

# ANNUAL PUBLIC FILE EEO REPORT

## KVDA TV-60

Call Sign of Station(s): KVDA 4/1/2016 – 3/31/2017

1. List all full-time job vacancies filled by any station covered by this report during the past year.

- 23921BR Promotions Producer
- 24793BR Research Manager
- 26133BR Promotions Producer
- 27341BR Sales Assistant
- 27453BR Topical Writer/Producer
- 27864BR Account Manager
- 28089BR Assignment Editor
- 28547BR Video Journalist
- 28559BR Producer
- 28729BR Photographer
- 30120BR Media Asset Manager
- 30414BR Sports Anchor
- 31055BR National Sales Manager
- 32195BR Producer
- 32196BR Photographer/Editor

2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form. **Forms are at the end of the report.**

3. In total, how many interviewees did the station (or station group) interview for all the full-time job vacancies identified in response to Question 1?

45 total interviewees

4. In total, how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station? Please provide this information in matrix form.

Name of Recruitment Source	Total Number of Interviewees Referred During Year
NBC Universal Website	31
NBC Universal Website/Employee Referral	6
Career Builder	0
Internal (NBCUniversal Contractor / Freelancer)	8

TVJobs.com	0
YOH Managed Staffing	0
Americas Job Bank	0

5. Please summarize the station's (or station group's) broad outreach initiatives during the past year. Please identify each initiative in which the station substantially participated; the date(s) of each initiative; the names and titles of the station personnel who participated in each initiative; and a short summary of the nature and extent of the station's participation in each initiative.

### **JOB FAIRS AND CAREER DAYS**

#### **6/15-6/17 2016**

James Arroyave, Talent Acquisition Recruiter attended the American Meteorological Society - 44th conference in Austin Texas

Estimated attendance: 100+

#### **8/03-8/05/2016**

#### **National Association Hispanic Journalists**

James Arroyave, Talent Acquisition Recruiter and Adolfo Segura KVDA's News Director attended NAHJ in Washington DC. Both Adolfo and James Arroyave conducted a meet and greet and interviewed prospective employees.

Estimated attendance: 1000+

#### **General Manager and News Director**

Shared openings for weekend & morning expansion on linkedin.com

Information about job openings was shared with San Antonio Association of Hispanic Journalists

## **Station Website**

KVDA has an EMPLOYMENT (JOBS) space on its page with a link to [NBCUnicareers.com](http://NBCUnicareers.com).

## **EMPLOYEE EEO TRAINING**

The Stations regularly offer training to employees addressing methods of ensuring equal employment opportunities and preventing discrimination. All employees, including management, must complete Diversity and Inclusion training when they join NBCUniversal. The TV stations of NBCUniversal continue to regularly offer training to employees addressing methods of ensuring equal employment opportunities and preventing discrimination, including ongoing Diversity and Inclusion training, Integrity training and Code of Conduct training.

## **INTERNAL SKILLS ENHANCEMENT PROGRAMS**

Employees of the Station are provided with training and development opportunities designed to enhance their ability to assume positions of greater responsibility. Various programs are provided via external vendors and internal NBCU sponsored programs. During this last reporting period, Station employees participated in the following training opportunities: the Talent Lab and the Harvard Manage Mentor Tool. In addition, online courses on a variety of topics are available to all employees. Courses include: Negotiation Skills, Time Management, Team Building, Goal Setting, Project Management, Communication Skills and Conflict Management.













**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station:                     KVDA TV-60                    

Job Title:                     28089BR Assignment Editor                    

Date Job Filled:                     7/02/2016                    

Recruitment Source  
That Referred

Ultimate Hire:                     Contacted by NBCUniversal HR                    

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>nbcunicareers.com</b>	<a href="mailto:james.arroyave@nbcuni.com">james.arroyave@nbcuni.com</a>	James Arroyave	954-622-6839	No
<b>Americas Job Bank</b>	<a href="mailto:james.arroyave@nbcuni.com">james.arroyave@nbcuni.com</a>	James Arroyave	954-622-6839	No
<b>Internal Referral</b>		Olga Aldape	Olga.aldape@nbcuni.com	No
<b>Internal Candidate</b>		Olga Aldape	Olga.aldape@nbcuni.com	No
<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>YOH Managed Staffing</b>		Mariela Montoya	Mariela.montoya@nbcuni.com	No







**JOB VACANCY  
RECRUITMENT SOURCE DATA FORM**

Station:                     KVDA TV-60                    

Job Title:                     30120BR                    Media Asset Manager                    

Date Job Filled:                     12/16/2016                    

Recruitment Source  
That Referred

Ultimate Hire:                     Contacted by NBCUniversal HR                    

<b>Name of Recruitment Source</b>	<b>Address of Recruitment Source</b>	<b>Contact Person</b>	<b>Telephone / e-mail</b>	<b>Has this source requested notices?</b>
<b>nbcunicareers.com</b>	<a href="mailto:james.arroyave@nbcuni.com">james.arroyave@nbcuni.com</a>	James Arroyave	954-622-6839	No
<b>Americas Job Bank</b>	<a href="mailto:james.arroyave@nbcuni.com">james.arroyave@nbcuni.com</a>	James Arroyave	954-622-6839	No
<b>Internal Referral</b>		Olga Aldape	Olga.aldape@nbcuni.com	No
<b>Internal Candidate</b>		Olga Aldape	Olga.aldape@nbcuni.com	No
<b>Tvjobs.com</b>	<a href="http://www.tvjobs.com/">http://www.tvjobs.com/</a>			No
<b>YOH Managed Staffing</b>		Mariela Montoya	Mariela.montoya@nbcuni.com	No







