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## **WUTB 24 Baltimore, MD**

### **Job Fairs**

WUTB 24 participates in annual national job fairs. For the period June 1, 2005 through May 31, 2006, WUTB 24 participated in the following job fairs:

- National Hispanic Journalist Conference (NAHJ) June 15-18, 2005 Fort Worth, TX
- National Association of Black Journalist (NABJ) August 3-7, 2005 Atlanta, GA
- Asian American Journalist Association (AAJA) August 17-20, 2005 Minneapolis, MN
- Howard University Job Fair – The communications department at Howard University host an annual job fair for communications students in the Metro DC area. Fox Television Stations Inc participated in the job fair and representatives from several NewsCorp companies attended. This job fair was held October 13-14, 2005 on the Howard University Campus, 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:** WUTB 24 continues to offer an academic credit internship program for college/university, junior, senior and graduate students. Generally, internships are available in the Community Affairs and Sales departments.

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

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

WUTB 24 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:**

Human Resources Managers facilitated Sexual Harassment Awareness training for new employees at WUTB.

#### Web Site

WUTB 24 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.wutb.com](http://www.wutb.com)

# Recruitment Reconciliation Form

Station: WUTB Date Position Filled: 10/31/2005

Position/Job Title: VP, Finance Job Classification: Officials & Managers

Recruitment Source 1 : Fox Televisions Stations, Inc, CEO

Contact Person: B. Swanson

Address: 1999 S. Bundy

Los Angeles, CA 90025

Phone #: 310-584-2000

Total # of Interviewees: 1

Referral Sources 2		No. of Interviewees
Name: <u>Fox Television Stations Inc - CEO</u>	Phone #: <u>310-584-2000</u>	<u>1</u>
Contact Person: <u>B. Swanson</u>		
Address: <u>1999 S. Bundy Drive</u>		
City: <u>Los Angeles</u>	State: <u>CA</u> Zipcode: <u>90025</u>	
Name: <u></u>	Phone #: <u></u>	
Contact Person: <u></u>		
Address: <u></u>	State: <u></u> Zipcode: <u></u>	
City: <u></u>		
Name: <u></u>	Phone #: <u></u>	
Contact Person: <u></u>		
Address: <u></u>	State: <u></u> Zipcode: <u></u>	
City: <u></u>		
Name: <u></u>	Phone #: <u></u>	
Contact Person: <u></u>		
Address: <u></u>	State: <u></u> Zipcode: <u></u>	
City: <u></u>		

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

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

# Recruitment Reconciliation Form

Station: WUTB Date Position Filled: 12/5/2005

Position/Job Title: \_\_\_\_\_ Account Executive Job Classification: \_\_\_\_\_ Salesperson

Recruitment Source 1: Local Sales Manager

Contact Person: S. Pridgeon Wood

Address: WUTB / UPN 24 4820 Seton Drive, Suite M-N

Baltimore, MD 21215

Phone #: 410-585-2400

Total # of Interviewees: 2

Referral Sources <sup>2</sup>		No. of Interviewees
Name: Station Manager		
Contact Person: K. Moylan	Phone #: 410-525-2400	1
Address: 4820 Seton Drive, Suite M-N		
City: Baltimore	State: MD Zipcode: 21215	
Name: Local Sales Manager, WUTB / UPN 24		
Contact Person: Shirley Pridgeon	Phone #: 410-525-2400	1
Address: 4820 Seton Drive, Suite M-N		
City: Baltimore	State: MD Zipcode: 21215	
Name: Contact Person:	Phone #:	
Address:		
City:	State: Zipcode:	
Name: Contact Person:	Phone #:	
Address:		
City:	State: Zipcode:	
Name: Contact Person:	Phone #:	
Address:		
City:	State: Zipcode:	

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

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

# Recruitment Reconciliation Form

Station: WUTB

Date Position Filled: 12/16/2005

Position/Job Title: VP, General Manager

Job Classification: Officials & Managers

Recruitment Source 1 : WOFL, VP, General Manager

Contact Person: S. Knott

Address: 35 Skyline Drive

Lake Mary, FL 32746

Phone #: 407-644-3535

Total # of Interviewees: 1

Referral Sources 2			No. of Interviewees
Name: <u>WOFL - VP, General Manager</u>			
Contact Person: <u>S. Knott</u>	Phone #:	<u>407-644-3535</u>	<u>1</u>
Address: <u>35 Skyline Drive</u>			
City: <u>Lake Mary</u>	State: <u>FL</u>	Zipcode: <u>32746</u>	
Name:		Phone #:	
Contact Person:			
Address:	State:	Zipcode:	
City:			
Name:		Phone #:	
Contact Person:			
Address:	State:	Zipcode:	
City:			
Name:		Phone #:	
Contact Person:			
Address:	State:	Zipcode:	
City:			

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

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

# Recruitment Reconciliation Form

Station: WUTB 24

Date Position Filled: 2/8/2006

Position/Job Title: Sales Coordinator / Receptionist

Job Classification: Office & Clerical

Recruitment Source 1 : WUTB Website

Contact Person: K. Meade, Whats Up

Address: 1200 Ashwood Pkwy, Suite 135

Atlanta, GA 30338

Phone #: 770-671-0200

Total # of Interviewees: 2

Referral Sources 2				No. of Interviewees
Name:	WUTB Website			
Contact Person:	Keith Meade, Whats Up	Phone #:	770-671-0200	1
Address:	1200 Ashwood Parkway, Suite 135			
City:	Atlanta	State:	GA	Zipcode: 30338
Name:	Self-Referral			
Contact Person:	L. Leopold	Phone #:	202-585-2400	1
Address:	c/o 4820 Saton Drive, Suite M-N			
City:	Baltimore	State:	MD	Zipcode: 21215
Name:		Phone #:		
Contact Person:				
Address:				
City:		State:		Zipcode:
Name:		Phone #:		
Contact Person:				
Address:				
City:		State:		Zipcode:

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

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

# Recruitment Reconciliation Form

Station: WUTB Date Position Filled: 5/11/2006

Position/Job Title: Accounting Coordinator Job Classification: Office & Clerical

Recruitment Source 1 : Self-Referral

Contact Person: T. Smith

Address: c/o Human Resources, 5151 Wisconsin Ave., NW

Washington DC 20016

Phone #: 202-895-3232

Total # of Interviewees: 8

Referral Sources <sup>2</sup>		No. of Interviewees
Name: Self Referral		
Contact Person: T. Smith	Phone #: 202-895-3232	1
Address: c/o Human Resources, 5151 Wisconsin Ave., NW		
City: Washington DC	State: Zipcode: 20016	
Name: WUTB Employee		
Contact Person: M. Fratta	Phone #: 410-358-2400	1
Address: 4820 Seton Drive, Suite M-N		
City: Baltimore	State: MD Zipcode: 21215	
Name: Baltimore Sun / Career Builder		
Contact Person: B. Medeiros	Phone #: 410-539-7700	6
Address: 501 North Calvert Street		
City: Baltimore	State: MD Zipcode: 21278	
Name:		
Contact Person:	Phone #:	
Address:		
City:	State: Zipcode:	
Name:		
Contact Person:	Phone #:	
Address:		
City:	State: Zipcode:	

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

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



# Recruitment Summary Form

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

Total Hires Reporting Period: 5

Position/Job Title	Job Classification	Referral Source
VP, Finance (10/31/05)	Officials & Managers	Fox Television Stations, Inc., EVP/CFO Finance, B. Swanson, 1999 S. Bundy Drive, Los Angeles, CA 90025
Account Executive (Trainee) (12/5/05)	Salesperson	Shirley Pridgeon, WUTB 24 4820 Seton Drive, Suite M-N Baltimore, MD
VP, General Manager (12/16/05)	Officials & Managers	VP, General Manager WPFL, S. Knott, 35 Skyline Drive, Lake Mary, FL 32746
Sales Coordinator / Receptionist (2/8/06)	Office & Clerical	WUTB Web Site, K. Meade – What's Up Inc., 1200 Ashwood Parkway, Suite 135, Atlanta, GA 30338
Accounting Coordinator (5/11/06)	Office & Clerical	Baltimore Sun / CareerBuilder.com, B. Medeiros, 501 North Calvert Street, Baltimore, MD 21278



INTERNSHIP PROGRAM

*We are sure that this experience will be mutually rewarding!*

**1. Eligibility**

You must be enrolled in a broadcast television, business management or sales/marketing related curriculum and need the internship for college credit. You are required to submit all appropriate college documentation to the station. Your internship evaluation will be submitted as a cumulative ascertainment of your total performance and we will use the college evaluation forms if that is required. Interns receive no pay.

**2. Schedule**

We require a consistent schedule so we can utilize your time efficiently. We prefer at least one full working day per week, Monday - Friday, 9am to 5pm and scheduled weekends for special events. If a project requires time beyond the regularly scheduled time we can be flexible and switch days or hours if given advance notice. If you are to be out for any reason, you are required to call in prior to your shift to give notice. You are required to sign in and out in the intern log at the front desk. Interns are expected to be dependable.

**3. Internship Opportunities**

**Learn by doing is our internship philosophy in these concentrated areas:**

**A. Production**

You will be assisting in all aspects of video production: from idea to airt Writing, producing, field shoots, studio productions and post-production of PSA's, promos, commercials and special projects.

**B. Sales and Marketing**

You will be assisting in the sales and marketing of the station. Learn how the broadcast business works and how to promote the station. Sales and marketing are essential in the success of a broadcast station

*We wish you all the best in this phase of your media journey!*

**INTERNSHIP OUTREACH  
LABELS**

Loyola College  
4501 N. Charles Street  
Baltimore, MD 21218  
Attn: Internships

Morgan State University  
1700 E. Cold Spring Lane  
Baltimore, MD 21239  
Attn: Internships

Towson University  
Osler Drive & Towson Towne Blvd.  
Towson, MD 21204  
Attn: Internships

UMBC  
1000 Hilltop Circle  
Catonsville, MD 21250  
Attn: Internships

University of Baltimore  
1420 N. Charles Street  
Baltimore, MD 21201  
Attn: Internships

University of MD- College Park  
Hornback Library  
College Park, MD 20742  
Attn: Internships

University of MD- Baltimore  
511 W. Lombard Street  
Baltimore, MD 21201  
Attn: Internships

Villa Julie College  
1525 Green Spring Valley Rd  
Stevenson, MD 21153  
Attn: Internships

Western Maryland College  
Westminster, MD 21203  
Attn: Internships

Bowie State University  
14000 Hericho Park Road  
Bowie, Maryland 20715  
Attn: Internships

Coppin State College  
2500 W. North Avenue  
Baltimore, MD 21216  
Attn: Internships

Johns Hopkins University  
3400 N. Charles Street  
Baltimore, MD 21218  
Attn: Internships

Exhibit 1A continued

TO: College Internship Directors  
FROM: Bonnie McCausey  
Director of Community Affairs and Production  
DATE:  
RE: Internships now available!

WUTB is committed to affording young people with the practical work experience that will give them a competitive edge over other candidates entering the television business. We are now accepting internships for (spring, summer or fall). Enclosed is a flyer that can be posted in the appropriate department and a more detailed description of our program. We are a small station, and offer a limited number of internship that fill up early. We do urge students to research their internship options so that they can choose which program will be most beneficial to their goals. Please note that internships are unpaid.

Please call or email me to review potential interns for this fabulous program.

**List of Internship Program Participants  
Summer 2005 – Summer 2006**

**Exhibit 1B**

**Summer 2005**

Intern: Bryan Zilling  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: June 1, 2005  
Completion date: Aug. 16, 2005

Intern: Kelie Bland  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: June 1, 2005  
Completion date: Aug. 16, 2005

Intern: Sabrina Griffin  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: June 1, 2005  
Completion date: Aug. 16, 2005

Intern: Dominique Grant  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: June 1, 2005  
Completion date: Aug. 16, 2005

**Fall 2005**

Intern: Keisha Bonds  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: September 9, 2005  
Completion date: December 9, 2005

Intern: Derek Fox  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: September 9, 2005  
Completion date: December 9, 2005

**Spring 2006**

Intern: Jessica Culver  
Supervisor: Bonnie McCausey  
Department: Community Affairs and Production  
Commencement date: January 30, 2006  
Completion date: May 9, 2006

**Solomon Miles**

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

**Exhibit 2**

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

**Cheryl Stevens**

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

**Karen Swing**

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

**Becky Fauver**

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

**Lisa Ringer**

Arlington Employment Center  
3033 Wilson Blvd.  
Arlington, VA 22201

**Tom Ehnlé**

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

**Pearl Murphy**

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

**Johnice Graves-Bey**

Greater Washington Urban League  
3501 – 14th Street, NW  
Washington, D.C. 20010

**Lizette Jenne**

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

**Sandra Rice**

The Emma L. Bowen Foundation for  
Minority Interest in Media, Inc.  
524 West 57<sup>th</sup> Street  
New York, NY 10019

**Leo Pet**

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

**Debbie Kanafani**

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

**Bernadette Tolson**

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

**Rosanna Toledo**

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

**Myrtle Wilburn**

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

**Wanda Franklin**

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

**Carlos Erickson**

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

**Keith McCallister**

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

**Jacci Duncan**

American Women in Radio & Televis  
1595 Spring Hill Road, Suite 330  
Vienna, VA 22182

**Charles Quinn**

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

**Wayne Josey**

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

**Dr. Debyii Thomas**

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

Exhibit 2 continued

May 28, 2006

«FirstName» «LastName»

«Company»

«Address1»

«Address2»

Dear «FirstName»:

Attached is a list of employment opportunities (posted as \_\_\_\_\_), currently available at WUTB 24, located in Baltimore, Maryland. Please feel free to publish the listing in your organization's newsletter or journal, and/or announce it through your jobline, whichever is applicable. Any applicant referrals will be greatly appreciated.

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

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

Sincerely,

Carolyn Sheedy  
Human Resources Director

# OPPORTUNITIES

## WUTB - 24 • Baltimore, MD

### Exhibit 2A

The following represents brief/broad position 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.

**NATIONAL SALES MANAGER: Regular Full-Time:** Manages sales activities of the national sales department. Oversees achievement of national revenue budgets. Markets WUTB to Fox TV sales and the national advertising community. Oversees packaging, pricing and inventory control. Directs staffing, training and performance evaluations to develop and control national sales program. Strategize WUTB sales departments business plan and business practices. Currently a Fox "Owned and Operated" UPN affiliate in Baltimore, WUTB 24 will be part of the "My Network TV" network this fall. Previous television sales management preferred. Must have a minimum of 3-5 years of television sales experience. Ability to read, analyze and interpret general business periodicals, professional journals or governmental regulations. Ability to write reports and business correspondence. Must be able to effectively present information, and respond to questions from groups of managers and clients. Strong mathematical ability. Must be able to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

**ENGINEER: Regular Full-Time:** Opportunity for experienced TV Broadcast Engineer with significant hands-on experience with UHF transmitters, both klystron tube and solid state. Candidate must be able to trouble shoot electronic equipment to a system level, including repairing, aligning, installing, maintaining and relocating equipment. Must be competent in the use of electronic test equipment (i.e. waveform monitors, vector scopes, oscilloscopes, digital volt meters, signal generators and spectrum analyzers). Must have strong background in computers and networks. Installs software, updates and performs backups. Responds to emergencies as needed. Experience providing Engineering and IT support to broadcast operations. A solid background in video, audio, RF and IT components and systems as well as project management experience required. Bachelors degree, technical degree or equivalent, with five years related work experience. MS certification a plus. Must be self-motivated, team player able to work well with others.

**ACCOUNT EXECUTIVE: Regular Full-Time (2 Positions):** Responsible for all aspects of list accounts while also generating new business for the Station. Also responsible for creation and sale of unique promotional sponsorships. Currently a Fox "Owned and Operated" UPN affiliate in Baltimore, WUTB 24 will be part of the "My Network TV" network this fall. Candidate should have college degree and 3+ years sales experience (television sales preferred). Strong verbal and written communication skill. Solid organizational and computer skills. High motivation to succeed. Must be detail oriented. Experience with MS Office. Ability to work well under pressure.

For consideration, please forward resume and letter of interest to: Mary Talley, Regional VP/Human Resources, WTTG & WDCA FOX Television Stations, Inc., 5151 Wisconsin Avenue, NW, Washington, D.C. 20016. Fax: 202-895-3286 email:WTTG-HR@foxtv.com Web site: [www.upn24.com](http://www.upn24.com) NO PHONE CALLS PLEASE. EO/EM/F/D/V

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