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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, 2003 through May 31, 2004, WTTG/FOX 5 & WDCA/UPN 20 participated in the following job fairs:

- National Hispanic Journalist Conference (NAHJ) June 26-28, 2003 New York, NY
- National Association of Black Journalist (NABJ) August 6-8, 2003, Dallas, TX
- Asian American Journalist Association (AAJA) August 13-16, 2003, San Diego, CA
- Howard University Job Fair October 23-24, 2003 Washington DC

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: 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 September 10, 2003, September 11, 2003 and October 23, 2003 for all WTTG / FOX 5 & WDCA / UPN 20 management and supervisory personnel. Training included information and discussion about Sexual Harassment Awareness and other Legal Issues for Managers.

Human Resources Managers also facilitated a Sexual Harassment Awareness training for all of the employees at WTTG / FOX 5 & WDCA / UPN 20 throughout September and October 2003.

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

Recruitment Reconciliation Form

Station: WTTG/WDCA **Date Position Filled:** 06/02/03
Position/Job Title: Sales Support Spvr. **Job Classification:** Office Clerical
Recruitment Source 1 : Current WTTG Employee
Contact Person: Patrick Paolini
Address: WTTG/WDCA-Fox Television Stations, Inc.
5151 Wisconsin Avenue, NW, Washington, DC 20016
Phone #: (202) 895-3070
Total # of Interviewees: 1

Referral Sources 2				No. of Interviewees
Name: WTTG/WDCA-Fox Television Stations, Inc.				1
Contact Person: Patrick Paolini		Phone #: (202) 895-3070		
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:	
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 / WDCA **Date Position Filled:** 4/28/03
Position/Job Title: Account Executive **Job Classification:** Salesperson
Recruitment Source 1: Self Referral
Contact Person: Patrick Paolini, VP, General Sales Manager
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3070
Total # of Interviewees: 2

Referral Sources 2					No. of Interviewees
Name: Self-Referral					1
Contact Person: Robin Kiser		Phone #: 305-651-2166			
Address: 20612 NE 6th Court					
City: North Miami Beach		State: FL	Zipcode: 33179		
Name: Other - Current WTTG VP, General Sales Manager					1
Contact Person: Patrick Paolini		Phone #: 202-895-3070			
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:		
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/WDCA **Date Position Filled:** 06/03/03
Position/Job Title: A/P Coordinator **Job Classification:** Office Clerical
Recruitment Source 1: The Washington Post
Contact Person: Robin
Address: 11150 15th Street, NW
Washington, DC 20071
Phone #: (202) 334-4100
Total # of Interviewees: 10* **

Referral Sources 2					No. of Interviewees
Name:	The Washington Post				10* **
Contact Person:	Robin		Phone #:	(202)334-4100	
Address:	11150 15th Street, NW				
City:	Washington	State:	DC	Zipcode: 20071	
Name:	CareerBuilders.com				1*
Contact Person:	Mary Delaney		Phone #:	(800) 891-8880	
Address:	CareerBuilder, LLC, 333 Research Court, Suite #200				
City:	Norcross	State:	GA	Zipcode: 30092	
Name:	WTTG Website				1**
Contact Person:	Mary Talley		Phone #:	(202)895-3232	
Address:	WTTG/WDCA, 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:	

* An interviewed applicant indicated both The Washington Post and the CareerBuilders.com website as the referral source used to apply for the WTTG/WDCA Accounts Payable Coordinator position.

** An interviewed applicant indicated both The Washington Post and the WTTG website as the referral source used to apply for the WTTG/WDCA Accounts Payable Coordinator position.

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:** 6/9/03
Position/Job Title: Sr. Broadcast Designer **Job Classification:** Professional
Recruitment Source 1 : www.designinmotion.com
Contact Person: katie@creativeplanet.com
Address: 5700 Wilshire Blvd., Suite 600
Los Angeles, CA 90036
Phone #: 323-632-3400
Total # of Interviewees: 4

Referral Sources 2					No. of Interviewees
Name:	www.designinmotion.com				2
Contact Person:	katie@creativeplanet.com		Phone #: 323-634-3400		
Address:	5700 Wilshire Blvd, Suite 600				
City:	Los Angeles	State:	CA	Zipcode: 90036	
Name:	www.fox5dc.com				2
Contact Person:	Keith Meade, What's Up		Phone #: 770-671-0200		
Address:	1200 Ashwood Parkway, Suite 135				
City:	Atlanta	State:	GA	Zipcode: 30338	
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:	

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: 7/3/03

Position/Job Title: Promotions Coordinator Job Classification: Professional

Recruitment Source 1: WTTG - Website

Contact Person: Keith Meade

Address: 1200 Ashwood Parkway, Suite 135
Atlanta, GA 30338

Phone #: 770-671-0200

Total # of Interviewees: 1

Referral Sources 2			No. of Interviewees
Name: WTTG Website	Contact Person: Keith Meade	Phone #: 770-671-0200	1
Address: 1200 Ashwood Parkway, Suite, 135			
City: Atlanta	State: GA	Zipcode: 30338	
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:	

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:** 7/1/03
Position/Job Title: Technician:Photo/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 #: 202-895-3192
Total # of Interviewees: 9

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				7	
Contact Person:	Pete Greer, Director Field Operatio		Phone #:			202-895-3092
Address:	5151 Wisconsin Avenue, NW					
City:	Washington DC	State:		Zipcode:		20016
Name:	WTTG Employee				1	
Contact Person:	Kevin Colgan, Technician		Phone #:			202-895-3192
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:		

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:** 7/1/03
Position/Job Title: Promotions: Writer / Producer **Job Classification:** Professional
Recruitment Source 1 : Current WTTG Employee
Contact Person: Steve Houk, VP, Creative Services
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3051
Total # of Interviewees: 4

Referral Sources 2				No. of Interviewees	
Name:	Current WTTG Employee			2	
Contact Person:	Steve Houk, VP Creative Services				
Phone #:	202-895-3051				
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	WTTG Website			1	
Contact Person:	Keith Meade				
Phone #:	770-671-0200				
Address:	1200 Ashwood Parkway, Suite, 135				
City:	Atlanta	State:	GA	Zipcode:	30338
Name:	602 Communications			1	
Contact Person:	Graeme Newell, President				
Phone #:	704-543-1426				
Address:	6839 Charter Hills Road				
City:	Charlotte	State:	NC	Zipcode:	28277
Name:					
Contact Person:					
Phone #:					
Address:					
City:		State:		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: 7/3/03

Position/Job Title: Producer Job Classification: Professional

Recruitment Source 1 : WTTG Web site

Contact Person: Keith Meade

Address: 1200 Ashwood Parkway, Suite 135
Atlanta, GA 30338

Phone #: 770-671-0200

Total # of Interviewees: 1

Referral Sources 2			No. of Interviewees
Name: <u>WTTG Website</u>	Contact Person: <u>Keith Meade</u>	Phone #: <u>770-671-0200</u>	<u>1</u>
Address: <u>1200 Ashwood Parkway, Suite 135</u>			
City: <u>Atlanta</u>	State: <u>GA</u>	Zipcode: <u>30338</u>	
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:	

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:** 7/8/03
Position/Job Title: Account Executive **Job Classification:** Salesperson
Recruitment Source ¹: Current WDCA Employee
Contact Person: Michael Lewis, Local Sales Manager
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3073
Total # of Interviewees: 2

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee			1
Contact Person:	Michael Lewis, Local Sales Manager	Phone #:	202-895-3073	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self-Referral			1
Contact Person:	Brenda Pawlak	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:	

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:** 07/14/03
Position/Job Title: Dir. Of Eng. & Oper. **Job Classification:** Official/Manager
Recruitment Source 1: Self-Referral
Contact Person: Kevin Ebersohl
Address: 3618 Hummer Road
Annandale, VA 22003
Phone #: (703) 698-1926
Total # of Interviewees: 3

Referral Sources 2					No. of Interviewees
Name:	Self-Referral				1
Contact Person:	Kevin Ebersohl		Phone #:	(703) 698-1926	
Address:	3618 Hummer Road				
City:	Annandale	State:	VA	Zipcode: 22003	
Name:	WHBQ - Fox Television Stations, Inc.				1
Contact Person:	Sam Barclay		Phone #:	(901) 320-1313	
Address:	485 S. Highland				
City:	Memphis	State:	TN	Zipcode: 38111	
Name:	WTTG/WDCA - Fox Television Stations, Inc.				1
Contact Person:	Steve Davies-Williams		Phone #:	(202) 895-3170	
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:	

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:** 7/14/03
Position/Job Title: Promotions: Writer / Producer **Job Classification:** Professional - Creative
Recruitment Source 1 : Graeme Newell Marketing Newsletter
Contact Person: Graeme Newell
Address: 602 Communications
Charlotte, NC 28277
Phone #: 704-543-1426
Total # of Interviewees: 2

Referral Sources 2				No. of Interviewees
Name:	602 Communications			1
Contact Person:	Graeme Newell, President		Phone #: 704-543-1426	
Address:	6839 Charter Hills Road			
City:	Charlotte	State: NC	Zipcode: 28277	
Name:	Electronic Media			1
Contact Person:	John Stipe		Phone #: 323-370-2415	
Address:	6500 Wilshire Blvd, Suite 2300			
City:	Los Angeles	State: CA	Zipcode: 90048	
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:	

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:** 7/14/03
Position/Job Title: Special Projects Producer **Job Classification:** Professional - Creative
Recruitment Source 1: Self-Referral
Contact Person: Carolyn Sheedy
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3232
Total # of Interviewees: 1

Referral Sources 2				No. of Interviewees
Name:	Self-Referral			1
Contact Person:	Carolyn Sheedy	Phone #:	202-895-3232	
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:		

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:** 8/4/03
Position/Job Title: Research Analyst **Job Classification:** Professional
Recruitment Source 1 : Current WTTG Employee
Contact Person: Victoria Krejci
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3055
Total # of Interviewees: 3

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee			1
Contact Person:	Victoria Krejci	Phone #:	202-895-3055	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Tonya Logan	Phone #:	202-895-3078	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	AmeriTemps			1
Contact Person:	Michelle Dowsett	Phone #:	202-822-8003	
Address:	818 Connecticut Avenue, NW #501			
City:	Washington DC	State:	Zipcode: 20006	
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:	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 / WDCA **Date Position Filled:** 9/2/03
Position/Job Title: Traffic Manager **Job Classification:** Professionals
Recruitment Source 1 : Current WTTG Employee
Contact Person: Mikkole Mozelle
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3082
Total # of Interviewees: 11

Referral Sources 2				No. of Interviewees
Name:	Job Line			2
Contact Person:	Carolyn Sheedy	Phone #:	202-895-3233	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	WTTG Website			2
Contact Person:	Keith Meade	Phone #:	770-671-0200	
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State:	GA Zipcode: 30338	
Name:	Washington Post			2
Contact Person:	Robin	Phone #:	202-334-6200	
Address:	11150 15th Street, NW			
City:	Washington DC	State:	Zipcode: 20071	
Name:	Current WTTG Employee			1
Contact Person:	Mikkole Mozelle	Phone #:	202-895-3082	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Kristina McKitrick	Phone #:	202-895-3086	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WUTB Employee			1
Contact Person:	Sherry Reed	Phone #:	410-358-2400	
Address:	4820 Seton Avenue, Suite M-N			
City:	Baltimore	State:	MD Zipcode: 21215	

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:** 8/22/03
Position/Job Title: Sales Coordinator **Job Classification:** Office & Clerical
Recruitment Source 1: Washington Post
Contact Person: Robin
Address: 11150 15th Street NW
Washington DC 20071
Phone #: 202-334-6200
Total # of Interviewees: 6

Referral Sources 2				No. of Interviewees
Name:	Washington Post			1
Contact Person:	Robin	Phone #:	202-334-6200	
Address:	11150 15th Street, NW			
City:	Washington DC	State:		
		Zipcode:	20071	
Name:	WTTG Website - WhatsUp			2
Contact Person:	Keith Meade	Phone #:	770-671-0200	
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State:	GA	
		Zipcode:	30338	
Name:	Current WTTG Employee			1
Contact Person:	Kim Bines-Urme	Phone #:	202-895-3052	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:		
		Zipcode:	20016	
Name:	Current WTTG Employee			1
Contact Person:	Carol Milligan	Phone #:	202-895-3076	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:		
		Zipcode:	20016	
Name:	Current WTTG Employee			1
Contact Person:	Ray Riller	Phone #:	202-895-3059	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:		
		Zipcode:	20016	
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 / WDCA **Date Position Filled:** 8/22/03
Position/Job Title: Sales Coordinator **Job Classification:** Office & Clerical
Recruitment Source 1: Washington Post
Contact Person: Robin
Address: 11150 15th Street NW
Washington DC 20071
Phone #: 202-334-6200
Total # of Interviewees: 6

Referral Sources 2				No. of Interviewees
Name:	Washington Post			1
Contact Person:	Robin	Phone #:	202-334-6200	
Address:	11150 15th Street, NW			
City:	Washington DC	State:	Zipcode: 20071	
Name:	WTTG Website - WhatsUp			2
Contact Person:	Keith Meade	Phone #:	770-671-0200	
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State: GA	Zipcode: 30338	
Name:	Current WTTG Employee			1
Contact Person:	Kim Bines-Ume	Phone #:	202-895-3052	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Carol Milligan	Phone #:	202-895-3076	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Ray Riller	Phone #:	202-895-3059	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
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: 9/15/03

Position/Job Title: Writer / Producer Job Classification: Professional - Creative

Recruitment Source 1 : Current WTTG Freelance Employee

Contact Person: Leif Coorlim

Address: 5151 Wisconsin Avenue, NW
Washington DC 20016

Phone #: 202-895-3000

Total # of Interviewees: 1

Referral Sources 2	No. of Interviewees
Name: Leif Coorlim Contact Person: Current WTTG Freelance Employer Phone #: 202-895-3000 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:	

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:** 09/25/03
Position/Job Title: Staff Accountant **Job Classification:** Professional
Recruitment Source 1: WTTG/WDCA - Fox Television Stations, Inc.
Contact Person: Michael Cephas
Address: 5151 Wisconsin Avenue, NW
Washington, DC 20016
Phone #: (202) 895-3235
Total # of Interviewees: 7

Referral Sources 2					No. of Interviewees
Name:	WTTG/WDCA - Fox Television Stations, Inc.				1
Contact Person:	Michael Cephas		Phone #:	(202) 895-3235	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	The Washington Post				6
Contact Person:	Robin		Phone #:	(202) 334-4100	
Address:	11150 15th Street, NW				
City:	Washington	State:	DC	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:	

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:** 10/23/03
Position/Job Title: Traffic Coordinator **Job Classification:** Office & Clerical
Recruitment Source 1 : Washington Post
Contact Person: Robin Wilkerson
Address: 11115 15th Street, NW
Washington DC 20071
Phone #: 202-334-4100
Total # of Interviewees: 12

Referral Sources 2					No. of Interviewees
Name:	Washington Post				5
Contact Person:	Robin Wilkerson	Phone #:	202-334-4100		
Address:	11150 15th Street, NW				
City:	Washington DC	State:	Zipcode:	20071	
Name:	WhatsUp.com, WTTG Website				1
Contact Person:	Keith Meade, On-line News Manager	Phone #:	770-671-0200		
Address:	1200 Ashwood Parkway, Suite 135				
City:	Atlanta	State:	GA	Zipcode: 30338	
Name:	Self-Referral - Eric Lynch				1
Contact Person:	c/o Human Resources WTTG FOX		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Self-Referral - Missy Mered				1
Contact Person:	c/o Human Resources WTTG FOX		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Self-Referral - Carla Harris				1
Contact Person:	c/o Human Resources WTTG FOX		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	
Name:	Self-Referral - Jamie Phillips				1
Contact Person:	c/o Human Resources WTTG FOX		Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington DC	State:	Zipcode:	20016	

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:** 10/16/03
Position/Job Title: Executive Producer **Job Classification:** Professional - Creative
Recruitment Source ¹: Current WTTG Special Projects Producer
Contact Person: Patricia Di Carlo
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 2

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Special Projects Producer			1
Contact Person:	Patricia DiCarlo	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	John Sears, VP News, WOFL / FOX Orlando			1
Contact Person:	Julie Szulczewski	Phone #:	407-644-3535	
Address:	35 Skyline Drive			
City:	Lake Mary	State:	FL Zipcode: 32746	
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:	

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:** 11/13/03
Position/Job Title: Traffic / Sales Coordinator **Job Classification:** Office & Clerical
Recruitment Source 1 : Self-Referral
Contact Person: Sherri Smith
Address: c/o Human Resources, WTTG Fox 5
5151 Wisconsin Avenue, NW
Phone #: Washington DC 20016
Total # of Interviewees: 1

Referral Sources 2	No. of Interviewees
Name: Self-Referral - Sherri Smith Contact Person: c/o Human Resources WTTG FOX Phone #: 202-895-3232 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:	

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:** 11/17/03
Position/Job Title: Writer / Producer **Job Classification:** Professional - Creative
Recruitment Source ¹: Current WTTG Employee
Contact Person: Thomas Tobin
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 1

Referral Sources ²				No. of Interviewees
Name:	Current WTTG Employee			1
Contact Person:	Thomas Tobin	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:	

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: WDCA / UPN 20 **Date Position Filled:** 10/6/03
Position/Job Title: Local Sales Assistant **Job Classification:** Office & Clerical
Recruitment Source 1 : AmeriTemps
Contact Person: Michelle Dowsett
Address: 818 Connecticut Avenue, NW, Suite 501
Washington DC 20006
Phone #: 202-822-8003
Total # of Interviewees: 1

Referral Sources 2				No. of Interviewees
Name:	AmeriTemps			1
Contact Person:	Michelle Dowsett	Phone #:	202-822-8003	
Address:	818 Connecticut Avenue, NW, Suite 501			
City:	Washington	State:	DC	
	Zipcode:	20006		
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:		
	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: 1/23/04

Position/Job Title: Tape Producer Job Classification: Professional Creative

Recruitment Source 1 : Current WTTG Employee

Contact Person: Brian Balbuena

Address: 5151 Wisconsin Avenue, NW
Washington DC

Phone #: 202-895-3000

Total # of Interviewees: 1

Referral Sources 2	No. of Interviewees
Name: Current WTTG Employee Contact Person: Brian Balbuena Phone #: 202-895-3000 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:	

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:** 01/26/04
Position/Job Title: Credit/Collections Mgr. **Job Classification:** Professional
Recruitment Source 1: The Washington Post
Contact Person: Robin Wilkerson
Address: 11150 15th Street, NW
Washington, DC 20071
Phone #: (202) 334-6200
Total # of Interviewees: 4

Referral Sources 2					No. of Interviewees
Name:	The Washington Post				2
Contact Person:	Robin Wilkerson		Phone #:	(202) 334-6200	
Address:	11150 15th Street, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WTTG Jobline				1
Contact Person:	Mary Talley		Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WTTG/WDCA-Fox Television Stations, Inc.				1
Contact Person:	Shannon Weiss		Phone #:	(202) 895-3333	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WFLD-Fox Television Stations, Inc.				1
Contact Person:	Carrie Conzelman		Phone #:	(312) 565-5612	
Address:	205 N. Michigan Avenue				
City:	Chicago	State:	IL	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:** 10/1/03
Position/Job Title: Producer, AM News **Job Classification:** Professional - Creative
Recruitment Source 1: Jason Hartelius, Current WTTG Employee
Contact Person: 5151 Wisconsin Avenue, NW
Address: Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 3

Referral Sources 2				No. of Interviewees
Name: Current WTTG Employee				1
Contact Person: Jason Hartelius, AM Producer		Phone #: 202-895-3000		
Address: 5151 Wisconsin Avenue, NW				
City: Washington DC		State: Zipcode: 20016		
Name: Self Referral				1
Contact Person: Rebecca Klien		Phone #: 202-895-3232		
Address: c/o Human Resources, 5151 Wisconsin Avenue, NW				
City: Washington DC		State: Zipcode: 20016		
Name: Self Referral				1
Contact Person: Kelly Webster		Phone #: 202-895-3232		
Address: c/o Human Resources, 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:		

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:** 3/14/04
Position/Job Title: Anchor, AM **Job Classification:** Professional Creative
Recruitment Source 1: Current WTTG Employee
Contact Person: Stephen Cheveney
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 12

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee			1
Contact Person:	Steve Cheveney	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Allison Seymour	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Sherri Ly	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Michael Dunston	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Wisdom Martim	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Current WTTG Employee			1
Contact Person:	Melanie Alnwick	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	

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:** 3/14/04
Position/Job Title: Anchor, AM **Job Classification:** Professional Creative
Recruitment Source ¹: Current WTTG Employee
Contact Person: Stephen Cheveney
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 12

Referral Sources 2					No. of Interviewees
Name: Former WTTG Employee					1
Contact Person: Keith Ackers		Phone #: 202-895-3000			
Address: 5151 Wisconsin Avenue, NW					
City: Washington DC		State:		Zipcode: 20016	
Name: Self Referral					1
Contact Person: Brenda Walters		Phone #: 202-895-3000			
Address: c/o Human Resources 5151 Wisconsin Avenue, NW					
City: Washington DC		State:		Zipcode: 20016	
Name: Self Referral					1
Contact Person: Brenda Kirk		Phone #: 202-895-3000			
Address: c/o Human Resources 5151 Wisconsin Avenue, NW					
City: Washington DC		State:		Zipcode: 20016	
Name: Agency, N.S. Beinstock					3
Contact Person: Ezra Marcus		Phone #: 212-765-3040			
Address: 1740 Broadway, 24th Floor					
City: New York		State: NY		Zipcode: 10019	
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:** 11/1/03
Position/Job Title: Executive Producer, AM News **Job Classification:** Professional - Creative
Recruitment Source 1: Current WTTG Employee
Contact Person: Matt Gaffney
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 1

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee	Phone #:	202-895-3000	1
Contact Person:	Matt Gaffney			
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:	

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:** 02/27/04
Position/Job Title: IS Manager **Job Classification:** Professional
Recruitment Source 1: The Washington Post
Contact Person: Robin Wilkerson
Address: 11150 15th Street, NW
Washington, DC 20071
Phone #: (202) 334-6200
Total # of Interviewees: 9

Referral Sources 2					No. of Interviewees
Name:	The Washington Post				4
Contact Person:	Robin Wilkerson		Phone #:	(202) 334-6200	
Address:	11150 15th Street, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WTTG/WDCA-Fox Television Stations, Inc.				1
Contact Person:	Denley Barnette		Phone #:	(202) 895-3142	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WTTG/WDCA-Fox Television Stations, Inc.				1
Contact Person:	Jeff Andrew		Phone #:	(202) 895-3175	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WFLD-Fox Television Stations, Inc.				1
Contact Person:	William Altman		Phone #:	(202) 565-5558	
Address:	205 N. Michigan Avenue				
City:	Chicago	State:	IL	Zipcode:	
Name:	Self-Referral - Mark Pickett				1
Contact Person:	c/o Human Resources		Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	Self-Referral - Ade Akingbade				1
Contact Person:	c/o Human Resources		Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	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:** 3/15/04
Position/Job Title: Technician: Photog / Editor **Job Classification:** Technician
Recruitment Source 1: Director of News Operations, WTTG / Fox 5
Contact Person: Pete Greer
Address: 5151 Wisconsin Avenue, NW
Washington DC
Phone #: 20016
Total # of Interviewees: 4

Referral Sources 2				No. of Interviewees	
Name:	Director of News Operations			4	
Contact Person:	Peter Greer		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:		

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:** 03/22/04
Position/Job Title: Log Editor **Job Classification:** Office Clerical
Recruitment Source 1 : Current WTTG/WDCA Employee
Contact Person: Charmaine Marie-Winter
Address: WTTG/WDCA - Fox Television Stations, Inc.
5151 Wisconsin Avenue, Washington, DC 20016
Phone #: (202) 895-3230
Total # of Interviewees: 2

Referral Sources 2				No. of Interviewees
Name:	Current WTTG/WDCA Employee			2
Contact Person:	Charmaine Marie-Winter	Phone #:	(202) 895-3230	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 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:		
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/WDCA Date Position Filled: 03/18/04
 Position/Job Title: Log Editor Job Classification: Office Clerical
 Recruitment Source 1: Current WTTG/WDCA Employee
 Contact Person: Charmaine Marie-Winter
 Address: WTTG/WDCA - Fox Television Stations, Inc.
5151 Wisconsin Avenue, NW, Washington, DC 20016
 Phone #: (202) 895-3230
 Total # of Interviewees: 1

Referral Sources 2				No. of Interviewees
Name:	WTTG/WDCA-Fox Television Stations, Inc.			1
Contact Person:	Charmaine Marie-Winter	Phone #:	(202) 895-3230	
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:	
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/WDCA **Date Position Filled:** 02/17/04
Position/Job Title: Design Director **Job Classification:** Official Manager
Recruitment Source 1 : WTTG-Fox Television Stations, Inc.
Contact Person: Steve Houk
Address: 5151 Wisconsin Avenue, NW,
Washington, DC 200016
Phone #: (202) 895-3151
Total # of Interviewees: 2

Referral Sources 2				No. of Interviewees	
Name:	WTTG-Fox Television Stations, Inc.			1	
Contact Person:	Steve Houk		Phone #:		(202) 895-3151
Address:	WTTG-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC		Zipcode:
Name:	AMW			1	
Contact Person:	Michael Gower		Phone #:		(240) 482-1100
Address:	2 Bethesda Metro Center				
City:	Bethesda	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:

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:** 4/1/04
Position/Job Title: General Assignment Reporter **Job Classification:** Professional - Creative
Recruitment Source 1: Willinger Talent Agency
Contact Person: Gregg Willinger
Address: 875 Avenue of the Americas, Suite 1909
New York, NY 10001
Phone #: _____
Total # of Interviewees: 5

Referral Sources 2				No. of Interviewees	
Name:	KSAZ - FOX 10,			1	
Contact Person:	Tyle Siewadra		Phone #:		306-257-1234
Address:	511 W Adams Street				
City:	Phoenix	State:	AZ		Zipcode:
Name:	Self Referral			1	
Contact Person:	Matt Ackland		Phone #:		202-895-3232
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW				
City:	Washington DC	State:			Zipcode:
Name:	Self Referral			1	
Contact Person:	Karen Meyers		Phone #:		202-895-3232
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW				
City:	Washington DC	State:			Zipcode:
Name:	Self Referral			1	
Contact Person:	Steve Cheveney		Phone #:		202-895-3232
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW				
City:	Washington DC	State:			Zipcode:
Name:	Willinger Talent Agency			1	
Contact Person:	Gregg Willinger		Phone #:		212-695-1950
Address:	875 Avenue of the Americas, Suite 1909				
City:	New York	State:	NY		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:** 4/2/04
Position/Job Title: Producer, AM News **Job Classification:** Professional - Creative
Recruitment Source 1 : Joy Marcelle, Current WTTG Employee
Contact Person: 5151 Wisconsin Avenue, NW
Address: Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 14

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee			2
Contact Person:	Joy Marcelle, AM Producer	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Angela Moore	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Wendy Royce	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Javier De Diego	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Rebecca Klein	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Kelly Webster	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	

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:** 4/2/04
Position/Job Title: Producer, AM News **Job Classification:** Professional - Creative
Recruitment Source 1: Joy Marcelle, Current WTTG Employee
Contact Person: 5151 Wisconsin Avenue, NW
Address: Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 14

Referral Sources 2				No. of Interviewees
Name:	Self Referral			1
Contact Person:	Nicky Mayo	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Larry Shaughnessy	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Randy Nelson	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Lauren Steel	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Kelly Frank	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Robin Collier	Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	

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: 4/2/04
 Position/Job Title: Producer, AM News Job Classification: Professional - Creative
 Recruitment Source 1: Joy Marcelle, Current WTTG Employee
 Contact Person: 5151 Wisconsin Avenue, NW
 Address: Washington DC 20016
 Phone #: 202-895-3000
 Total # of Interviewees: 14

Referral Sources ²				No. of Interviewees
Name:	Self Referral	Contact Person:	John Meckham	1
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW	Phone #:	202-895-3232	
City:	Washington DC	State:	Zipcode: 20016	
Name:		Contact Person:		
Address:		Phone #:		
City:		State:	Zipcode:	
Name:		Contact Person:		
Address:		Phone #:		
City:		State:	Zipcode:	
Name:		Contact Person:		
Address:		Phone #:		
City:		State:	Zipcode:	
Name:		Contact Person:		
Address:		Phone #:		
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:** 4/12/04
Position/Job Title: Assistant Design Director **Job Classification:** Professional Creative
Recruitment Source 1 : Graeme Newells Newsletter
Contact Person: 602 Communications
Address: 6839 Charter Hills Road
Charlotte, NC 28277
Phone #: 704-543-1426
Total # of Interviewees: 7

Referral Sources 2				No. of Interviewees
Name:	Carnisa Berry, Self-Referral			1
Contact Person:	c/o Human Resources	Phone #:	202-895-3232	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	WTTG Website			2
Contact Person:	Whats Up, Keith Meade	Phone #:	770-671-0200	
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State:	GA Zipcode: 30338	
Name:	Graeme Newell Newsletter, 602 Communications			1
Contact Person:	Graeme Newell	Phone #:	704-543-1426	
Address:	6839 Charter Hills Road			
City:	Charlotte	State:	NC Zipcode: 28277	
Name:	Other, Current WTTG Employees			3
Contact Person:	Lee Margolies / Steve Houk	Phone #:	202-895-3162	
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:	

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:** 3/29/04
Position/Job Title: Special Projects Producer **Job Classification:** Professional Creative
Recruitment Source 1 : Current WTTG Employee
Contact Person: Sean McGarvy
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 7

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee			1
Contact Person:	Sean McGarvy	Phone #:	202-895-3000	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral -			1
Contact Person:	Rebecca Cates	Phone #:	202-895-3000	
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Lauren Steele	Phone #:	202-895-3000	
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Kelly Frank	Phone #:	202-895-3000	
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Randy Nelson	Phone #:	202-895-3000	
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:	Self Referral			1
Contact Person:	Nicole Lally	Phone #:	202-895-3000	
Address:	c/o Human Resources 5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	

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:** 3/29/04
Position/Job Title: Special Projects Producer **Job Classification:** Professional Creative
Recruitment Source 1: Current WTTG Employee
Contact Person: Sean McGarvy
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3000
Total # of Interviewees: 7

Referral Sources 2				No. of Interviewees
Name:	Current WTTG Employee			1
Contact Person:	Patricia Di Carlo, Executive Producer			
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:	Zipcode: 20016	
Name:				
Contact Person:				
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:				
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:				
Address:				
City:		State:	Zipcode:	
Name:				
Contact Person:				
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/WDCA **Date Position Filled:** 03/31/04
Position/Job Title: Program Analyst **Job Classification:** Office Clerical
Recruitment Source 1: The Washington Post
Contact Person: Robin Wilkerson
Address: 11150 15th Street, NW
Washington, DC 20071
Phone #: (202) 334-6200
Total # of Interviewees: 14

Referral Sources 2					No. of Interviewees
Name:	The Washington Post				8
Contact Person:	Robin Wilkerson		Phone #:	(202) 334-6200	
Address:	11150 15th Street, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WTTG Jobline				1
Contact Person:	Mary Talley		Phone #:	(202) 895-3232	
Address:	WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WFLD-Fox Television Stations, Inc.				1
Contact Person:	Carrie Conzelman		Phone #:	(312) 565-5612	
Address:	205 N. Michigan Avenue				
City:	Chicago	State:	IL	Zipcode:	
Name:	Accountants, Inc.				1
Contact Person:	Celinda Farias		Phone #:	(301) 258-8212	
Address:	702 King Farm Boulevard, #150				
City:	Rockville	State:	MD	Zipcode:	
Name:	Self-Referral - L. Ernest Springs				1
Contact Person:	c/o Human Resources		Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	Self-Referral - Khalid Gross				1
Contact Person:	c/o Human Resources		Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	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/WDCA **Date Position Filled:** 03/31/04
Position/Job Title: Program Analyst **Job Classification:** Office Clerical
Recruitment Source 1: The Washington Post
Contact Person: Robin Wilkerson
Address: 11150 15th Street, NW
Washington, DC 20071
Phone #: (202) 334-6200
Total # of Interviewees: 14

Referral Sources 2				No. of Interviewees
Name:	Self-Referral - Leonardo Ruggeri			1
Contact Person:	c/o Human Resources	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 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:		
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:** 04/07/04
Position/Job Title: News Staff Accountant **Job Classification:** Professional/Administrative
Recruitment Source 1 : WTTG Website
Contact Person: Keith Meade, What's Up, Inc
Address: 1200 Ashwood Parkway, Suite 135
Atlanta, GA 30338
Phone #: 770-671-0200
Total # of Interviewees: 3

Referral Sources 2				No. of Interviewees
Name:	WTTG Website			1
Contact Person:	Keith Meade, Whats Up, Inc	Phone #:	770-671-0200	
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State:	GA	
		Zipcode:		
Name:	Current WTTG Employee			1
Contact Person:	Melissa Smith-Sattler	Phone #:	202-895-3220	
Address:	5151 Wisconsin Avenue, NW			
City:	Washington DC	State:		
		Zipcode:	20016	
Name:	Current WTTG Employee			1
Contact Person:	Glenn "Duffy" Dyer	Phone #:	202-895-3220	
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:		

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:** 04/19/04
Position/Job Title: Director of Finance **Job Classification:** Official/Manager
Recruitment Source 1: The Washington Post (washingtonpost.com)
Contact Person: Robin Wilkerson
Address: 11150 15th Street, NW
Washington, DC 20071
Phone #: (202) 334-6200
Total # of Interviewees: 3

Referral Sources 2					No. of Interviewees
Name:	The Washington Post (washingtonpost.com)				2
Contact Person:	Robin Wilkerson		Phone #:	(202) 334-6200	
Address:	11150 15th Street, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	WTTG Employee				1
Contact Person:	Veronica Easter		Phone #:	(202) 895-3237	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	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:	

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:** 4/20/04
Position/Job Title: Account Executive **Job Classification:** Salesperson
Recruitment Source 1: Fox Station Sales, NY
Contact Person: Mary Beth Eckhart
Address: 810 7th Avenue, 7th Floor
New York, NY 10019
Phone #: 212-332-9260
Total # of Interviewees: 6

Referral Sources 2					No. of Interviewees
Name:	Fox Station Sales, New York				1
Contact Person:	Mary Beth Eckhart		Phone #:	212-332-9260	
Address:	810 7th Avenue, 7th Floor				
City:	New York	State:	NY	Zipcode:	
Name:	Self Referral				1
Contact Person:	Tracy Swift		Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	Self Referral				1
Contact Person:	Barry Allentuck		Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	Self Referral				1
Contact Person:	Brenda Pawlak		Phone #:	202-895-3232	
Address:	c/o Human Resources, 5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	General Manager, WTTG				1
Contact Person:	Glenn Duffy Dyer		Phone #:	202-895-3287	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	Zipcode:	
Name:	Current WTTG Employee, Account Executive				1
Contact Person:	Adam Kraemer		Phone #:	202-895-3057	
Address:	5151 Wisconsin Avenue, NW				
City:	Washington	State:	DC	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/WDCA **Date Position Filled:** 04/22/04
Position/Job Title: National Sales Mgr. **Job Classification:** Official/Manager
Recruitment Source 1 : Fox Station Sales, Inc.
Contact Person: Art Ventura
Address: 810 7th Avenue, 7th Floor
New York, NY 10019
Phone #: (212) 332-9200
Total # of Interviewees: 5

Referral Sources 2				No. of Interviewees
Name:	Current Fox Station Sales, Inc. Employee			1
Contact Person:	Art Ventura	Phone #:	(212) 332-9200	
Address:	810 7th Avenue, 7th Floor			
City:	New York	State:	NY	
		Zipcode:	10019	
Name:	Current WTTG Employee			1
Contact Person:	Patrick Paolini	Phone #:	(202) 895-3070	
Address:	WTTG/WDCA-Fox Television Station, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	WTTG/WDCA Employee			1
Contact Person:	Patrick Paolini	Phone #:	(202) 895-3070	
Address:	WTTG/WDCA-Fox Television Station, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	Current WUTB Employee			1
Contact Person:	Kerry Toland	Phone #:	(410) 358-2400	
Address:	WUTB-Fox Television Stations, Inc., 4820 Seton Drive, Suite M-N			
City:	Baltimore	State:	MD	
		Zipcode:	21215	
Name:	Self-Referral - Peter Paisley			1
Contact Person:	c/o Human Resources	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Station, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
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:** 05/05/04
Position/Job Title: Broadcast Designer **Job Classification:** Professional
Recruitment Source 1 : WTTG Website
Contact Person: Mary Talley
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3232
Total # of Interviewees: 8

Referral Sources 2					No. of Interviewees
Name: WTTG Website					1
Contact Person: Mary Talley		Phone #: 202-895-3232			
Address: WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW					
City: Washington	State: DC	Zipcode: 20016			
Name: Current WTTG Employee					1
Contact Person: Rick Fernandez		Phone #: 202-895-3123			
Address: WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW					
City: Washington	State: DC	Zipcode: 20016			
Name: Current WTTG Employee					1
Contact Person: Craig Yarnell		Phone #: 202-895-3162			
Address: WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW					
City: Washington	State: DC	Zipcode: 20016			
Name: Corcoran College of Art & Design					1
Contact Person: Angela Guill		Phone #: 202-639-1814			
Address: 500 17th Street, NW					
City: Washington	State: DC	Zipcode: 20006			
Name: Self-Referral - Doug Bentley					1
Contact Person: c/o Human Resources		Phone #: 202-895-3232			
Address: WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW					
City: Washington	State: DC	Zipcode: 20006			
Name: Self-Referral - J. Malcom Smith					1
Contact Person: c/o Human Resources		Phone #: 202-895-3232			
Address: WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW					
City: Washington	State: DC	Zipcode: 20006			

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:** 05/05/04
Position/Job Title: Broadcast Designer **Job Classification:** Professional
Recruitment Source 1 : WTTG Website
Contact Person: Mary Talley
Address: 5151 Wisconsin Avenue, NW
Washington DC 20016
Phone #: 202-895-3232
Total # of Interviewees: 8

Referral Sources 2				No. of Interviewees
Name:	Self-Referral - Martine Stein			1
Contact Person:	c/o Human Resources	Phone #:	202-895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	Self-Referral - Rachel Caldwell			1
Contact Person:	c/o Human Resources	Phone #:	202-895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 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:		
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:		
		Zipcode:		
Name:				
Contact Person:		Phone #:		
Address:				
City:		State:		
		Zipcode:		

Recruitment Reconciliation Form

Station: WTTG/WDCA **Date Position Filled:** 05/05/04
Position/Job Title: Sales Coordinator **Job Classification:** Office Clerical
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			1
Contact Person:	Mary Talley	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	The Washington Post			1
Contact Person:	Robin Wilkerson	Phone #:	(202) 334-6200	
Address:	11150 15th Street, NW			
City:	Washington	State:	DC	
		Zipcode:	20071	
Name:	Self-Referral - Senora Hemphill			1
Contact Person:	c/o Human Resources	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	Self-Referral - Mowaffak Miski			1
Contact Person:	c/o Human Resources	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	Self-Referral - Lisa Nipper			1
Contact Person:	c/o Human Resources	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	
Name:	Self-Referral - Yalonda Mims			1
Contact Person:	c/o Human Resources	Phone #:	(202) 895-3232	
Address:	WTTG/WDCA-Fox Television Stations, Inc., 5151 Wisconsin Avenue, NW			
City:	Washington	State:	DC	
		Zipcode:	20016	

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 Summary Form

Reporting Period: 06/01/03 to 05/31/04

Total Hires Reporting Period: 44

Position/Job Title	Job Classification	Referral Source
Sales Support Supervisor (6/2/03)	Office & Clerical	WTTG/Fox 5- Patrick Paolini, VP General Sales Manager, 5151 Wisconsin Avenue, NW Washington DC 20016
Account Executive / Paid Programming (6/3/03)	Salesperson	WTTG/Fox 5- Patrick Paolini, VP General Sales Manager, 5151 Wisconsin Avenue, NW Washington DC 20016
A/P Coordinator (6/3/03)	Office & Clerical	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
Senior Broadcast Designer (6/9/03)	Professional	www.designinmotion.com , 5700 Wilshire Blvd., Suite 600 Los Angeles, CA 90036
Promotions Coordinator (7/3/03)	Professional	WTTG Website, Keith Meade 1200 Ashwood Pkwy., Suite 135, Atlanta, GA 30338
Technician: Photographer / Editor (7/1/03)	Technician	WTTG/Fox 5-Peter Greer, Director of News Operations 5151 Wisconsin Avenue, NW Washington DC 20016
Promotions: Writer / Producer (7/1/03)	Professional	WTTG/Fox 5-Steve Houk, VP Creative Services 5151 Wisconsin Avenue, NW Washington DC 20016
Producer (News) (7/3/03)	Professional	WTTG Website, Keith Meade 1200 Ashwood Pkwy., Suite 135, Atlanta, GA 30338
Account Executive (7/8/03)	Salesperson	WTTG/Fox 5- Michael Lewis, LSM, 5151 Wisconsin Avenue, NW Washington DC 20016
Director of Engineering Operations (7/14/03)	Officials & Managers	Self Referral – Kevin Ebersohl, c/o Human Resources 5151 Wisconsin Avenue, NW Washington DC 20016
Promotions Writer / Producer (7/14/03)	Professional	Graeme Newell Marketing, 602 Communications Charlotte, NC 28277
Special Projects Producer (7/14/03)	Professional	Self Referral – Camille Cherry, c/o Human Resources 5151 Wisconsin Avenue, NW Washington DC 20016
Research Analyst (8/4/03)	Professional	Current WTTG Employee – Victoria Krejci, c/o Human Resources 5151 Wisconsin Avenue, NW Washington
Traffic Manager (9/2/03)	Professional	Current WTTG Employee, Mikki Mozelle, c/o Human Resources 5151 Wisconsin Avenue, NW WashingtonDC
Sales Coordinator (8/22/03)	Office & Clerical	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
Sales Coordinator (8/22/03)	Office & Clerical	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
Writer / Producer (9/15/03)	Professional	Current WTTG Employee, Leif Coorlim, c/o Human Resources 5151 Wisconsin Avenue, NW Washington DC 20016

Recruitment Summary Form

Staff Accountant (9/25/03)	Professional	Current WDCA Employee, Michael Cephas, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Traffic Coordinator (10/23/03)	Office & Clerical	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
Executive Producer (News)	Professional	Current WTTG Employee, Patricia DiCarlo, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Traffic Coordinator (11/13/03)	Office & Clerical	Self Referral – Sherri Smith, c/o Human Resources 5151 Wisconsin Avenue, NW Washington DC 20016
News Writer / Producer (11/17/03)	Professional	Current WTTG Employee, Thomas Tobin, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Sales Coordinator (10/6/03)	Office & Clerical	AmeriTemps, Michelle Dowsett 818 Connecticut Avenue, NW Suite 501, Washington DC
Tape Producer (1/23/04)	Professional	Current WTTG Employee, Brian Balbuena, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Credit & Collections Manager (1/26/04)	Professional	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
Producer, AM News (10/1/04)	Professional	WTTG Employee, Jason Hartelius, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Anchor AM News (3/14/04)	Professional	WTTG Employee, Steve Chenevey, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Executive Producer, AM News (11/1/03)	Professional	WTTG Employee, Matt Gaffney, c/o 5151 Wisconsin Avenue, NW Washington DC 20016
IS Manager (2/27/04)	Professional	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
Technician: Photographer / Editor (3/15/04)	Technician	WTTG/Fox 5-Peter Greer, Director of News Operations 5151 Wisconsin Avenue, NW Washington DC 20016
Log Editor (3/22/04)	Office & Clerical	WTTG Employee, Charmaine Marie Winter c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Log Editor (3/22/04)	Office & Clerical	WTTG Employee, Charmaine Marie Winter c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Design Director (2/17/04)	Officials & Managers	WTTG Employee, Steve Houk c/o 5151 Wisconsin Avenue, NW Washington DC 20016
General Assignment Reporter (4/1/04)	Professional	Willinger Talent Agency 875 Avenue of the Americas, Suite 1909, NY, NY
Producer, AM News (4/2/04)	Professional	WTTG Employee, Joy Marcelle c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Assistant Design Director (4/12/04)	Professional	Graeme Newell Marketing, 602 Communications Charlotte, NC 28277
Special Projects Producer (3/29/04)	Professional	WTTG Employee, Sean McGarvy c/o 5151 Wisconsin Avenue, NW Washington DC 20016
Program Analyst (3/31/04)	Office & Clerical	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071
News Staff Accountant (4/7/04)	Professional	WTTG Website, Keith Meade 1200 Ashwood Pkwy., Suite 135, Atlanta, GA 30338
Director of Finance (4/19/04)	Professional	Washington Post, Robin 11150 15 th Street, NW, Washington DC 20071

Recruitment Summary Form

Account Executive (4/20/04)	Salesperson	Fox Station Sales Employee, Mary Beth Eckhart, 810 7 th Avenue, 7 th Floor, New York, NY 10019
National Sales Manager (4/22/04)	Officials & Managers	Fox Station Sales Employee, Art Ventura, 810 7 th Avenue, 7 th Floor, New York, NY 10019
Broadcast Designer (5/5/04)	Professional	WTTG Website, Keith Meade 1200 Ashwood Pkwy., Suite 135, Atlanta, GA 30338
Sales Coordinator (5/5/04)	Office & Clerical	WTTG Website, Keith Meade 1200 Ashwood Pkwy., Suite 135, Atlanta, GA 30338



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>
Fall 2003	July 4, 2003
Winter 2003	October 3, 2003
Spring 2004	December 5, 2003
Summer 2004	March 26, 2004

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)



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.

ANCHOR / EVENING NEWS
(REG. FULL TIME)

The News Department has an immediate opening for an evening news Anchor. Candidate should have 5 years previous On-Air experience in a mid to major market. Responsibilities include occasional field and series reporting. Individual must have a strong knowledge of national and international events. College degree commensurate with experience

PRODUCER – NOON NEWS
(REG. FULL TIME)

The Producer is the architect of the noon newscast. Candidate conceptualizes the format, selects content, breaks out information and supervises the construction of the show. Must be exceptionally creative with strong writing skills and strong news judgement. Must be able to communicate effectively, work well under intense deadline pressure and supervise the work of others. Must copy edit and approve scripts. Must develop and order graphics for the newscast. Must take the newscast into the booth and make sure it is timed to a metered format. Also works on news sections for the website. Other duties as deemed appropriate, and as assigned. Strong writing and editorial skills. Excellent communicator. Good manager. Strong time management skills. Ability to use news computer systems. Three to five years of prior line producing experience required

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.

TECHNICIAN: PHOTOGRAPHER/ EDITOR
(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 five years 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.

FOX **OPPORTUNITIES**

TRAFFIC COORDINATOR

(REG. FULL TIME)

Traffic Coordinator will organize and maintain commercial copy information to ensure accuracy of commercials aired. Will be a liaison between Sales and Engineering, and to outside agencies. Generates reports as needed and organizes and maintains commercial library files. Previous traffic experience and knowledge of Enterprise Traffic Software preferred. Must have excellent communication, organization and multi-tasking skills. Must be able to meet deadlines with high level of accuracy. Must be detail oriented.

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 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 5/7/04



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

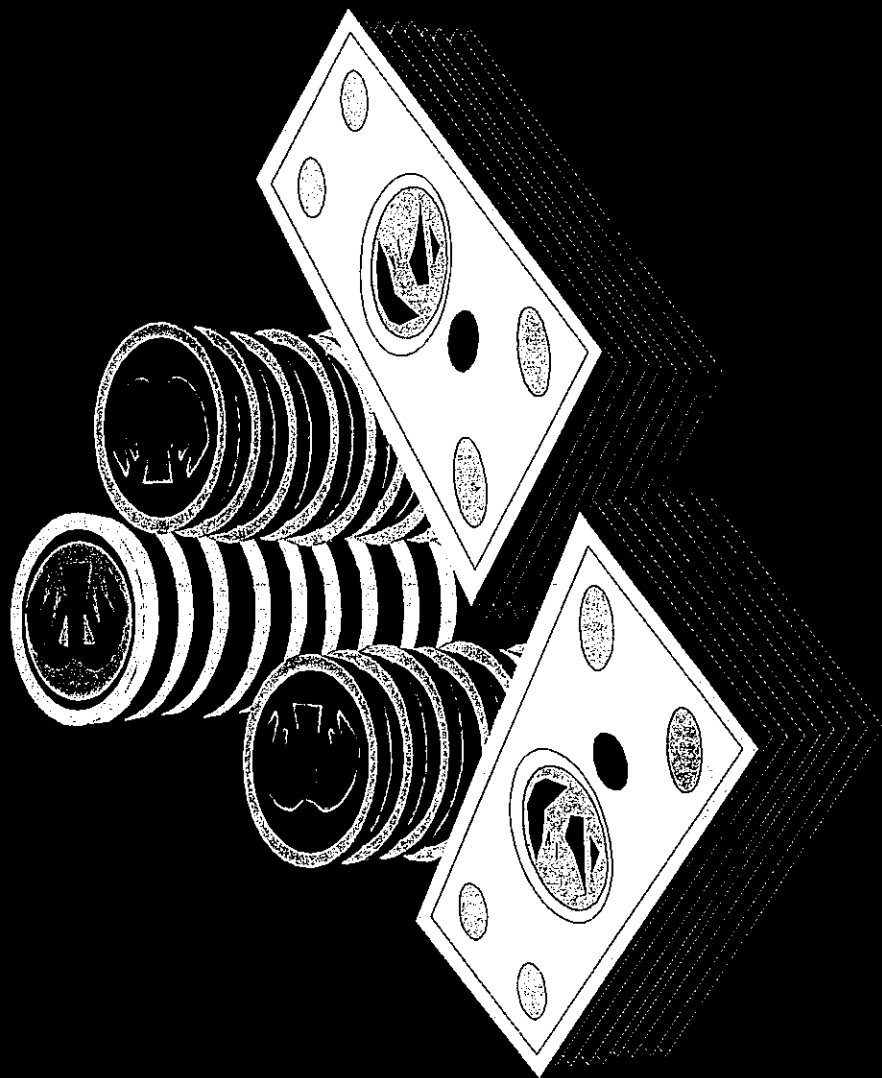
Management Challenges & Opportunities



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.

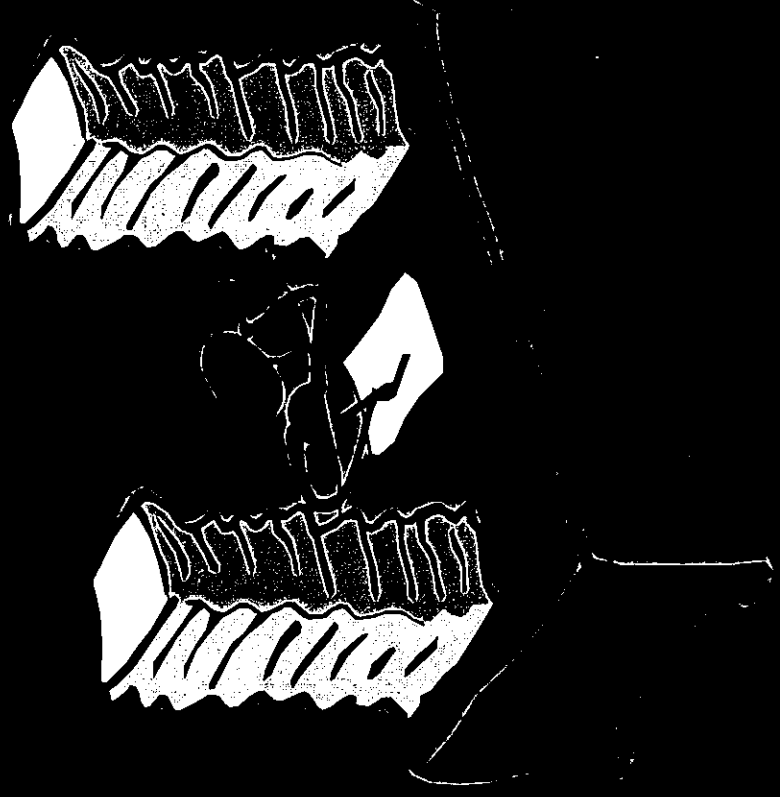
Employment

AFFIRMATIVE ACTION

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

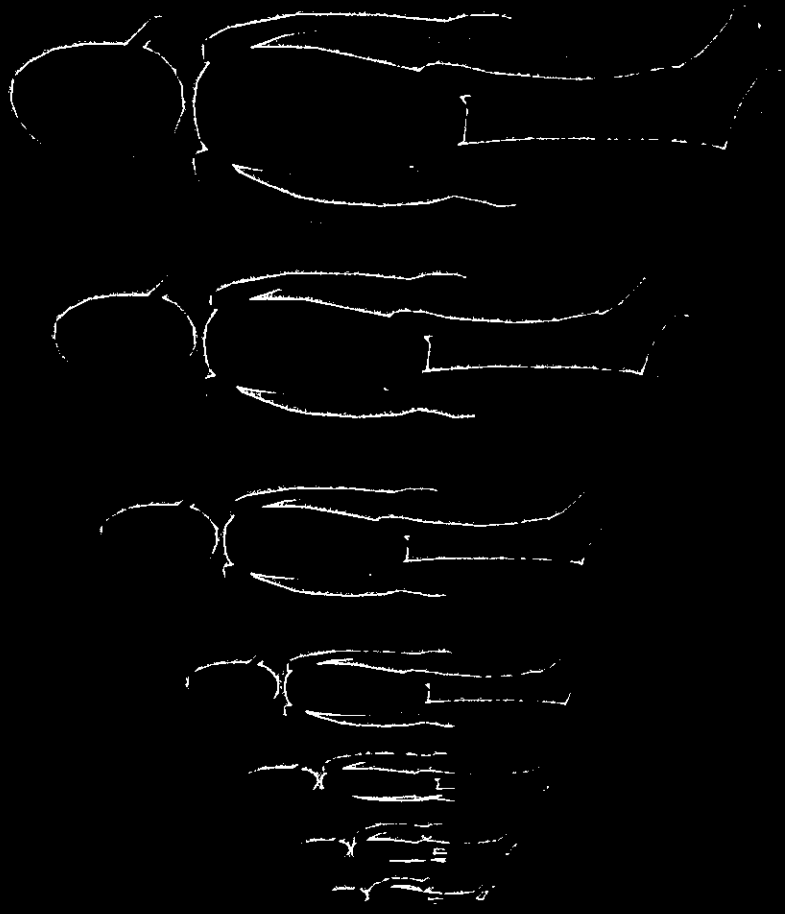
Employment

- Applicant tracking



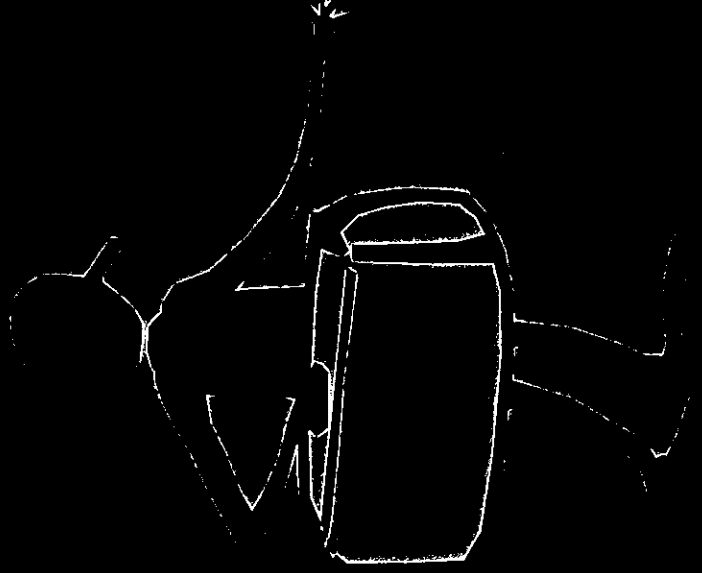
Employment

- 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

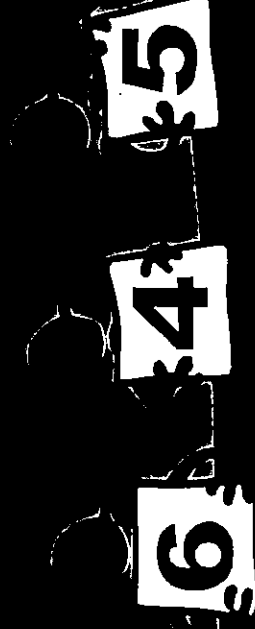
Use a guide a 3 professional references
Information to other O&Os

Our policy

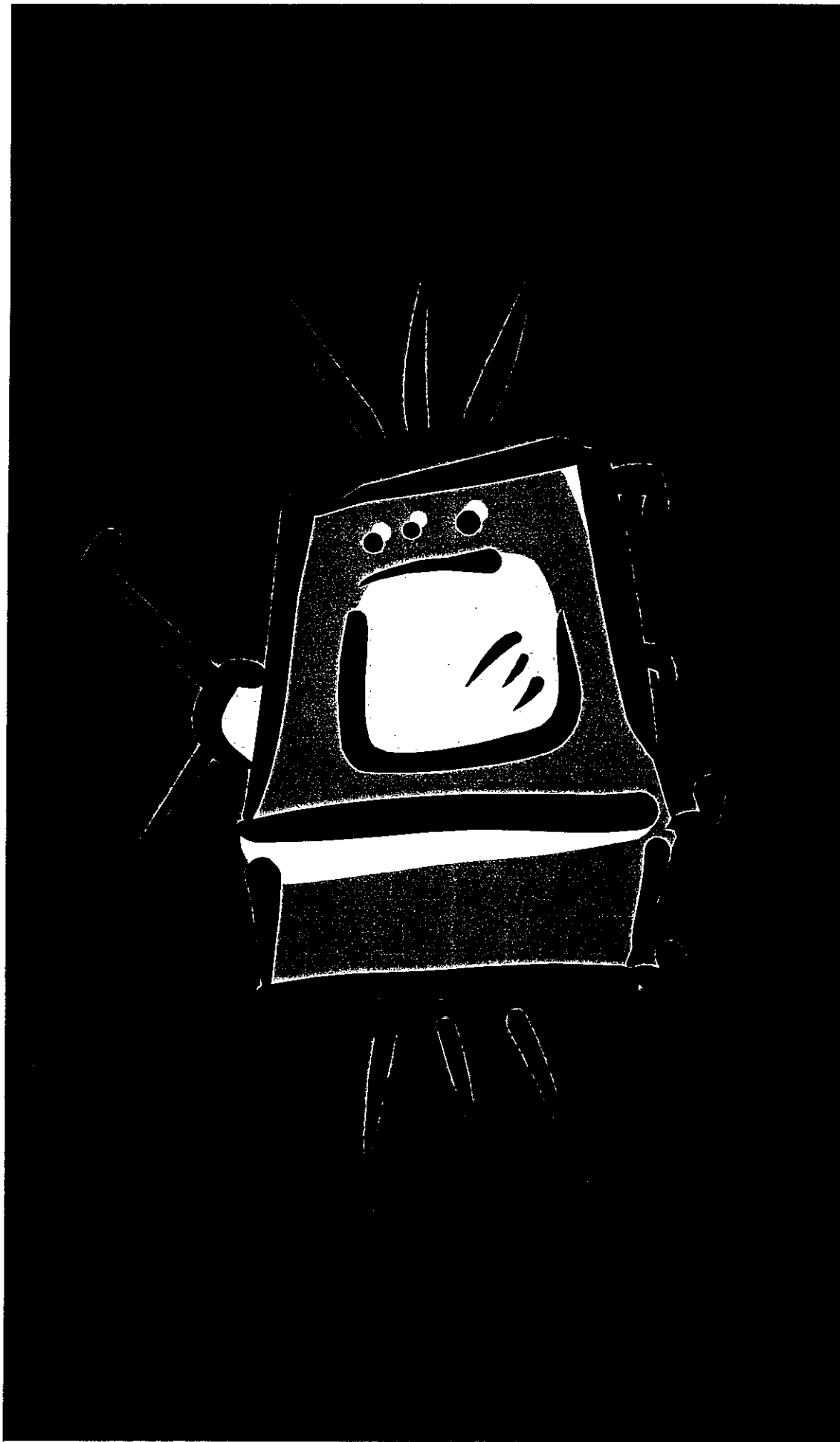
Employment offers

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

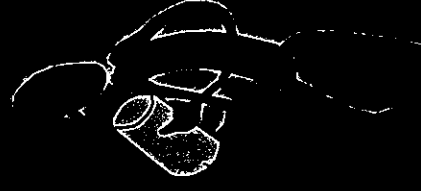
Performance Management

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



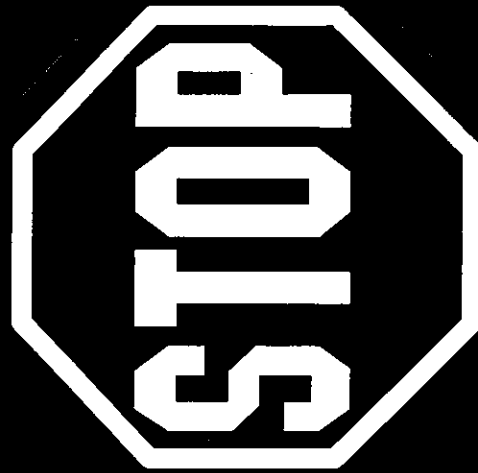
Sexual Harassment Awareness

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

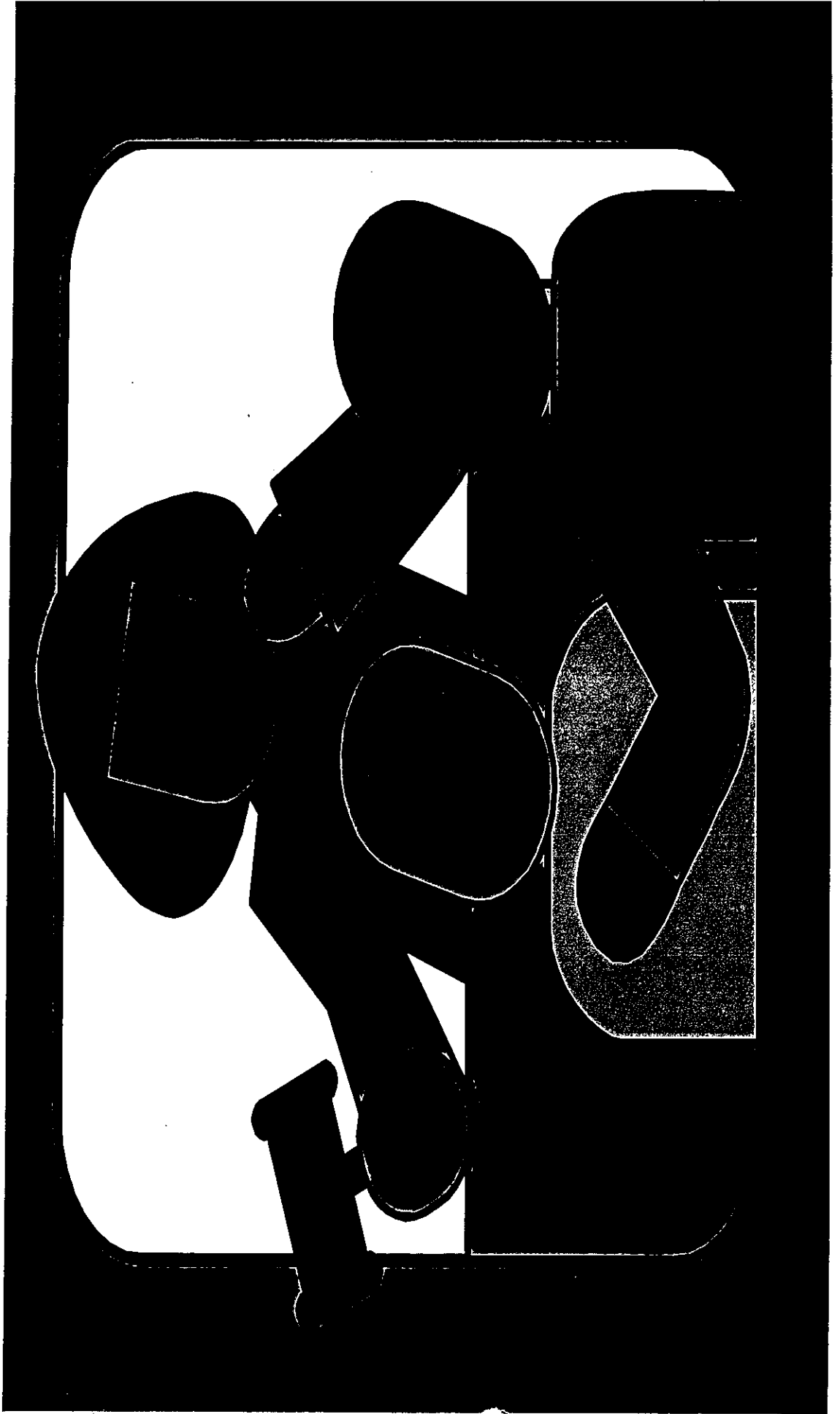
- Close door**
- Take notes**
- Do not judge**
- Do not promise confidentiality**
- Get HR involved**

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*