</b> 27615	1
<b>Name:</b> WTTG Employee <b>Contact Person:</b> Holly Gauntt, Assistant News Director <b>Phone #:</b> 202-895-3000 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 11/1/02  
**Position/Job Title:** Reporter / Fill In Anchor **Job Classification:** Professional - Creative  
**Recruitment Source 1:** N.S. Beinstock, Inc.  
**Contact Person:** Ezra Marcus  
**Address:** 1740 Broadway, 24th Floor  
New York, NY 10019  
**Phone #:** 212-765-3040  
**Total # of Interviewees:** 25

Referral Sources 2	No. of Interviewees
<b>Name:</b> Willinger Talent Agency <b>Contact Person:</b> Willinger <b>Phone #:</b> 212-695-1950 <b>Address:</b> 875 Avenue of the Americas, Suite 1909 <b>City:</b> New York <b>State:</b> NY <b>Zipcode:</b> 10001	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.



# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 11/1/02  
**Position/Job Title:** Reporter / Fill In Anchor **Job Classification:** Professional - Creative  
**Recruitment Source <sup>1</sup>:** N.S. Beinstock, Inc.  
**Contact Person:** Ezra Marcus  
**Address:** 1740 Broadway, 24th Floor  
New York, NY 10019  
**Phone #:** 212-765-3040  
**Total # of Interviewees:** 25

Referral Sources <sup>2</sup>				No. of Interviewees
<b>Name:</b>	Self - Referral			1
<b>Contact Person:</b>	Jonathan Costen	<b>Phone #:</b>		
<b>Address:</b>	East 13th Street			
<b>City:</b>	Cleveland	<b>State:</b>	OH	
<b>Name:</b>	WTTG / Fox Television Stations Inc.			9
<b>Contact Person:</b>	Katherine Green, News Director	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
<b>Name:</b>	Ken Lindner & Associates, Inc.			2
<b>Contact Person:</b>	Ken Lindner	<b>Phone #:</b>	310-277-9223	
<b>Address:</b>	2049 Century Park East, Suite 2750			
<b>City:</b>	Los Angeles	<b>State:</b>	CA	
<b>Name:</b>	Self - Referral			1
<b>Contact Person:</b>	Bill Prasad, Current WTTG Freelance Employee	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
<b>Name:</b>	N.S. Beinstock, Inc.			3
<b>Contact Person:</b>	Ezra Marcus	<b>Phone #:</b>	212-765-3040	
<b>Address:</b>	1740 Broadway, 24th Floor			
<b>City:</b>	New York	<b>State:</b>	NY	
<b>Name:</b>	Napoli Management Group			2
<b>Contact Person:</b>		<b>Phone #:</b>	310-385-8222	
<b>Address:</b>	8844 West Olympic Blvd., Suite 100			
<b>City:</b>	Beverly Hills	<b>State:</b>	CA	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 11/4/02  
**Position/Job Title:** Reporter / Fill In Anchor **Job Classification:** Professional - Creative  
**Recruitment Source 1:** WTTG Employee  
**Contact Person:** Holly Gauntt, Assistant News Director  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3000  
**Total # of Interviewees:** 25

Referral Sources 2				No. of Interviewees
<b>Name:</b>	Self- Referral			1
<b>Contact Person:</b>	Jonathan Costen	<b>Phone #:</b>		
<b>Address:</b>	East 13th Street			
<b>City:</b>	Cleveland	<b>State:</b>	OH	
<b>Name:</b>	WTTG / Fox Television Stations Inc.			9
<b>Contact Person:</b>	Katherine Green, News Director	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
<b>Name:</b>	Ken Lindner & Associates, Inc.			2
<b>Contact Person:</b>	Ken Lindner	<b>Phone #:</b>	310-277-9223	
<b>Address:</b>	2049 Century Park East, Suite 2750			
<b>City:</b>	Los Angeles	<b>State:</b>	CA	
<b>Name:</b>	Self - Referral			1
<b>Contact Person:</b>	Bill Prasad, Current WTTG Freelance Employee	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
<b>Name:</b>	N.S. Beinstock, Inc.			2
<b>Contact Person:</b>	Ezra Marcus	<b>Phone #:</b>	212-765-3040	
<b>Address:</b>	1740 Broadway, 24th Floor			
<b>City:</b>	New York	<b>State:</b>	NY	
<b>Name:</b>	Napoli Management Group			3
<b>Contact Person:</b>		<b>Phone #:</b>	310-385-8222	
<b>Address:</b>	8844 West Olympic Blvd., Suite 100			
<b>City:</b>	Beverly Hills	<b>State:</b>	CA	

1 **Recruitment Source:** Identify by name the source that referred the successful job candidate.

2 **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 11/4/02  
**Position/Job Title:** Reporter / Fill In Anchor **Job Classification:** Professional - Creative  
**Recruitment Source 1:** WTTG Employee  
**Contact Person:** Holly Gauntt, Assistant News Director  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3000  
**Total # of Interviewees:** 25

Referral Sources 2	No. of Interviewees
<b>Name:</b> Willinger Talent Agency <b>Contact Person:</b> Willinger <b>Phone #:</b> 212-695-1950 <b>Address:</b> 875 Avenue of the Americas, Suite 1909 <b>City:</b> New York <b>State:</b> NY <b>Zipcode:</b> 10001	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / WDCA **Date Position Filled:** 12/30/02  
**Position/Job Title:** Account Executive **Job Classification:** Salesperson  
**Recruitment Source 1:** Current FSS Employee  
**Contact Person:** Richard Brown  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3250  
**Total # of Interviewees:** 4

Referral Sources 2				No. of Interviewees
<b>Name:</b>	Current FSS Employee			1
<b>Contact Person:</b>	Richard Brown	<b>Phone #:</b>	202-895-3250	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
		<b>Zipcode:</b>	20016	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Tyffanni De Berry	<b>Phone #:</b>	323-936-3579	
<b>Address:</b>	1451 Ridgeley Drive			
<b>City:</b>	Los Angeles	<b>State:</b>	CA	
		<b>Zipcode:</b>	90019	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Michell Jones	<b>Phone #:</b>	301-588-6455	
<b>Address:</b>	109 Fleetwood Terrace			
<b>City:</b>	Silver Spring	<b>State:</b>	MD	
		<b>Zipcode:</b>	20910	
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Brian Knopf	<b>Phone #:</b>	858-454-2920	
<b>Address:</b>	426 Nautilus Street			
<b>City:</b>	La Jolla	<b>State:</b>	CA	
		<b>Zipcode:</b>	92037	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
		<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
		<b>Zipcode:</b>		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / WDCA **Date Position Filled:** 1/6/03  
**Position/Job Title:** Account Executive **Job Classification:** Salesperson  
**Recruitment Source 1:** Self Referral  
**Contact Person:** Tyffanni De Berry  
**Address:** 1451 Ridgeley Drive #4  
Los Angeles, CA 90019  
**Phone #:** 323-936-3579  
**Total # of Interviewees:** 2

Referral Sources 2				No. of Interviewees
<b>Name:</b>	Self-Referral			1
<b>Contact Person:</b>	Tyffanni DeBerry	<b>Phone #:</b>	323-936-3579	
<b>Address:</b>	1451 Ridgeley Drive #4			
<b>City:</b>	Los Angeles	<b>State:</b>	CA	
<b>Zipcode:</b>	90019			1
<b>Name:</b>	Self- Referral			
<b>Contact Person:</b>	Michelle Jones	<b>Phone #:</b>	301-588-6455	
<b>Address:</b>	109 Fleetwood Terrace			
<b>City:</b>	Silver Spring	<b>State:</b>	MD	
<b>Zipcode:</b>	20910			
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
<b>Zipcode:</b>				
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
<b>Zipcode:</b>				

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 1/20/03  
**Position/Job Title:** General Assignment Reporter **Job Classification:** Professional / Creative  
**Recruitment Source <sup>1</sup>:** NS Bienstock  
**Contact Person:** Ezra Marcus  
**Address:** 1740 Broadway, 24th Floor  
New York, NY 10019  
**Phone #:** 212-765-3040  
**Total # of Interviewees:** 11

Referral Sources <sup>2</sup>				No. of Interviewees
<b>Name:</b>	Self - Referral			1
<b>Contact Person:</b>	Jenny Glick	<b>Phone #:</b>	510-232-0454	
<b>Address:</b>	6559 Claremont Avenue			
<b>City:</b>	Richmond	<b>State:</b>	VA	
		<b>Zipcode:</b>	94805	
<b>Name:</b>	Self - Referral			1
<b>Contact Person:</b>	Bill Prasad	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>		
		<b>Zipcode:</b>	20016	
<b>Name:</b>	NS Bienstock			4
<b>Contact Person:</b>	Ezra Marcus	<b>Phone #:</b>	212-765-3040	
<b>Address:</b>	1740 Broadway, 24th Floor			
<b>City:</b>	New York	<b>State:</b>	NY	
		<b>Zipcode:</b>	10019	
<b>Name:</b>	Napoli Management Group			2
<b>Contact Person:</b>		<b>Phone #:</b>	310-385-8222	
<b>Address:</b>	8844 West Plympic Blvd., Suite 100			
<b>City:</b>	Beverly Hills	<b>State:</b>	CA	
		<b>Zipcode:</b>	90211	
<b>Name:</b>	Willinger Talent Agency			1
<b>Contact Person:</b>	Willinger	<b>Phone #:</b>	212-695-1950	
<b>Address:</b>	875 Avenue of the Americas, Suite 1909			
<b>City:</b>	New York	<b>State:</b>	NY	
		<b>Zipcode:</b>	10001	
<b>Name:</b>	David Crane			1
<b>Contact Person:</b>	Steve Swienkowski	<b>Phone #:</b>	919-870-9121	
<b>Address:</b>	124 Ammons Drive			
<b>City:</b>	Raleigh	<b>State:</b>	NC	
		<b>Zipcode:</b>	27615	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / FOX 5 **Date Position Filled:** 1/20/03  
**Position/Job Title:** General Assignment Reporter **Job Classification:** Professional / Creative  
**Recruitment Source <sup>1</sup>:** NS Bienstock  
**Contact Person:** Ezra Marcus  
**Address:** 1740 Broadway, 24th Floor  
New York, NY 10019  
**Phone #:** 212-765-3040  
**Total # of Interviewees:** 11

Referral Sources <sup>2</sup>	No. of Interviewees
<b>Name:</b> Ken Linder & Associates, Inc. <b>Contact Person:</b> Ken Linder <b>Phone #:</b> 310-277-9223 <b>Address:</b> 2049 Century Park East, Suite 2750 <b>City:</b> Los Angeles <b>State:</b> CA <b>Zipcode:</b> 90067	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 1/22/03  
**Position/Job Title:** Sales Assistant **Job Classification:** Office Clerical (OC)  
**Recruitment Source 1 :** WTTG Employee  
**Contact Person:** Patrick Paolini  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3062  
**Total # of Interviewees:** 5

Referral Sources 2	No. of Interviewees
<b>Name:</b> WTTG Employee <b>Contact Person:</b> Erin Milanchus <b>Phone #:</b> 202-895-3062 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> Paramount Human Resources <b>Contact Person:</b> Sandra Mayfield <b>Phone #:</b> 323-956-4538 <b>Address:</b> 5555 Melrose Avenue <b>City:</b> Hollywood <b>State:</b> CA <b>Zipcode:</b> 90038	1
<b>Name:</b> WTTG Employee <b>Contact Person:</b> Patrick Paolini <b>Phone #:</b> 202-895-3062 <b>Address:</b> 5151 Wisconsin Avenue, NW <b>City:</b> Washington DC <b>State:</b> <b>Zipcode:</b> 20016	1
<b>Name:</b> WhatsUp.com <b>Contact Person:</b> Keith Meade <b>Phone #:</b> <b>Address:</b> 1200 Ashwood Parkway, Suite 135 <b>City:</b> Atlanta <b>State:</b> GA <b>Zipcode:</b> 30338	2
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.



# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 2/7/03  
**Position/Job Title:** Technician:Video./Editor **Job Classification:** Technician  
**Recruitment Source 1:** WTTG Employee, Director of Field Operations  
**Contact Person:** Pete Greer  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3092  
**Total # of Interviewees:** 4

Referral Sources 2				No. of Interviewees
Name:	WTTG Website			1
Contact Person:	What's Up, Inc., Keith Meade		Phone #:	
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State:	GA	
		Zipcode:	30338	
Name:	WTTG Employee			2
Contact Person:	Pete Greer, Director Field Operations		Phone #:	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:		
		Zipcode:	20016	
Name:	WTTG Employee			1
Contact Person:	Carlos Hernandez, Chief Photographer		Phone #:	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:		
		Zipcode:	20016	
Name:				
Contact Person:			Phone #:	
Address:				
City:		State:		
		Zipcode:		
Name:				
Contact Person:			Phone #:	
Address:				
City:		State:		
		Zipcode:		
Name:				
Contact Person:			Phone #:	
Address:				
City:		State:		
		Zipcode:		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 2/13/03  
**Position/Job Title:** News Business Manager **Job Classification:** Professional - Admin  
**Recruitment Source <sup>1</sup>:** The Washington Post  
**Contact Person:** Robin  
**Address:** 11150 15th Street, NW  
Washington DC 20071  
**Phone #:** 202-334-4100  
**Total # of Interviewees:** 2

Referral Sources <sup>2</sup>				No. of Interviewees
Name:	The Washington Post			2
Contact Person:	Robin	Phone #:	202-334-4100	
Address:	11150 15th Street, NW			
City:	Washington DC	State:	Zipcode: 20071	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/FOX 5 & WDCA/UPN20      **Date Position Filled:** 2/24/03  
**Position/Job Title:** Assistant Design Director      **Job Classification:** Professional Creative  
**Recruitment Source 1 :** Current WTTG Employee  
**Contact Person:** Lee Margolies  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3165  
**Total # of Interviewees:** 1

Referral Sources 2				No. of Interviewees
<b>Name:</b>	Current WTTG Employee			1
<b>Contact Person:</b>	Lee Margolies	<b>Phone #:</b>	202-895-3165	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>	<b>Zipcode:</b> 20016	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox5 & WDCA/UPN 20      **Date Position Filled:** 3/3/03  
**Position/Job Title:** National Sales Manager      **Job Classification:** Officials and Managers  
**Recruitment Source <sup>1</sup>:** Fox Station Sales - New York  
**Contact Person:** Debbie Carpenter  
**Address:** 810 7th Avenue, 7th Floor  
New York, NY 10019  
**Phone #:** 212-332-9224  
**Total # of Interviewees:** 1

Referral Sources 2				No. of Interviewees
Name:	Fox Station Sales - New York			1
Contact Person:	Debbie Carpenter			
Address:	810 7th Avenue, 7th Floor			
City:	New York	State:	NY	
		Zipcode:	10019	
Name:				
Contact Person:				
Address:				
City:		State:		
		Zipcode:		
Name:				
Contact Person:				
Address:				
City:		State:		
		Zipcode:		
Name:				
Contact Person:				
Address:				
City:		State:		
		Zipcode:		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 **Date Position Filled:** 3/19/03  
**Position/Job Title:** Technician:Video./Editor **Job Classification:** Technician  
**Recruitment Source 1 :** WTTG Employee, Director of Field Operations  
**Contact Person:** Pete Greer  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3092  
**Total # of Interviewees:** 1

Referral Sources 2				No. of Interviewees
Name: WTTG Employee				1
Contact Person: Pete Greer, Director Field Operations Phone #: 202-895-3092				
Address: 5151 Wisconsin Avenue, NW				
City: Washington DC		State: Zipcode: 20016		
Name:				
Contact Person: Phone #:				
Address:				
City: State:		Zipcode:		
Name:				
Contact Person: Phone #:				
Address:				
City: State:		Zipcode:		
Name:				
Contact Person: Phone #:				
Address:				
City: State:		Zipcode:		
Name:				
Contact Person: Phone #:				
Address:				
City: State:		Zipcode:		
Name:				
Contact Person: Phone #:				
Address:				
City: State:		Zipcode:		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s),etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / Fox 5 **Date Position Filled:** 3/31/03  
**Position/Job Title:** Assignment Editor **Job Classification:** Professional  
**Recruitment Source <sup>1</sup>:** Current WTTG Freelance Employees  
**Contact Person:** Gary Bender  
**Address:** 5151 Wisconsin Avenue, NW  
Washington DC 20016  
**Phone #:** 202-895-3000  
**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>				No. of Interviewees
<b>Name:</b>	Current WTTG Employee			1
<b>Contact Person:</b>	Gary Bender	<b>Phone #:</b>	202-895-3000	
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>	<b>Zipcode:</b> 20016	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>		<b>Phone #:</b>		
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zipcode:</b>		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG / WDCA **Date Position Filled:** 04/10/03  
**Position/Job Title:** Director of Finance **Job Classification:** Officials & Managers  
**Recruitment Source 1 :** SVP, FTS & RSN  
**Contact Person:** Betsy Swanson  
**Address:** 1999 S. Bundy Drive  
Los Angeles, CA 90025  
**Phone #:** 310-584-3329  
**Total # of Interviewees:** 1

Referral Sources 2				No. of Interviewees
<b>Name:</b>	NewsChannel 8	<b>Phone #:</b>	(703)912-5300	1
<b>Contact Person:</b>	Cindy Ruppensburg			
<b>Address:</b>	7600 D Boston Boulevard			
<b>City:</b>	Springfield	<b>State:</b>	VA	
<b>City:</b>		<b>Zipcode:</b>	22153	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
<b>City:</b>		<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
<b>City:</b>		<b>Zipcode:</b>		
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		
<b>City:</b>		<b>Zipcode:</b>		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/WDCA **Date Position Filled:** 04/22/03  
**Position/Job Title:** VP/Engineering & Oper. **Job Classification:** Official/Manager  
**Recruitment Source 1:** WTTG Website  
**Contact Person:** Mary Talley  
**Address:** WTTG-Fox Television Stations, Inc.  
5151 Wisconsin Avenue, NW, Washington, DC 20016  
**Phone #:** (202) 895-3232  
**Total # of Interviewees:** 6

Referral Sources 2				No. of Interviewees
Name:	WTTG Website			2
Contact Person:	Mary Talley	Phone #:	(202) 895-3232	
Address:	WTTG-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	Kelly Alford			1
Contact Person:	Self-Referral	Phone #:	(206) 362-6972	
Address:	15210 Densmore Avenue, North			
City:	Seattle	State:	WA	
		Zipcode:	98133	
Name:	Lewis Zager			1
Contact Person:	Self-Referral	Phone #:	(703) 241-2591	
Address:	6683 Avignon Boulevard			
City:	Falls Church	State:	VA	
		Zipcode:	22043	
Name:	Joe Berini			1
Contact Person:	Self-Referral	Phone #:	(845) 359-8214	
Address:	676 Route 9W			
City:	Nyack	State:	NY	
		Zipcode:	10960	
Name:	Michael Englehaupt			1
Contact Person:	Self-Referral	Phone #:	(626) 683-0656	
Address:	620 Sierra Madre Boulevard			
City:	San Marino	State:	CA	
		Zipcode:	91108	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:		
		Zipcode:		

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.



# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 & WDCA/UPN20      **Date Position Filled:** 3/2 5/5/03  
**Position/Job Title:** Technician: Editor      **Job Classification:** Technician  
**Recruitment Source <sup>1</sup>:** WTTG - Employee  
**Contact Person:** David Lewis  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** 202-895-3070  
**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>				No. of Interviewees
<b>Name:</b>	WTTG Employee	<b>Phone #:</b>	202-895-3232	1
<b>Contact Person:</b>	David Lewis			
<b>Address:</b>	5151 Wisconsin Avenue, NW			
<b>City:</b>	Washington DC	<b>State:</b>	<b>Zipcode:</b> 20016	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	
<b>Name:</b>		<b>Phone #:</b>		
<b>Contact Person:</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Reconciliation Form

**Station:** WTTG/Fox 5 & WDCA/UPN20      **Date Position Filled:** 3/2 5/5/03  
**Position/Job Title:** Technician: Master Control      **Job Classification:** Technician  
**Recruitment Source <sup>1</sup>:** WTTG - Employee  
**Contact Person:** David Lewis  
**Address:** 5151 Wisconsin Avenue, NW  
Washington, DC 20016  
**Phone #:** 202-895-3070  
**Total # of Interviewees:** 1

Referral Sources <sup>2</sup>				No. of Interviewees
Name:	WTTG Employee	Phone #:	202-895-3232	1
Contact Person:	David Lewis			
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:		Phone #:		
Contact Person:				
Address:				
City:		State:	Zipcode:	
Name:		Phone #:		
Contact Person:				
Address:				
City:		State:	Zipcode:	
Name:		Phone #:		
Contact Person:				
Address:				
City:		State:	Zipcode:	
Name:		Phone #:		
Contact Person:				
Address:				
City:		State:	Zipcode:	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

# Recruitment Summary Form

**Reporting Period:** 06/01/02 to 05/31/03

**Total Hires Reporting Period:** 41

<b>Position/Job Title</b>	<b>Job Classification</b>	<b>Referral Source</b>
Accounting Coordinator (06/10/02)	Office Clerical	News Channel 8 – Human Resources 7600 D Boston Blvd. Springfield, VA
Meteorologist (07/19/02)	Professional	Eastman Media Services 5901 N. Cicero Avenue #307 Chicago, IL
Assignment Editor (7/11/02)	Professional	WTTG/Fox 5-Katherine Green, VP News Director
Special Projects Producer (07/11/02)	Professional	WTTG/Fox 5-Katherine Green, VP News Director
Weekend Producer (7/11/02)	Professional	WTTG/Fox 5-Katherine Green, VP News Director
Writer / Fill In Producer (7/11/02)	Professional	WTTG/Fox 5-Katherine Green, VP News Director
Anchor / Reporter (7/16/02)	Professional	Brian Bolter, Current WTTG Employee
Weekend Sports Anchor (7/18/02)	Professional	Ken Linder & Associates 2049 Century Park East, #3050 Los Angeles, CA 90067
Anchor / Reports (7/22/02)	Professional	Shawn Yancy, Current WTTG Employee
Producer (7/24/02)	Professional	WTTG Website, What's Up, Inc. 1200 Ashwood Pkwy., # 135 Atlanta, GA
Technician (8/1/02)	Technician	WTTG / Fox 5 – Peter Greer, Director of Field Operations
Technician (8/1/02)	Technician	WTTG / Fox 5 – Peter Greer, Director of Field Operations
Technician (8/1/02)	Technician	WTTG / Fox 5 – Peter Greer, Director of Field Operations
Account Executive (8/5/02)	Salesperson	Brian Knopf, 426 Nautilus Street La Jolla, CA 92037
General Assignment Reporter (8/5/02)	Professional	Amanda Bergen, Current WTTG Freelance Employee
Producer (8/5/02)	Professional	WTTG/Fox 5-Katherine Green, VP News Director
Technician (8/19/02)	Technician	WTTG / Fox 5 – Peter Greer, Director of Field Operations
Sr. Broadcast Designer (8/20/02)	Professional	WTTG Website, What's Up, Inc. 1200 Ashwood Pkwy., # 135 Atlanta, GA
Research Analyst (8/30/02)	Professional	WDCA/UPN20 – Jennifer Cheadle, Account Executive

# Recruitment Summary Form

Sales Coordinator (9/11/02)	Office Clerical	Sharon Lewis, 4201 58 <sup>th</sup> Avenue, #10, Bladensburg, MD 20710
Broadcast Designer (9/16/02)	Professional	WTTG/Fox 5 Employee – Chris Dominici, Assistant Director of Creative Services
General Assignment Reporter (9/16/02)	Professional	Napoli Management, 8844 West Olympic Blvd., Suite 100 Beverly Hills, CA
Traffic Coordinator (9/26/02)	Office Clerical	WTTG Website, What's Up, Inc. 1200 Ashwood Pkwy., # 135 Atlanta, GA
Sales Coordinator (10/15/02)	Office Clerical	Washington Post, Classified Ads, 11150 15 <sup>th</sup> Street, NW Washington DC 20071
Reporter / Fill In Anchor (11/1/02)	Professional	N.S. Beinstock, Inc., 1740 Broadway, 24 <sup>th</sup> Floor New York, NY 10019
Reporter / Fill in Anchor (11/4/02)	Professional	WTTG/Fox 5 Employee – Holly Gauntt, Assistant News Director
Account Executive (12/30/02)	Salesperson	FSS Employee, Richard Brown
Account Executive (1/6/03)	Salesperson	Tyffanni De Berry, 1450 Ridgeley Drive #4 Los Angeles, CA
General Assignment Reporter (1/20/03)	Professional	N.S. Beinstock, Inc., 1740 Broadway, 24 <sup>th</sup> Floor New York, NY 10019
Sales Assistant (1/22/03)	Office Clerical	WTTG/Fox 5 Employee – Patrick Paolini, VP, General Sales Manager
Technician (2/7/03)	Technician	WTTG / Fox 5 – Peter Greer, Director of Field Operations
News Business Manager (2/13/03)	Professional	Washington Post, Classified Ads, 11150 15 <sup>th</sup> Street, NW Washington DC 20071
Assistant Design Director (2/24/03)	Professional	WTTG/Fox 5 Employee – Lee Margolies
National Sales Manager (3/3/03)	Officials & Managers	FSS Employee, R. Scott Pressler
Technician (3/19/03)	Technician	WTTG / Fox 5 – Peter Greer, Director of Field Operations
Assignment Editor (4/10/03)	Professional	WTTG/Fox 5-Katherine Green, VP News Director
Account Executive / Paid Programming (4/28/03)	Salesperson	WTTG/Fox 5 Employee – Patrick Paolini, VP, General Sales Manager
VP, Engineering & Operations (4/22/03)	Officials & Managers	WTTG Website, What's Up, Inc. 1200 Ashwood Pkwy., # 135 Atlanta, GA
Technician (5/5/03)	Technician	WTTG / Fox 5 – Dave Lewis, Chief Engineer
Technician (5/5/03)	Technician	WTTG / Fox 5 – Dave Lewis, Chief Engineer
Director of Finance (5/12/03)	Officials & Managers	Fox Television Stations, Inc. – Betsy Swanson, SVP Finance



# OPPORTUNITIES

## Academic Credit Internship Program

**FOX5/WTTG • DC** offers an academic credit internship program for college/university juniors, seniors and graduate students.

Internships are available in the following departments:

- News Department  
Fox Morning News  
Fox News @ Ten  
Sports Department  
Library
- Creative Services Department  
Promotion  
Design
- Research/Programming
- Sales
- Human Resources
- Legal
- Community Affairs

The deadline for submitting your Internship materials:

<u>Semester</u>	<u>Deadline Date</u>
Summer 2003	March 28, 2003
Fall 2003	July 4, 2003
Winter 2003	October 3, 2003
Spring 2004	December 5, 2003

If you are interested in receiving additional information or have any questions about our Academic Credit Internship Program, Please contact the Human Resources Department at (202) 895-3232 or address written correspondence to:

**Fox 5 WTTG / UPN 20 WDCA  
DC/Fox Television Stations, Inc.  
Human Resources Department  
5151 Wisconsin Avenue, NW  
Washington, DC 20016**

(Over)

**NEWS DEPARTMENT:** Under the supervision of the Assignment Editors all News student interns will gain hands-on experience in the day-to-day operations of a fast-paced news environment. Overall, an internship with the News Department will involve assisting the news staff with compiling packets of information, answering phones and other duties that will be useful in the news gathering process. This internship may include some field experience with News Reporters to cover developing stories. Student interns are expected to assist producer with researching, and preparing news packets for News Anchors and scanning wires. Also, student interns will assist Assignment Desk Editors and News Producers with phone calls to assist in the development of stories, as well as filing press releases, sorting scripts and writing practice scripts as needed. This internship requires learning the news computer system.

**SPORTS DEPARTMENT:** Under the supervision of the Sports Producers, the student intern(s) will gain hands-on experience in the day-to-day operations of the Sports Department. Student intern(s) will be exposed to how the Sports Department covers stories; and edit and air sports for the Ten O'clock News. Student intern(s) will assist in all facets of production. Duties include but are not limited to: checking wire reports, logging feeds and games, preparing initial scripts, working with editors to produce high-lights, and retrieving and achieving videotapes. This internship may include some field experience to cover sports events with a camera crew and Sportscaster. Student intern(s) must be self-starters, organized, and able to work evening and weekends hours.

**NEWS LIBRARY:** Student intern will provide support to the librarian while assisting with file tapes request, cataloging tapes, searching databases and assisting with the general operation of the library. Will interact with news talent and handle their requests. Student intern should have a desire to work in a news library and enjoy working in a fast-paced environment.

**DESIGN DEPARTMENT:** Under the supervision of the Creative Director, student intern(s) will assist in the creation of broadcast graphics. Familiarity with MACINTOSH computer programs such as: Adobe After Effects, Adobe Illustrator, Adobe PhotoShop is highly preferred. Student intern(s) must be enrolled in a Graphic Design or comparable curriculum.

**PROMOTIONS DEPARTMENT:** Student interns will be responsible for time coding tapes, monitoring and coding squeezebacks, screening promos for content and choosing video and music for specific promotions. Student interns will be required to perform basic administrative assistance duties, including logging tapes for producers. They will have the opportunity to write scripts, participate in daily editing sessions and go out into the field on various promo shoots, offering the student a birds-eye view of on-air promotions.

**RESEARCH/PROGRAMMING DEPARTMENT:** Under the supervision of the Research Director, the student intern(s) will assist with the daily operations of the Research Department. The student intern(s) will assist with the ratings analysis of television shows, distribute the ratings to various departments, and write some copy for sales presentations. The student intern(s) may be exposed to programming meetings, and provide administrative support as needed. Will learn the various research tools Nielsen, Scarborough, and BAR reports.

**HUMAN RESOURCES DEPARTMENT:** Under the supervision of the Human Resources Manager, the student intern will receive practical application experience and exposure to fundamental human resources generalist functions including applicant tracking, applicant screening and interviewing, referencing, and employee in-processing and out-processing. Administrative/clerical duties may include word-processing, assisting with the phone (e.g. answering, screening, referring, and making calls), handling incoming and outgoing mail, and maintaining jobline, job postings, mailing lists, and various administrative/clerical assignments. Student intern must be customer service oriented, highly confidential, and possess good verbal, written, organizational, and multi-tasking skills, and high level of attention to details.

**LEGAL DEPARTMENT:** The Fox Washington office provides legal representation, primarily before the federal Congress and regulatory agencies, for all of the News Corporation companies, including 20th Century Fox Film Corp., 20th Century Fox Television, Fox Broadcasting Company, Fox Television Stations, Harper Collins, Delphi Internet Services, TV Guide, and the New York Post, among others. The Office comprises one full-time attorney, one full-time lobbyist, three affiliate relations representatives, their assistants and their supervisor, and the President of Network Distribution. The legal functions involves preparation and filing of FCC license applications, day-to-day regulatory and legal counseling of television station staff, program clearance, preparation of FCC pleadings and filings before other regulatory agencies, analysis of legislative proposals in terms of News Corporation's varied interests and similar tasks. Student interns are involved in all the above, to the extent possible and appropriate. No attempt is made to provide an academic program, but rather a hands-on view of the functioning of a small Washington Office representing a large, entrepreneurial media conglomerate. Student interns are involved in all aspects of the legal work of the office, from mundane tasks to complicated issue analysis and preparation of filing and testimony. An attempt is made to include student interns in meetings and hearings and to expose student interns to substantive aspects of our businesses.

**COMMUNITY AFFAIRS:** Under the supervision of the Community Affairs Manager the student intern(s) will participate in every aspect of the Community Affairs office. The student intern(s) will handle inquiries from the public, and will be involved in some production work. The student intern(s) will provide administrative support for community affairs campaigns, log incoming PSA tapes, write/change orders for Master Control, update mailing lists of community organizations and compile FCC Quarterly Issues Reports. This internship will also include pre-production work to develop WTTG'S Community Events Calendar, write scripts for the calendar, as well as conduct control room production sessions for Public Service Announcements. Student intern(s) will recommend music for graphics, screen, and critique and recommend incoming videotapes for airing. Student intern(s) will be exposed to the practices and procedures of public relations in broadcasting. Will assist with gathering information from news talent for press releases. Student intern(s) should be a self-starters, detailed-oriented, and have good phone skills.

**SALES:** The Sales Department is responsible for generating revenue via negotiations with commercial advertisers. Student intern(s) will provide administrative support to account executives and sales coordinators. Internship activities may include typing, faxing, filing, copying, etc. There will also be telephone interaction with clients and advertising agencies. There may be opportunities for the student intern(s) to spend time in the Traffic and Research departments as well. Student intern(s) must have a desire to work in Sales and enjoy working in a fast-paced environment.

### For consideration –

Applicants should forward resume, letter of interest and academic credit confirmation to: Human Resources Department, WTTG-FOX Television Stations, Inc., 5151 Wisconsin Ave., NW, Washington, DC 20016. For additional information you may contact the Human Resources Department at 202/895-3232.

Exhibit 1A

Elaine Bourne Heath  
Chairperson Communications  
Bowie State College  
Bowie, MD 20715

Yvonne Carter  
Chairperson  
University of the District of Columbia -  
Dept. of Mass Media  
4200 Connecticut Avenue, NW Suite 7900  
Washington, D.C. 20008

Marie Spaulding  
Co-op Education, American University  
4400 Massachusetts Avenue, NW  
Washington, D.C. 20016

Mary Schwanky  
Fine Arts Department  
Towson University  
Towson, MD 21204-7079

Fine and Performing Arts Department  
Morgan State University  
Baltimore, MD 21239

Jean Folkerts  
Professor of Journalism  
George Washington University - Journalism  
Department  
801 - 22nd Street, NW Suite T-409  
Washington, D.C. 20052

Juliet Dee  
Associate Professor  
University of Delaware - Department of  
Communication  
250 Newark Hall  
Newark, DE 19716-2534

Madan Batra  
Marketing Internship Coordinator/Associate  
Professor  
Indiana University of Pennsylvania  
102 Uhler Hall  
Indiana, PA 15705-1087

Patrick Miller  
Internship Coordinator  
California State University of Pennsylvania  
250 University Avenue  
California, PA 15419-1394

Linda Hazen  
JLD Coordinator  
University of Florida  
G-1 J Wayne Reitz Union - P.O. Box 118507  
Gainesville, FL 32611-8507

Edward Funkhouser  
Associate Head - Department of  
Communication  
North Carolina State University  
Box 8104  
Raleigh, NC 27695-8104

W. Wat Hopkins  
Internship Coordinator - Department of  
Communications  
Virginia Polytechnic Institute  
11 Agnew Hall  
Blacksburg, VA 24061-0311

Sherrie Goodwin  
Internship Coordinator  
Virginia State University - Mass  
Communication  
Petersburg, VA 23803

Annie Lewis  
Coordinator  
Virginia Commonwealth University  
827 West Franklin Street - Founders Hall  
Richmond, VA 23284-2508

J. Scott King  
Chairman  
Delaware State University - Department of  
English/Communication  
1200 N. Dupont Highway  
Dover, DE 19901-2277

Karen Stoddard  
Professor and Chair - Communication  
College of Notre Dame of Maryland  
4701 N. Charles Street  
Baltimore, MD 21210-2476

Brian Murchison  
Professor of Law  
Washington & Lee University - School of  
Law  
Lexington, VA 24450

Leah Joppy  
Student Development Coordinator  
Southeastern University  
501 Eye Street, SW  
Washington, D.C. 20024

Paul Scovall  
Department of Communications Arts  
Salisbury State  
Salisbury, MD 21801-6837

Bishetta Merritt  
School of Communications  
Howard University  
525 Bryant Street, NW  
Washington, D.C. 20059

Janet Fallon  
School of Arts & Science  
Marymount University  
2807 North Glebe Road  
Arlington, VA 22207

Robert Martin  
Director of Career Placement and Internship  
Office of Multicultural Affairs  
College of Communications  
204 Carnegie Building  
University Park, PA 16802-5101

Bebe Kinnett  
Counseling and Career Center  
Mariette College  
215 Fifth Street  
Mariette, OH 45750-4000

Arlene Quaratiello  
Emerson College  
150 Beacon Street  
Boston, MA 02116

Renee Richardson  
Co-Op Education 301  
Prince Georges Community College  
Largo, MD 20772-2199

Shelly Gismondi  
OBoyle Hall - Department of Education  
The Catholic University of America  
Washington, D.C. 20064

Kimberly Davis  
Career Counseling and Planning Center  
Hampton University  
Wigwam Building Room 114  
Hampton, VA 23668

Communications Department  
University of Maryland - Eastern Shore  
Princess Anne, MD 21853

Christina Baumann  
Career Center  
Columbia Union College  
7600 Flower Avenue  
Takoma Park, MD 20912

Jurnalism Department  
Benedict College  
Columbia, SC 29204

Public Service Intern Program  
The University of Michigan  
Career Planning and Placement  
Division of Student Affairs  
3200 Student Activities Building  
515 E. Jefferson Street  
Ann Harbor, Michigan 48109-1316

Maryland College of Art and Design  
10500 Georgia Avenue  
Silver Springs, MD 20902

Carolyn Everton  
Vanderbilt University  
221 Midvale Street  
Falls Church, VA 22046

Rebecca Emery  
Career Services  
Salisbury State College  
University Center Room 263  
Salisbury, MD 21801

Fine and Performing Arts  
University of Delaware  
Newark, DE 19176

Renee Richardson  
Prince Georges Community College - 301  
Largo, MD 20772-2199

O.J. McGhee  
Florida A&M Univeristy  
University Teleconference Center  
Tallahassee, FL 32307

Marie Volkert Parsons  
College of Communications  
309 Reese Phifer Hall - Box 870172  
Tuscaloosa, AL 35487-0172

Fine and Performing Arts  
Department/Communications  
James Madison  
Harrisonburg, VA 22807

Career Services  
George Mason University  
4400 University Drive - M/S 3B6  
Faifax, VA 22030-4444

Mary DeManss  
Career Development Center  
Loyola College  
4501 North Charles Street  
Baltimore, MD 21210

Communications Department  
Johnson C. Smith University  
Charlotte, NC 28216

Cary Rheder  
IEL  
1901 Pennsylvania Avenue, NW  
Suite 707  
Washington, DC 20006

Jane McCourt  
Marymount University  
2807 North Glebe Road  
Arlington, VA 22207

Fine and Performing Arts Department  
Virginia Wesleyan College  
Norfolk, VA 23502



Exhibit 1A continued

May 13, 2003

«FirstName» «LastName»  
«JobTitle»  
«Company»  
«Address1»  
«Address2»

Dear «FirstName»:

Enclosed is updated information on WTTG/FOX5's Academic Credit Internship Program. Please feel free to publish the listing on your school's Career Opportunities bulletin board or in your school newspaper/newsletter. Please note that the deadline for the Fall 2003 semester is **July 4, 2003**.

If you have any questions regarding our Academic Credit Internship Program, or if I may be of any assistance, please do not hesitate to contact me at 202/895-3232.

Thank you, in advance, for your assistance and consideration.

Best regards,

Carolyn Sheedy  
Human Resources Manager

enclosure

**List of Internship Program Participants  
Summer 2002 – Spring 2003**

**Summer 2002**

**Anthony Schall**

Sports Intern – Dave Ross Supervisor

Commencement date: 5/23/02

Completion date: 9/5/02

**Sean Cox**

Sports Intern – Dave Ross Supervisor

Commencement date: 6/1/02

Completion date: 9/5/02

**Eugene Barber**

Sports Intern – Dave Ross Supervisor

Commencement date: 6/5/02

Completion date: 9/5/02

**Adam Colt**

Sports Intern – Dave Ross Supervisor

Commencement date: 6/13/02

Completion date: 9/5/02

**Shawn Stepner**

Sports Intern – Dave Ross Supervisor

Commencement date: 6/14/02

Completion date: 8/30/02

**Aundrea Cline Thomas**

News Intern – Wendy Wilk Supervisor

Commencement date: 5/21/02

Completion date: 8/15/02

**Annie Sayles**

News Intern – Wendy Wilk Supervisor

Commencement date: 5/27/02

Completion date: 8/5/02

**Paul Merrill**

News Intern – Wendy Wilk Supervisor

Commencement date: 5/30/02

Completion date: 8/19/02

**Kim Dacey**

News Intern – Wendy Wilk, Supervisor

Commencement date: 6/3/02

Completion date: 8/15/02

Nia Hamilton  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 6/4/02  
Completion date: 8/1/02

Hau Young  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 6/5/02  
Completion date: 7/26/02

Greg Nordstrom  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 6/5/02  
Completion date: 8/8/02

Diana Moon  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 6/4/02  
Completion date: 8/25/02

Angie Ras  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 6/21/02  
Completion date: 9/5/02

Liz Beatus  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 6/27/02  
Completion date: 8/21/02

Marla Fineburg  
Promotions Intern – Candice Tollin, Supervisor  
Commencement date: 5/23/02  
Completion date: 8/9/02

Robert Pickett  
Research Intern – Artie Scott, Supervisor  
Commencement date: 6/4/02  
Completion date: 8/8/02

David Dare  
Research Intern – Artie Scott, Supervisor  
Commencement date: 7/11/02  
Completion date: 8/19/02

Grace Nichols  
Design Intern – Chris Dominici, Supervisor  
Commencement date: 6/18/02  
Completion date: 8/20/02

Talya Johnson  
Sales Intern – Erin Milanchus, Supervisor  
Commencement date: 7/16/02  
Completion date: 9/13/02

**Fall 2002**

Simone Wine  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 9/10/02  
Completion date: 12/6/02

Tiffany Donaldson  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 9/4/02  
Completion date: 12/15/02

Tricia Parker  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 9/4/02  
Completion date: 12/20/02

Joslyn Davis  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 9/24/02  
Completion date: 12/5/02

Brianna Ferrigno  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 9/5/02  
Completion date: 12/10/02

LaTonya Rose  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 9/12/02  
Completion date: 12/10/02

RJ Soni  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 9/3/02  
Completion date: 12/11/02

Antonio Dickerson  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 9/30/02  
Completion date: 12/10/02

Ted Berg  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 9/30/02  
Completion date: 12/10/02

Anthony Warnick  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 9/6/02  
Completion date: 12/12/02

Julia Kong  
Promotions Intern – Candice Tollin, Supervisor  
Commencement date: 9/3/02  
Completion date: 12/11/02

Mehrnaz Moussavi  
Design Intern – Chris Dominici, Supervisor  
Commencement date: 10/2/02  
Completion date: 12/12/02

**Winter 2002**

Faith Benton  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 12/30/02  
Completion date: 1/27/03

Charity Benton  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 12/3/02  
Completion date: 1/27/03

Erica Kamara  
News Intern – Wendy Wilk, Supervisor  
Commencement date: 12/30/02  
Completion date: 1/27/03

Al Grant  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 1/7/03  
Completion date: 3/5/03

James Volner  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 1/8/03  
Completion date: 3/5/03

**Spring 2003**

Jamila Morgan

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/27/03

Completion date: 4/24/03

Gloria Makelebo

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/23/03

Completion date: 4/20/03

Orlando Fox

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/30/03

Completion date: 5/12/03

Michelle Sprecher

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/20/03

Completion date: 5/15/03

Zandalie Blay

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/29/03

Completion date: 5/2/03

Stephanie Ambersly

News Intern – Wendy Wilk, Supervisor

Commencement date: 2/3/03

Completion date: 4/23/03

Jill Mowery

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/30/03

Completion date: 4/12/03

Dax Clinckscale

News Intern – Wendy Wilk, Supervisor

Commencement date: 1/30/03

Completion date: 4/15/03

Henry Punslun

News Intern – Wendy Wilk, Supervisor

Commencement date: 2/3/03

Completion date: 4/18/03

Anna Alghren

Sports Intern – Dave Ross, Supervisor

Commencement date: 1/21/03

Completion date: 4/15/03

Allison Newcomer  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 1/23/03  
Completion date: 4/15/03

Rick Gross  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 1/23/03  
Completion date: 4/15/03

Ted Burke  
Sports Intern – Dave Ross, Supervisor  
Commencement date: 1/27/03  
Completion date: 5/5/03

Oliva Joski  
Programming Intern – Sonya Shaw, Supervisor  
Commencement date: 1/21/03  
Completion date: 4/15/03

Adrianna Sassano  
Design Intern – Chris Dominici, Supervisor  
Commencement date: 1/23/03  
Completion date: 4/21/03

Jared Cohen  
Promotions Intern – Candice Tollin, Supervisor  
Commencement date: 1/22/03  
Completion date: 5/15/03

Solomon Miles  
Uplift Community Foundation Job  
Referral Services  
6426 - 6th Street, NW  
Washington, D.C. 20012-2662

April Brabach  
Opportunities in Public Affairs  
P.O. Box 34949  
Bethesda, MD 20827-0949

Terry Lampkin  
Multicultural Career Internship Program  
3145 Hiatt Place, NW  
Washington, D.C. 20010

Cheryl Stevens  
National Association of Black Journalists  
8701 Adelphi Road  
Adelphi, MD 20783

Karen Swing  
Asian American Journalist Association  
1182 Market Street, Suite 320  
San Francisco, CA 94102

Becky Fauver  
Native American Public Consortium  
Broadcasting  
P.O. Box 83111  
Lincoln, NE 68501

Lisa Ringer  
Arlington Employment Center  
3033 Wilson Blvd.  
Arlington, VA 22201

Tom Ehnle  
Japan American Citizen League  
1765 Sutter Street  
San Francisco, CA 94115

Johnice Graves-Bey  
Greater Washington Urban League  
3501 - 14th Street, NW  
Washington, D.C. 20010

Lizette Jennes  
National Association of Hispanic  
Journalists - Job Exchange Program  
1193 National Press Building  
Washington, D.C. 20045-2100

Cary Williams  
The Emma L. Bowen Foundation for  
Minority Interest in Media, Inc.  
825 Seventh Avenue - 4th Floor  
New York, NY 10019

Leo Pet  
Virginia Department of Corrections  
10398 Democracy Lane, Suite 101  
Fairfax, VA 22030

Debbie Kanafani  
Women in Film & Video  
1700 Connecticut Avenue, Suite 104  
Washington, D.C. 20009

Rosanna Toledo  
National Council of La Raza  
1111 - 19th Street, NW Suite 1000  
Washington, D.C. 20036

Myrtle Wilburn  
NAACP  
1000 U Street, NW Suite 100  
Washington, D.C. 20001

Carlos Erickson  
Hispanic Links News Services  
1420 N Street, NW  
Washington, D.C. 20005

Keith McCallister  
Organization of Chinese Americans  
1001 Connecticut Avenue, NW  
Suite 707  
Washington, D.C. 20036

Jacci Duncan  
American Women in Radio & Television  
1595 Spring Hill Road, Suite 330  
Vienna, VA 22182

Charles Quinn  
National Association of Black  
Accountants  
7249-A Hanover Parkway  
Greenbelt, MD 20770

Wayne Josey  
National Black MBA Association  
180 N. Michigan Avenue, Suite 1400  
Chicago, IL 60601

Dr. Debyii Thomas  
Howard University  
School of Communications  
525 Bryant Street, NW  
Washington, D.C. 20059

Pearl Murphy  
African American Media Incubator  
2164 Wisconsin Avenue, NW  
Washington, D.C. 20007

Bernadette Tolson  
Director of Customer Relations  
Washington D.C. Department of  
Employment Services  
500 C Street, NW Room 100  
Washington, D.C. 20001

Wanda Franklin  
Personnel Office  
Department of Social Services  
805 Brightseat Road  
Landover, MD 20785

Eileen Wilkins, Employer Relations  
Bates College  
Office of Career Services  
31 Frye Street  
Lewiston, ME 04240



May 13, 2003

«FirstName» «LastName»  
«Company»  
«Address1»  
«Address2»

Dear «FirstName»:

Attached is a list of employment opportunities (**posted as May 12, 2003**), currently available at WTTG-FOX 5/WDCA-UPN 20, located in Washington, DC. Please feel free to publish the listing in your organization's newsletter or journal, and/or announce it through your jobline, whichever is applicable. Any applicant referrals will be greatly appreciated.

If you have any questions regarding our employment opportunities, or if I may be of any assistance, please do not hesitate to contact me at 202/895-3232.

Thank you, in advance, for your assistance and consideration.

Sincerely,

Carolyn Sheedy  
Human Resources Manager



# OPPORTUNITIES

**FOX5/WTTG • DC**  
**UPN20/WDCA • DC**

The following represents brief/broad descriptions. It is not intended, nor should it be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills of each position.

**INFORMATION SYSTEMS MANAGER**  
**(REG. FULL TIME)**

Information Systems Manager for duopoly market. Candidate maintains network infrastructure, installs software, updates and performs backups. Also, designs and implements changes to local Intranet following Corporate guidelines. Administers Email, Netware Servers, AS400, routers, switches and hubs. Interacts with other departments on sales, accounting, automation weather and newsroom systems problems. Responsible to enforce network standards, security, and company policies and provide desktop support for a variety of products including, but not limited to, Windows OS, DOS, Unix, Office 2000, Rumba, SalesView and Adobe products. Responds to emergencies. Determines annual IS department goals and allocates the necessary funds to achieve those goals. Completes the budgeting and forecasting process of the IS department. Candidate must have a BS in information technology / related field, Microsoft OS, NT 4/2000 Server, Exchange Server 5.5 and Netware 5.1 Certification. MSOffice 2000 Certification. Three to five years of progressive administration and development responsibility for a Novell NDS controlled LAN environment and Microsoft NT server required. Experience with networks running multiple nodes and workstations utilizing multiple operating systems.

**SR. ASSIGNMENT / ASSIGNMENT EDITOR**  
**(REG. FULL-TIME) – News**

Assignment Editor will oversee the operation of the assignment desk. Responsibilities include coordinating field crews throughout the newsgathering process. Candidate must communicate with photographers and reporters, make beat checks, receive phone calls from viewers and check out potential stories. Must be able to gather news / information by phone and in person. Candidate must have excellent news judgement, be creative, organized, detail oriented and have strong communication skills. Must be able to work well under pressure and meet deadlines. 3-5 years previous experience in broadcast television is required.

**NEWS WRITER / PRODUCER**  
**(REG. FULL TIME)**

News Writer / Producer will collect information, review video and then assemble content for newscasts. Selects and assemble stories, orders and reviews graphics, writes and copy-edits stories and coordinates reporter presentations. This position will also work as a fill in producer. Candidate must have 3 years newsroom experience, preferably as a line producer. Requires exceptional news judgement, strong writing and copy-editing abilities, strong communication skills and ability to work fast and accurately under significant deadline pressure.

**BROADCAST DESIGNER**  
**(REG. FULL-TIME) – Creative Services**

Responsible to design and produce still and motion on-air graphics for the newscasts and related on-air news, weather and sports graphics. Candidate will also design and produce broadcast, web and print graphics for News, Creative Services and Sales Departments. Hardware/Software used: Macintosh/Adobe After Effects, Photoshop, Illustrator & Pagemaker; Chyron Infinit! and Accorn Stillstore. Candidate must have two years broadcast design, motion graphics design, and related software experience. BFA in Graphic design. Strong typography skills needed.

**PROMOTIONS WRITER / PRODUCER**  
**(REG. FULL TIME) – Creative Services**

Writer/Producer will write/produce creative on-air copy for TV and radio in a very competitive market, to include topicals, series, image, entertainment, sales promotion and occasional public service material. Ability to create compelling promos in a deadline oriented, fast paced, dynamic environment a must. Must have ability and flexibility to thrive in challenging news environment. Minimum three years experience as a promotions writer/producer. Avid skills preferred.



# OPPORTUNITIES

## **TECHNICIAN: EDITOR/PHOTOGRAPHER**

### **(REG. FULL TIME) - News**

Individual will shoot, edit, playback broadcast news stories, participate in editorial process and will help develop story ideas. Other duties include working with reporters and producers to conceptualize video and audio elements of news stories. Candidate will also execute both editorial and logistical live shots. Individual must have experience as a photojournalist and a working knowledge of all ENG equipment. Familiarity with AVID Newscutter non-linear editing system essential. Hands on experience with ENG live trucks and knowledge of SNG trucks a plus. Must be willing to work flexible hours.

## **TECHNICIAN: MAINTENANCE**

### **(REG. FULL TIME) - Engineering**

Maintenance Technician must be able to work independently and in a group and have a strong working knowledge of the following areas: (1) analogue and digital video and audio, (2) routing, production control and master control switchers, (3) broadcast system automation, (4) computer systems, (5) cameras, video tape machines and audio consoles, (6) must be able to trouble shoot to the component level, and (7) knowledge of server based audio and video systems. Individual must have five years of experience in a facility maintaining broadcast equipment. Must have electronics degree or equivalent schooling in an associate field.

## **ACCOUNTS PAYABLE COORDINATOR**

### **(REG. FULL TIME) - Finance**

The Accounts Payable Coordinator maintains the duopoly stations accounts payable cycle, from the receipt of original invoices to the distribution of the payable checks. The primary responsibility of this position is to maintain positive relations with our vendors and to protect the stations credit standing within that community. Payments must be kept current and discrepancies resolved timely. Individual must be detail oriented and be able to handle numerous projects simultaneously with little supervision. Proficiency in Excel and Word required. Experience with JD Edwards A/P System preferred. Requires strong organizational skills, good written and verbal communication skills, and prior administrative experience

For consideration, please forward resume and letter of interest to: Mary Talley, Regional VP/Human Resources, FOX 5/WTTG · DC/FOX Television Stations, Inc., 5151 Wisconsin Avenue, NW, Washington, D.C. 20016. Jobline: 202/895-3233. Web site: [www.fox5dc.com](http://www.fox5dc.com) EOE/M/F/D/V.

FOX 5/WTTG · DC offers an academic credit internship program for college juniors, seniors and graduate students. For additional information, contact the Human Resources Department at 202/895-3232. Posted 5/6/03.



FOX TELEVISION STATIONS, INC.

# Management Challenges and Opportunities

**Facilitators:**

**Carolyn Sheedy**

**Mary Talley**

# **Management Challenges & Opportunities**

- Describe your management reputation using five (5) words or phrases.
- Describe what you would like it to be using five (5) words or phrases.
- Identify whose management style you would most like to emulate and why using five (5) words or phrases.

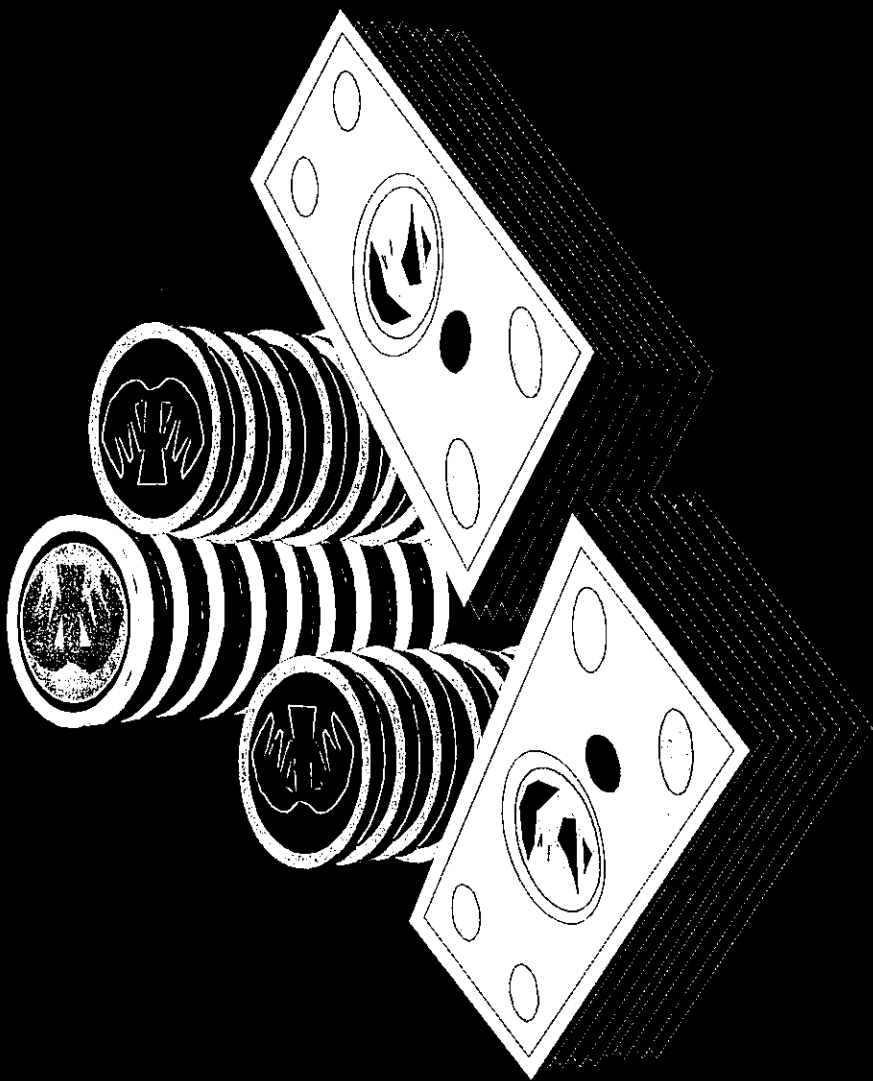
Please be prepared to share and discuss your responses

# **Management Challenges & Opportunities**

## **Discussion Items**

- **Employment**
- **Performance Management**
- **Sexual Harassment Awareness**
- **Legal Issues In Employment**

# EMPLOYMENT



# **Employment**

**What is EEO?**

## **EQUAL EMPLOYMENT OPPORTUNITY**

**The legal requirement that all persons, regardless of race, sex, color, national origin, religion, age, ancestry, disability, marital status, medical condition, or sexual orientation, have equal opportunity in the areas of hiring, promotion, and all terms and conditions of employment.**



# **Employment PROTECTED CATEGORIES**

- AGE (over 40)
- RACE
- SEX
- COLOR
- RELIGION
- PREGNANCY
- NATIONAL ORIGIN
- DISABILITY  
(MENTAL &  
PHYSICAL)
- VETERAN STATUS
- RETALIATION FOR  
FILING A CLAIM OF  
DISCRIMINATION

# **Employment**

## **EMPLOYMENT DECISION**

**Could involve...**

**Hiring, Firing, Promotion, Transfer,  
Compensation, Training, Discipline, Job  
Assignments or any other action which  
would affect someone's employment status.**

# **Employment**

## **EMPLOYMENT DISCRIMINATION**

- Disparate Treatment:  
Treating an employee differently, based on protected category membership, from the way other employees are treated in similar circumstances.
- Disparate Impact:  
Discriminating against an entire group of protected people, usually unintentional, and usually as a result of the employer's policies or procedures.

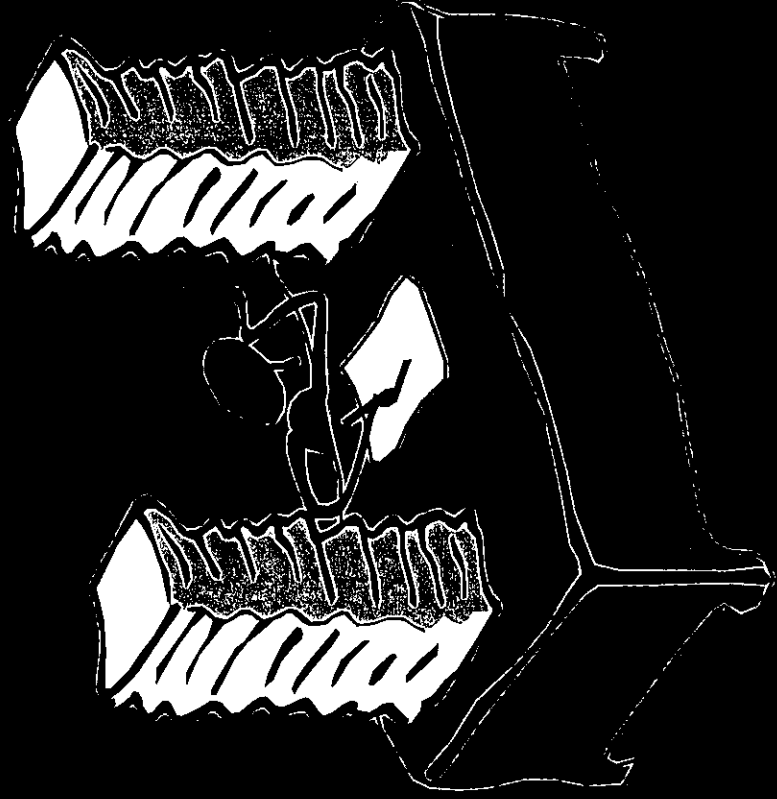
# **Employment**

## **AFFIRMATIVE ACTION**

- **Equal Access**
- **Guidelines & Regulations**
- **Hiring & Upward Mobility**
- **Minorities and Women**
- **Availability / Representation**
- **Companies w/ federal or federally assisted contracts**

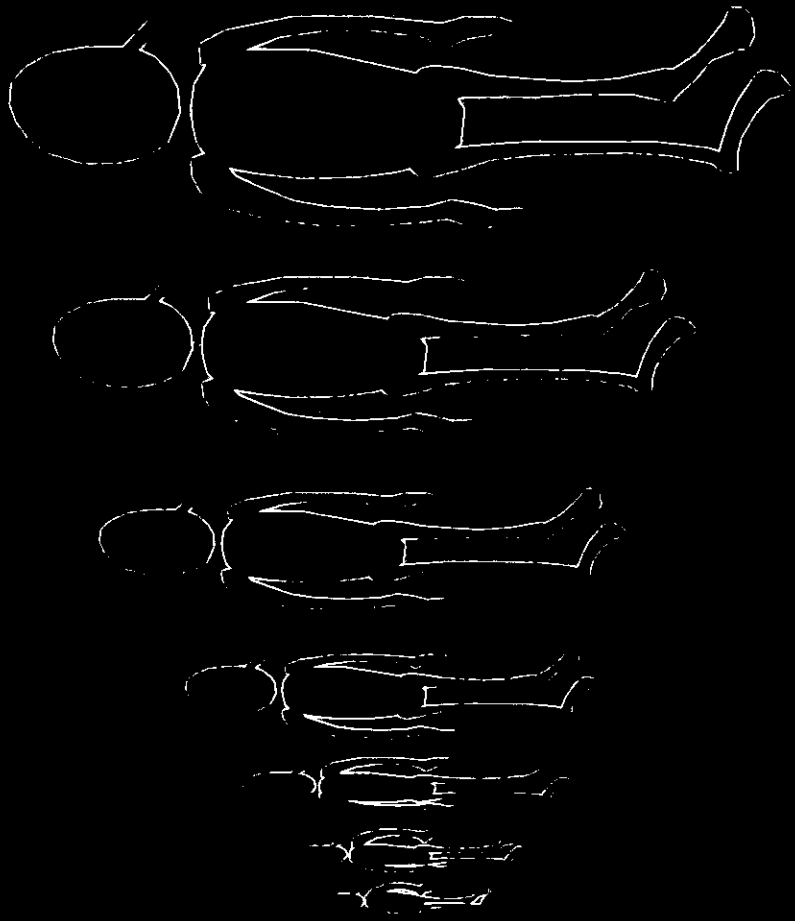
# Employment

- Applicant tracking



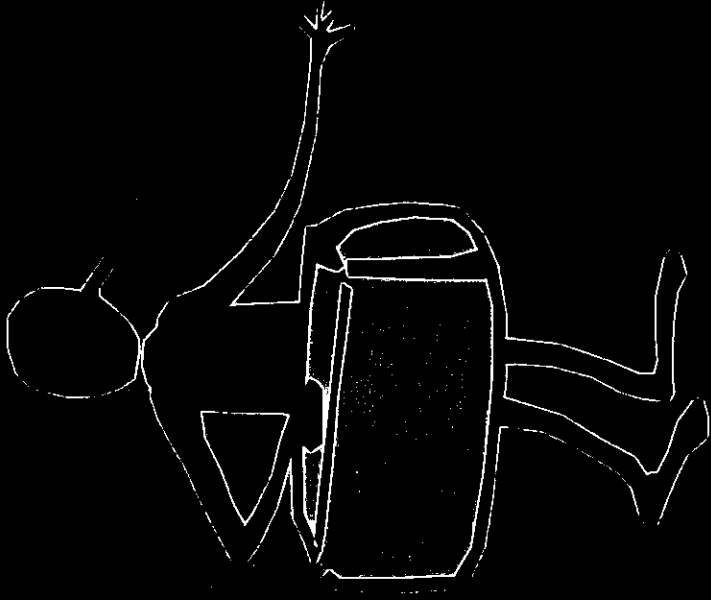
# Employment

- Who is an applicant?



# Employment

- Job applicant v. Job candidate



# Employment

## Interviewing

- Complete application
- Do not mark on resumes
- Prepare set of questions
- Use the same questions
- Retain your notes

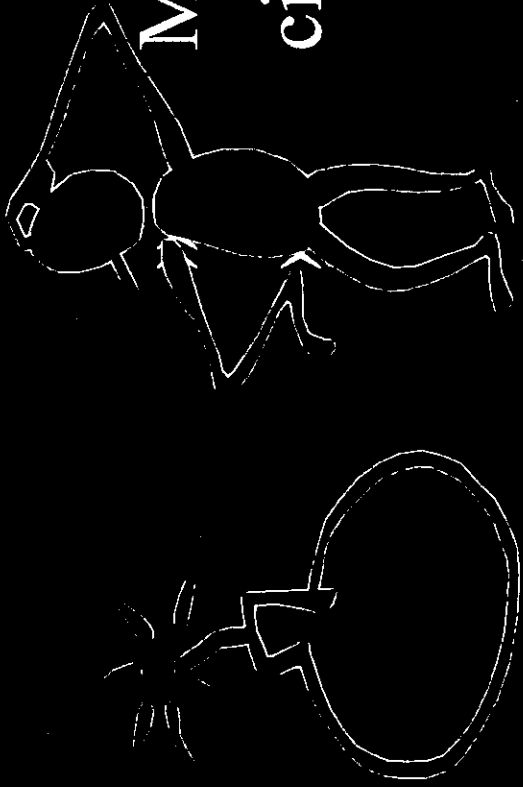




# Employment

What to say, or not to say.....

- Questions should relate to the open position
- Focus on obtaining information about the applicants ability to perform the job

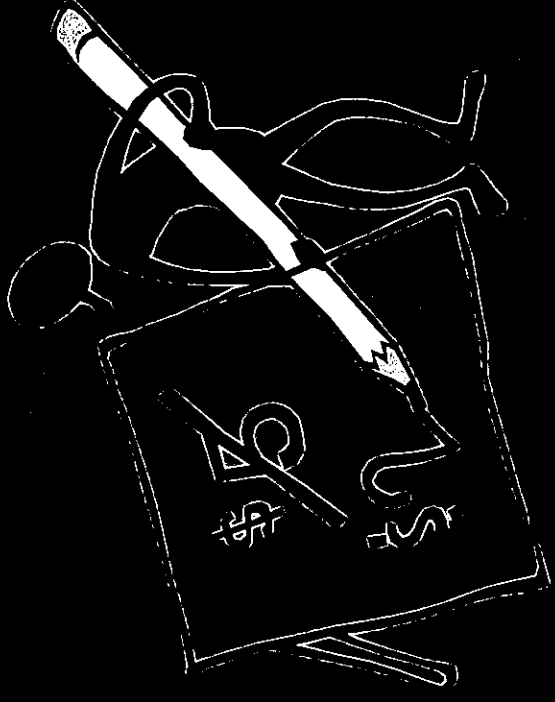


Avoid certain areas:  
Marital status, child care,  
citizenship, disabilities,  
religion, age

# Employment

## Testing

- Must be job related, consistent and fair
- If there are physical tasks necessary, make sure they are outlined in the interview



# Employment

Follow - Up

Let candidate know time line

Referencing

Use a guide a 3 professional references

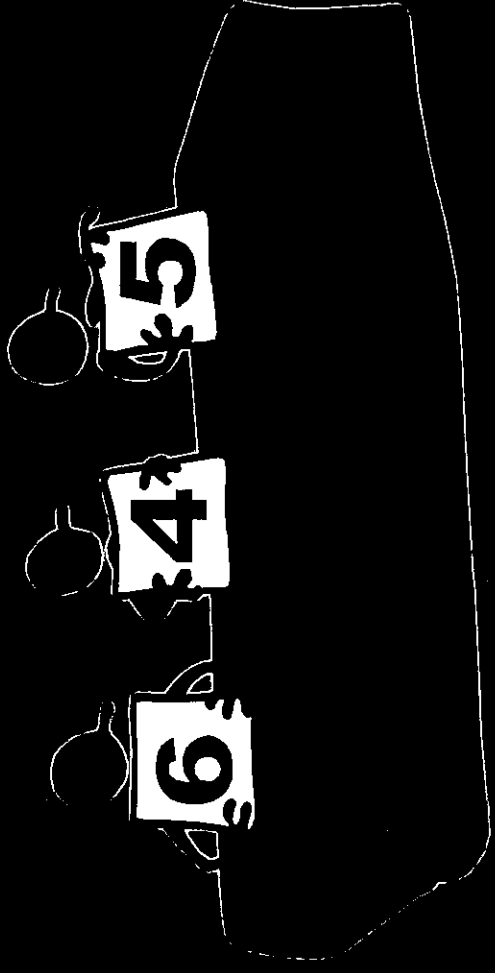
Information to other O&Os

Our policy

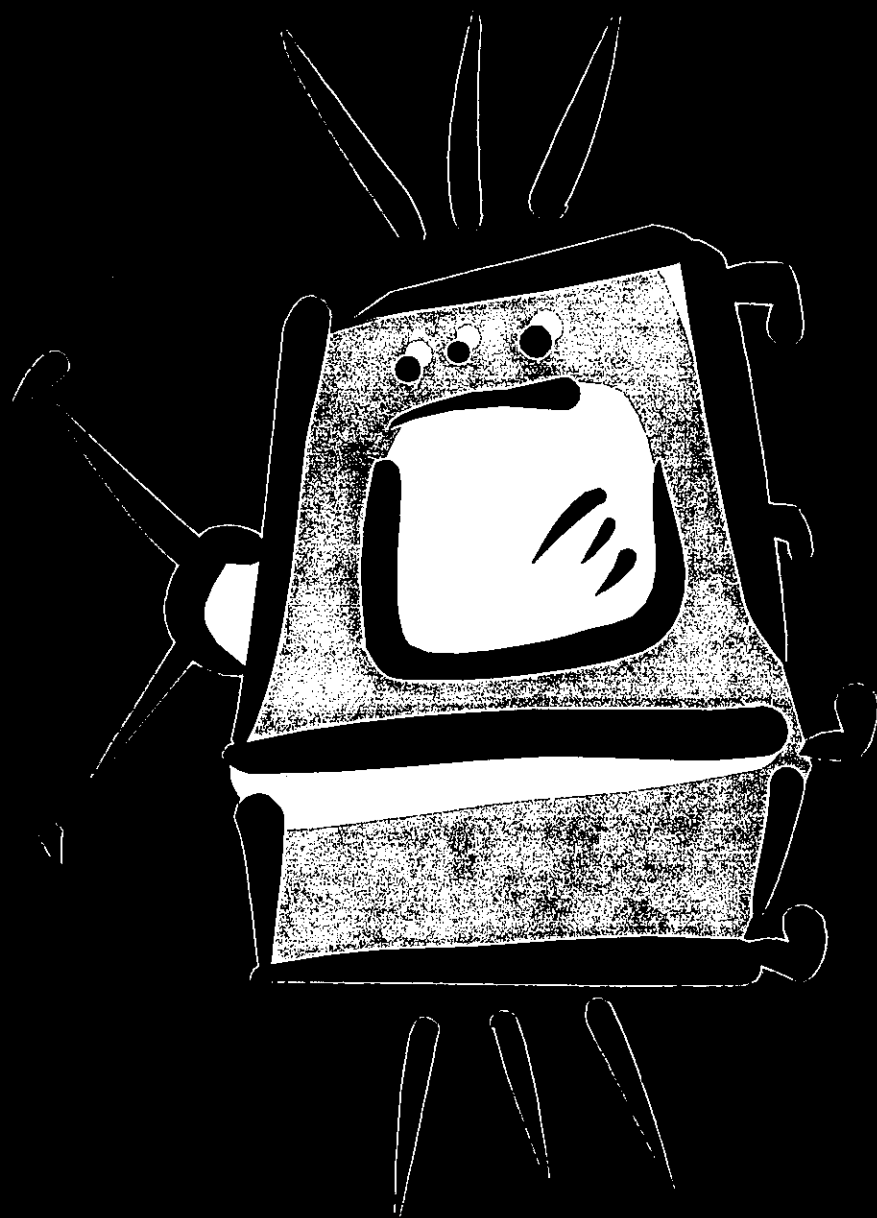
Employment offers

No offer letters

No promises of  
employment



# PERFORMANCE MANAGEMENT



# **Performance Management**

**THE ALPHA CONCEPT**

**B**

**C**

**D**

**PLAYERS**

# **Performance Management**

- **What is Performance Management:**

**Fundamental and required elements of strategic employee relations concepts, practices and tools involving retention, communications, training, job performance assessment, coaching & counseling, discipline, acknowledgement, recognition, and termination of employees to grow and develop the Company's business model.**

# **Performance Management**

## **Management responsibility**

### **Leadership**

Most people are over-managed and under-led

Leaders are those with visions

### **Motivation**

Energizes people by satisfying basic need for achievement, sense of belonging, recognition

Motivators can be: recognition, responsibility, advancement, the work itself

# **Performance Management**

## **Management responsibility**

### **Diversity: recognition & acknowledgement**

Employees come with different skills and abilities  
Different types of learners need different types of supervision ... No “one-size-fits-all” approach



# Performance Management

Communicating job requirements  
and responsibilities

Job description

Make sure requirements are clear and  
understood

Set a date to review  
projects



# Performance Management

## Providing and ensuring training

### Formal & Informal

If you are seeing problem patterns you should retrain

If there are opportunities for outside training try to send employees



# Performance Management

## Establishing and monitoring goals & objectives

- Describe job in terms of its major outcomes and how it fits into the larger picture
- Agree on measurable criteria
- Mutually identify necessary skills, resources and guidelines
- Determine priorities
- Review and check for understanding
- Set a date for an early progress review



# Performance Management

## Acknowledgment and recognition

Make sure you give positive as well as negative feedback

Find opportunities to give praise

(staff meetings, email, say “thanks”)

Different people need different types of praise

Recognition comes in many forms



# **Performance Management**

## **COACHING AND COUNSELING**

- Management communication tool and an employee resource
- Show & Tell
- Provides recognition and acknowledgement
- Provides reinforcement
- Communicates improvement opportunities
- Encourages participation
- Emphasizes accountability
- Assists in achieving required results

# **Performance Management**

## **AFFIRMATION**

**IF YOU CAN THINK IT**

**YOU CAN SAY IT**

**IF YOU CAN SAY IT**

**YOU CAN WRITE IT**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- **Advance preparation:**
  - Address situations as they occur
  - Non-exclusive reliance on mental rolodex
  - Record, retain, and reference notes in managers' log.
  - Review any written documentation relating

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- **Advance preparation (continued...)**  
to the employee's work performance within the relevant time period  
-Solicit feedback, when applicable/appropriate, from other managers that the employee works with regularly



# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- **Advance preparation (continued...)**
  - Make it a “Must Do”**
  - Allocate required and sufficient time**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- Inclusions:**
  - Relevant observations, assessments and situations within the applicable period.**
  - Provide specific examples**
  - Identified job expectations, requirements, and goals that are achieved, overachieved, under-achieved and unachieved**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- **Inclusions (continued...):**
  - Establish relevant and attainable goals and provide recommendations/suggestions about how they can be attained
  - Comprehensive statements and remarks that convey clear and concise information

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- **Exclusions:**
  - Surprises
  - Commitments and promises for the future
  - Disparaging and offensive remarks
  - Race, gender, age, disability or other protected category references or inferences

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing It...**

- **Exclusions (continued...):**

**-Inappropriate and overuse of cliches and  
proverbs**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- **Other Considerations:**

- Timeliness**

- Delay and postponement should be communicated to the employee in advance of appraisal due date**

# Performance Management

## JOB PERFORMANCE APPRAISAL

Writing it...

- Other Considerations:

- If the appraisal period is shorter or longer than the customary or designated period it should be noted in the appraisal
- Use conversational tone
- Reference others by position rather than by name

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Writing it...**

- Other Considerations:**
  - Narrative should support rating**
  - Decision making tool**
  - Permanent record**
  - Subject to subpoena**



# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

### **Communicating the Appraisal:**

- **Provide the employee w/ advance notice of the appraisal meeting/discussion**
- **Conduct discussion in a quiet and confidential location**
- **Identify purpose of performance appraisal discussion**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

### **Communicating the Appraisal (continued...)**

- **Encourage dialogue by soliciting employee's assessment about his/her work performance**
- **Provide a verbal assessment of the employee's work performance**
- **Provide a written assessment of the employee's work performance**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

**Communicating the Appraisal (continued...):**

- **Allow employee sufficient time to read the appraisal and to ask questions and make remarks**
- **Encourage employee to respond in writing**
- **Obtain employee's signature on the appraisal form**

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

### **Communicating the Appraisal:**

- If employee declines to sign appraisal, explain that his/her signature represent acknowledgment that the appraisal discussion occurred rather than agreement with the contents

# **Performance Management**

## **JOB PERFORMANCE APPRAISAL**

### **Communicating the Appraisal:**

- If employee continues to decline to sign appraisal, appropriate manager should be a witness, and write “employee declined to sign” and sign (his or her name) and date the appraisal
- Employee should receive copy of the appraisal

# **Performance Management**

## **DISCIPLINARY ACTION & PROGRESSIVE DISCIPLINE**

- **Disciplinary Action:**

**Action towards an employee that is initiated and implemented by the Company to correct and address job performance issues and concerns that may include unsatisfactory work performance or impermissible work place conduct**

# **Performance Management**

## **DISCIPLINARY ACTION & PROGRESSIVE DISCIPLINE**

- **Progressive Discipline:**

**Action towards an employee that is initiated and implemented by the Company, typically consisting of escalating (or progressive) steps based on the recurrence, continuation, and severity of unsatisfactory work performance or impermissible work place conduct**

# **Performance Appraisal**

**When Is It Appropriate To Use Discipline?**



# **Performance Management**

## **How to Discipline**

- **Consult w/ Human Resources**
- **Ascertain and evaluate facts**
- **Use utmost confidentiality reasonably possible**
- **Consider employment record**
- **Consider past practice**
- **Grant opportunity for employee representation**
- **Determine situation appropriate response**

# **Performance Management**

## **Types of Discipline**

**Discharge**

**Suspension**

**Probation**

**Last Chance Agreement**

**Last & Final Warning**

**Final Warning**

**Written Warning**

**Verbal Warning**

# **Performance Management**

## **Navigating Through Difficult Situations - Situations for Discussion**

**Body Odor**

**Excessive Absenteeism  
& Tardiness**

**Medical Disability**

**Personal Disruptions**

**Suspected Substance  
Abuse**

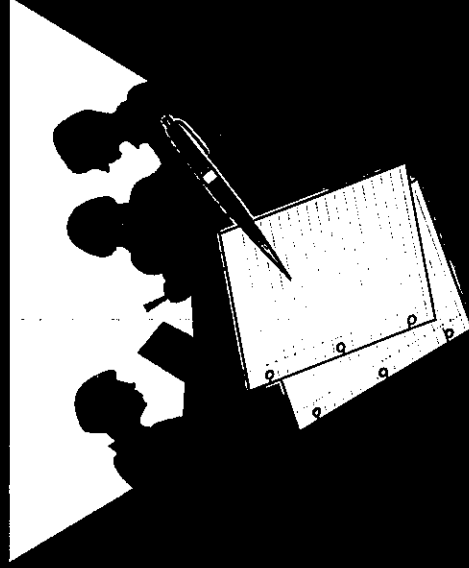
**Felony Convictions**

**Chronic Complainer**

**Too Much Information:  
Over-sharing & Over-  
caring**

# Performance Management

## Maintain Managers' Log



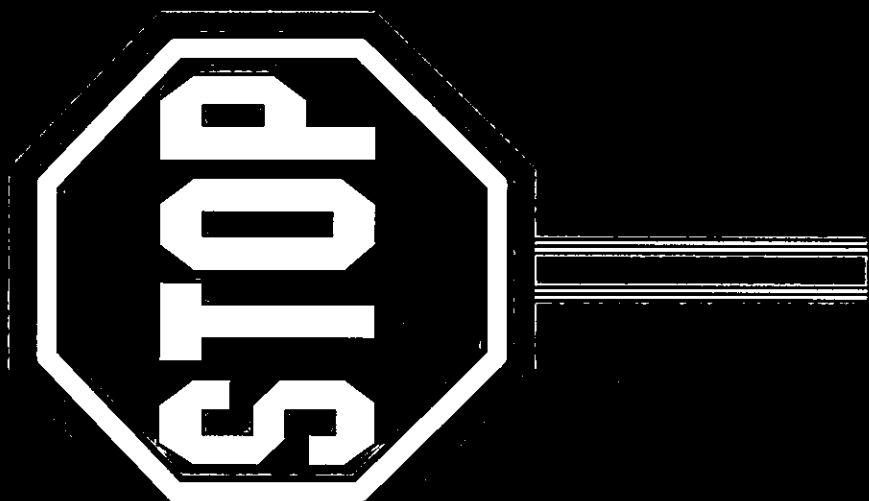
# **Sexual Harassment Awareness**

**Sexual Harassment is...**

**Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that...**

- is a term or condition of employment**
- is used as a basis for employment decisions**
- unreasonably interferes w/ work performance or creates a hostile, intimidating or offensive working environment**

# SEXUAL HARASSMENT AWARENESS



# **SEXUAL HARASSMENT AWARENESS**

## **Forms of Sexual Harassment**

- **QUID PRO QUO**
- **HOSTILE ENVIRONMENT  
HARASSMENT**

# **SEXUAL HARASSMENT AWARENESS**

## **Sexually Harassing Conduct**

- VERBAL**
- NON-VERBAL**
- PHYSICAL**



# **SEXUAL HARASSMENT AWARENESS**

## **Company Policy**

- The Company is committed to providing a workplace free from all forms of harassment and discrimination.**
- The Company's policy prohibits harassment in any form, whether verbal, physical or visual harassment.**

# **SEXUAL HARASSMENT AWARENESS**

**If you receive a complaint**

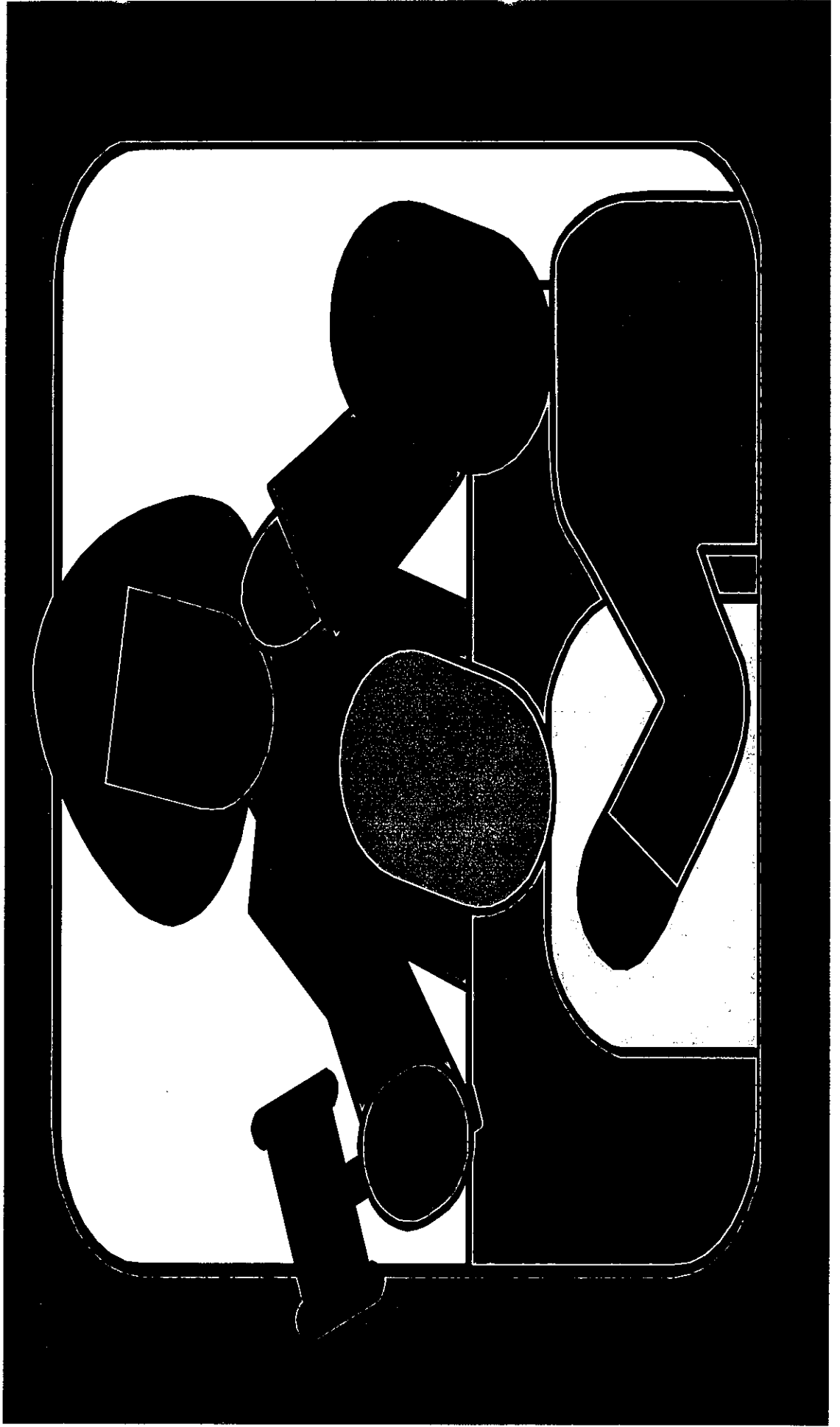
- Close door**
- Take notes**
- Do not judge**
- Do not promise confidentiality**
- Get HR involved**

# **SEXUAL HARASSMENT AWARENESS**

## **Preventing Sexual Harassment**

- Distribute / know the policy
- Train employees
- Maintain professionalism (You set the tone)
- Review your own work style and be open to others when they bring things to your attention
- Know what is going on in your department
- Address issues immediately
- Get HR involved

# Legal Issues In Employment



# **Legal Issues In Employment**

- **WEINGARTEN RIGHTS:**

An employee's right to have co-worker representation present during an interview with the employer when he or she reasonably believes that it could result in discipline

# **Legal Issues In Employment**

- **FAMILY & MEDICAL LEAVE ACT LEAVE  
(FMLA)**

The FMLA requires employers with 50 or more employees to provide up to twelve (12) weeks of job-protected unpaid leave, with the continuation of health insurance, for qualifying events.

# **Legal Issues In Employment**

- **THE AMERICANS WITH DISABILITIES ACT (ADA)**

Title I of the ADA protects qualified individuals w/ disabilities from employment discrimination. Under the act, a person has a disability if they have a physical or mental impairment that limits a major life activity, or if they have a record of such an impairment, or if they are regarded as having such an impairment

# **Legal Issues In Employment**

## **Workers Compensation**

- Occupational Injury or Illness
- Reporting
- No limit on leave / Overlap with FMLA
- 60% earnings



# MANAGEMENT CHALLENGES & OPPORTUNITIES

## THANKS FOR YOUR TIME



*Please complete the Evaluation Form and  
return it to Human Resources*