

WOIO-TV / WUAB-TV
EEO PUBLIC FILE REPORT
(May 17, 2013 through May 31, 2014)

RECRUITMENT SOURCES USED FOR FULL-TIME VACANCIES

Appendix A (attached; aka MRSL) includes a list of recruitment sources indicating name, address, contact person and telephone numbers/website addresses of each.

Full-Time Positions Filled	Recruitment Sources Used ¹	Hiree's Referring Source
News Producer 3/8/2013	1-22, 24-26,30-36,38-43, 45,50,51,53, 64-68-70,71	70
Market Develop Exec. 3/20/2013	1-22, 24,25,26 30-36,38-43, 45,50,51,53, 64-68, 70,71	1- Job Fair
News Content Spec- AE-AP 5/16/2013	1-26, 30-36, 38-45, 50,51, 64-68, 70, 71	1. Job Fair
Market Development Exec. 5/17/2013	1-22, 24-26, 30-36, 38-45, 50, 51, 64-68, 70, 71	1. Job Fair
Assignment Editor/ Web Producer 7/14/2013	1-26, 30-36; 38-45, 50,51; 64-68 70, 71	51 / 17- 2 Part time employees
Executive Producer 7/31/2013	1-26; 30-26; 38-45; 50,51,53 64-68, 70, 71	70
News Producer 8/21/2013	1-26; 30-36; 38-45; 50,51, 53, 64-68, 70, 71	64
IT Manager 9/3/2013	1-26; 30-45, 50,51,53,62,64-68,70,71	67
Assignment Editor/Web Producer 11/12/2013	1-26;30-36; 38; 40,42,44,45; 50,51, 64-68, 70, 71	51
Research Director 12/4/2013	1-26; 30-36, 38-45; 50,51, 53, 61; 64-68, 70, 71	71
Assistant News Specialist	1-7,9-26,30-36,38-45,50,51,64-68,70,71	70p
Assignment Editor	1-7,9-26,30-36,38-45,50,51,64-68,70,71	70p
VP/General Manager	1-7, 9-26, 30-36, 38-45, 50, 52, 64-71	67

TOTAL INTERVIEWEES FOR FULL-TIME POSITIONS: 63

NUMBER OF INTERVIEWEE REFERRALS FROM MRSL SOURCES USED:²

#1 (3 people)	#17 (1 Person)	#42 (1 person)	#44 (1 person)
#51 (10 people)	#53 (1 person)	#62 (6 people)	#64 (2 people)
#66 (6 people)	#67 (9 people)	#70 (15 people)	#70p (5 people)
#71(3 people)			

¹ The numbers listed correspond to the numbers in Appendix A (MRSL)

² The numbers correspond to the numbers in Appendix A (MRSL)

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APPENDIX A
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RS Number	Recruitment Source Information	RS Contact
1	Kent State University 201 Franklin Hall Kent, OH 44242-0001	Journalism & Mass Comm. 330-672-2378
2	Bryant & Stratton College 3121 Euclid Ave Cleveland, OH 44115	Career Service Director
3	* New England Institute of Technology 2500 Post Road Warwick, RI 02886	Patricia Blakemore 401-739-5000
4	Ohio Civil Rights Commission 615 Superior Avenue Cleveland, OH 44113	Rossi Hamby 216-787-3150
5	* Lorain County Urban League 1530 West River Rd, Ste 300 Elyria, Oh 44035 (add changed 11/27)	Jackie Smith 440-323-3364
6	Spanish American Committee 4407 Lorain Avenue Cleveland, OH 44113	Migdalia Cedeno 216-961-2100
7	* Emma L. Bowen Foundation For Minority Interest in Media 524 W. 57 th Street New York, NY 10019	Sandra D. Rice 212-975-2545
8	* Lincoln College 1700 E. 13 th Street Cleveland, OH 44114	Closed 12/31/2013 Career Service Director 216-771-1700 ex3035
9	* Cleveland Career Center 1701 E. 13 th Street Cleveland, OH 44114	Randy Hill rhill@city.cleveland.oh.us 216-664-4673 ext386
10	Urban League of Grtr. Cleveland 1255 Euclid Avenue #205 Cleveland, OH 44115	Evette Clark eclark@ulcleveland.org 216-622-0999
11	* Specs Howard School 19900 West 9 th Mile Rd. Southfield, MI 48075	Katie Peters kpeters@specshoward.edu 248-358-9000
12	* Career Center/Jewish Family 24075 Commerce Park #105 Beachwood, OH 44122	Mita Leff/Andrea Johnson 216-378-3427 ajohnson@JFSA-Cleveland.org elizabeth.little@rsc.ohio.gov
13	* Chancellor University 6000 Lombardo Ctr Dr. Suite 200 Seven Hills, OH 44131 (3/30/09)	Closed Aug 2013 Paul Strachan 216-291-6937
14	* Cleveland State University 2344 Euclid Avenue Cleveland, OH 44114	Career Office/Anita Young a.rufyoung@csuohio.edu 216-687-2000

* Indicates sources which responded affirmatively to the station's invitation that they be added to the full-time vacancy notification distribution list. No recruitment sources contacted the station independently of this solicitation to receive notifications of all full-time vacancies.

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RS Number	Recruitment Source Information	RS Contact
15	OSU-School of Journalism 3016 Derby Hall/154 Oval Mall Columbus, OH 43210	Bill O'Neil, Undr. Grd. Advisor/ oneil.73@osu.edu 614-292-3400 Ronda Baldwin, InternshpCoor Baldwin.185@osu.edu 5/29/07
16	* Bryant & Stratton College 12955 Snow Road Parma, OH 44130	rmdobrzelewski@bryantstratton.edu 216-265-3151/265-2362 fax
17	* Ohio Center for Broadcasting 9000 Sweet Valley Dr. Valley View, OH 44125	Elizabeth Grattan, Dir. ocb@beonair.com 216-447-9117
18	* Art Institute of Pittsburgh 420 Blvd. of the Allies Pittsburgh, PA 15219 (2/12/07)	Justin Shook 3/24/2014 Asst. Director Career Services jshook@aii.edu 412-291-6271
19	* Ohio Dept. of Job & Family Serv. Employment Connection 11699 Brookpark Rd. Parma, OH 44130 (3/21/07)	VALERIE KING [Valerie.King@jfs.ohio.gov] (216) 664-2296
20	* Cleveland Brand NAACP 2131 Stokes Blvd. Cleveland, OH 44106 (5/2/07)	Stanley R. Miller smiller@clevelandnaacp.org 216-231-6260
21	* Hiram College PO Box 67 Hiram, OH 44234 (9-4-08)	Career Center careercenter@hiram.edu 330-569-5131
22	* Lutheran Metropolitan Ministry 1468 W. 25 th Street Cleveland, OH 44113-3102	Dani Valentin dvalentin@lmmyouth.org
23	NAHJ (Nat'l. Association of Hispanic Journalists News only	10/16 Kevin Olivas kolivas@nahj.org
24	* Medialine Broadcast Employment (News related only)	2/2014 medialine@medialine.com
25	NAJA (Native American Journalists Assoc.) chgd. 3/09	Debra Valentino 2/19/14 405-325-1649 dvalentino@naja.com RebeccaLandsberry@naja.com
26	602 Communications- Marketing & Production positions	Sandy Lizik slizik@602communications.com

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	WEBSITES:	
30	* Cuyahoga Comm. College 11000 Pleasant Valley #G201 Parma, OH 44130	Martin Kinsella Careers Online at Key Career Place www.ecampusrecruiter.com/tri-c/
31	* John Carroll University 20700 N.Park Blvd/Career Srv. University Hts., OH 44118 (8/06)	Career Center www.jcu.edu/careers.html 216-397-4237
32	* Notre Dame College of Ohio 4545 College Rd. S. Euclid, OH (6/07)	Kim Lane, Career Serv. www.notredamecollege.edu/ 216-373-5290
33	* Ursuline College 2550 Lander Rd. Pepper Pike, OH 44124	Gerrie Sullivan, Dir.Career Serv. www.ursuline.edu 440-646-8324
34	* Case Western Reserve 10900 Euclid Ave. Cleveland, OH 44106	Heidi McCormick www.case-csm.symplicity.com 216-368-4446
35	* Lorain County Comm. College Career Services Center 1005 Abbe Rd. N. Elyria, OH 44035	Marci Field, Employ. Data. Mgr. www.lorainccc.edu 440-366-7563 8/8/07
36	* OSU-Arts & Sciences 05 Brown Hall/190 W17th Ave Columbus, OH 43210	April Calcovsky 614-292-7055 www.osu.edu/futurelink/employee
37	OSU-Engineering 220 Mason Hall 250 W. Woodruff Ave. Columbus, OH 43210	614-292-6651 www.career2.eng.ohio-state.edu 2/17/10
38	OSU-Fisher College of Business 2100 Neil Avenue Columbus, OH 43210	www.myinterfase.com/osu-fisher 2/17/10
39	University of Akron Placement Office, SHN 153 Akron, OH 44325	Nancy Beirne, Asst.Dir www.uakronccm.experience.com/emp/sblogin 330-972-7111
40	Central State University PO Box 1004 Wilberforce, OH 45384	Career Service Center 937-376-6383 www.centralstate-csm.symplicity.com
41	* Ohio State Univ.-Mansfield 1760 University Drive Mansfield, OH 44906	Pamela Leonard schopieray.4@osu.edu 419-755-4234 www.mansfield.osu.edu/careerservices
42	* TVJOBS	www.tvjobs.com
43	AAJA- Asian American Journalists Association	http://www.aaja.org/
44	* Ohio Assoc. of Broadcasters	www.oab.org
45	* NATAS (Nat'l. Assoc. Television Arts/Sciences)	www.emmyonline.com

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50	WOIO/WUAB TV website	www.woio.com www.wuab.com
51	Raycom Media, Inc. (all sister stations) JOBS BULLETIN & published and posted weekly	www.raycommedia.com
52	TV Classifieds.com – Cost \$ now	www.tvclassifieds.com
53	Employment Connection City of Cleveland Workforce Dev. (06/08)	Amanda Collins Business Service Rep. 216-664-3073
54	Craigslist	www.craigslist.com
55		
	TRADES/OTHER:	
60	Television Week 6500 Wilshire Blvd. 32300 Los Angeles, CA 90048	www.tvweek.com 323-370-2409 classifieds@tvweek.com
61	Broadcasting & Cable 810 Seventh Ave. 27 th Fl. New York, NY 10019	Zahra Majma ZMaja@nbmedia.com 212-378-0400 ext. 517
62	Cleveland Plain Dealer 1801 Superior Avenue Cleveland, OH 44114	Classified Dept. 216-999-3783
63	Akron Beacon Journal 44 E. Exchange St. Akron, OH 44328	Classified Dept. 330-996-3600
64	Outside Internet Source	Various
65	Confidential Hire from Competitive Station	
66	WOIO/WUAB Internal Referral	
67	Misc. External Referrals/Market Referrals	
68	Walk-In/Phone-In/Personal Inquiry	
70	WOIO/WUAB Staff Promotion	
70 pt	WOIO/WUAB staff p/t to f/t promotion	
71	Raycom Media Sister Station – Employee Promotion	

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SUPPLEMENTAL OUTREACH ACTIVITIES

TYPE OF RECRUITMENT INITIATIVE	BRIEF DESCRIPTION OF ACTIVITY
I. INTERNSHIPS – WOIO/WUAB offers internship opportunities to eligible students, to provide hands-on learning experience for students looking to gain knowledge and insight about the broadcasting industry. Students are eligible for an internship by being enrolled at a college or university, and by receiving academic credit from that school for an internship. Internships are offered in a variety of departments at the stations, including News, Marketing/On-Air Promotions, Programming, Sales, Graphic Design and Community/Public Affairs. All internships are non-paid, so students must be receiving academic credit to work or observe at the stations. Hours can be flexible, to accommodate class schedules and school requirements; however, most interns are usually required to attend a minimum of 15-20 hours per week. For the time period of this report, we have accepted 18 interns to work in various departments. Educational facilities they were associated with were: John Carroll University, Ohio State University, Bowling Green University, Hope College, Kent State University, State University of New York (College of Oswego), and Ohio Center for Broadcasting.	
II. LIST EVERY UPPER LEVEL OPENING IN A JOB BANK OR NEWSLETTER OF A MEDIA TRADE GROUP WHOSE MEMBERSHIP INCLUDES SUBSTANTIAL PARTICIPATION OF WOMEN AND MINORITIES. -The Employment Unit routinely posts job openings with such job banks as: National Association of Hispanic Journalists, Asian American Journalists Association, Native American Journalists Association.	
III. PARTICIPATION IN AT LEAST FOUR JOB FAIRS (in two years) BY STATION PERSONNEL WHO HAVE SUBSTANTIAL RESPONSIBILITY IN MAKING HIRING DECISIONS – <ul style="list-style-type: none">a. “Summer Internship/ Job Fair” sponsored by College of Arts and Sciences at Ohio State University, January 21, 2014. This event was attended by Lisa Marko she collected 11 internship applications and one job resumes, along with corporate networking for job development. Shared information regarding all open positions throughout Raycom.b. “Portfolio Review” sponsored by Art Institute of Pittsburgh, March 27, 2014. This event was attended by Rob Boenau, Marketing Manager. He did informal possible employee candidate reviews and collection of resumes, along with corporate networking for job development.c. “Job Expo 201” Kent State College of Communication & Information, at the Ritz Carlton, DT Cleveland, April 4th, 2014. This event was attended by Dan Salomone, Rob Heverling, Jessica Donelson, who conducted short interviews and answered questions about the positions available at our Station and All RayCom Media Stations.	

IV. PARTICIPATION IN JOB BANKS AND INTERNET PROGRAM THAT IS DESIGNED TO PROMOTE OUTREACH GENERALLY ON A LOCAL AND NATIONAL LEVEL

- a. WOIO/WUAB participates online with Clevelandclassifieds.tv, which is a website that promotes home, auto, and miscellaneous items buying and selling. There is a section included for job posting.
- b. Outreach Initiative: September 2013- Provided training to management level personnel as to the methods of ensuring equal employment opportunity and preventing discrimination. This webinar was attended by 40 WOIO/WUAB managers.
- c. First Annual Intern Summit: July 31st, 2013 - This summit was put on by WOIO to provide information and education on the TV news business. This was attended by our interns and was well received.
- d. On November 6, 2013 Rob Boenau visited Kent State University and spoke with the introduction to Marketing Class regarding Multi-media Marketing.

V. PARTICIPATE IN OTHER ACTIVITIES OTHER THAN LISTED TO FURTHER THE GOAL OF DISSEMINATING INFORMATION ABOUT EMPLOYMENT OPPORTUNITIES

- a. During the year, we broadcast on-air announcements on both WOIO and WUAB encouraging viewers to refer to our web site, www.19actionnews.com for information on our current employment opportunities and information on becoming one of the local companies that would like to post our positions for local, diversified recruitment. These :30 second spots typically run every 5 weeks on WUAB and WOIO on a rotating basis.
- b. During 2013/2014, we broadcast on-air announcements informing viewers that WOIO and WUAB is an equal opportunity employer and has job openings from time to time. We are inviting any potential candidates to visit our web site for current openings. These :20 second spots typically run 3 to 4 x per week on WOIO and WUAB.

