

EEO Public File Report

Station: WDEF-TV, Inc.

Renewal Filing Deadline: 4/1/21

Anniversary of Renewal Application Filing Deadline: 4/1/29

Year: 4/1/22 - 3/31/23

This report is a complete listing of all full-time jobs filled by station's employment unit during previous year, identified by title

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill vacancy (including organizations entitled to notification)*	Number Hired	Recruitment Source for Hire
1	Chief Meteorologist	5/4/2022	6/28/2022	Recruitment Source List (see attached)	1	jazzhr.com / linkedin
2	Marketing Creative Services Producer	6/8/2022	7/6/2022	Recruitment Source List (see attached)	1	Indeed
3	Multi Media Journalist	6/28/2022	9/6/2022	Recruitment Source List (see attached)	1	jazzhr.com
4	AE (New Business Development Specialist)	03/24/22 07/15/22	7/27/2022	Recruitment Source List (see attached)	1	wdef.com
5	Marketing Creative Services Producer	7/29/2022	8/29/2022	Recruitment Source List (see attached)	1	jazzhr.com / linkedin
6	Multi Media Journalist	10/3/2022	12/12/2022 01/04/2023 01/16/2023	Recruitment Source List (see attached)	3	jazzhr.com jazzhr.com wdef.com
7	Sales Assistant	10/11/2022	12/13/2022	Recruitment Source List (see attached)	1	jazzhr.com
8	Weekend Anchor Reporter	10/20/2022	2/9/2023	Recruitment Source List (see attached)	1	TVJobs.com

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9	Marketing Creative Services Producer	12/21/2022	1/23/2023	Recruitment Source List (see attached)	1	jazzhr.com
		3/23/2022				
		8/26/22				
10	Weekend Meteorologist	01/13/23	3/21/2023	Recruitment Source List (see attached)	1	jazzhr.com
11	Multi Media Journalist	3/6/2023	3/28/2023	Recruitment Source List (see attached)	1	wdef.com
12	Media Sales Representative	10/14/22	3/28/2023	Recruitment Source List (see attached)	1	jazzhr.com
		2/7/2023				
				Total Hires	14	

Recruitment Source Analysis

This form is to be placed in the public file annually

Station: **WDEF-TV, Inc.**

Year: 4/1/22 - 3/31/23

Total No. of Persons
Interviewed for full-time
vacancies

59

Recruitment Source Information

Recruitment Source	Address	Contact Person	Telephone No.	Total Interviewed by Source	Entitled to Notification
Benedict College	1600 Harden St., Columbia, SC 29204	David Swinton	803-253-5201		N
Bethune-Cookman College	640 Dr. Mary McLeod Bethune Blvd. Daytona Beach, FL 32114-3099	Claudine McKee	904-252-8667		N
Chatt. EEOC Office	City Hall Annex E. 11th St., Chatt., TN 37402	Wade Hinton	423-209-6144		N
Chatt. St. Tech. Comm. Coll.	4501 Amnicola Hwy., Chatt., TN 37406	Fredia Jennings	423-697-4400		N
"	chris.willis@chattanoogaastate.edu	Dr. Chris Willis			N
Chatt. Times Free Press	117 E. 10th St, Chatt., TN 37402	Classified Dept.	423-756-6208		N
Clark Atlanta University	James P. Brawley Dr. @ Fair St., Atlanta, GA 30314	Diedre McDonald	404-880-8500		N
Cleveland St. Comm. Coll.	www.collegecentral.com/clevelandstateecc	Job Placement	423-478-6221		N
"	arabum@clevelandstate.com	Ashley Raburn	423-478-6221		N
"	smirza@clevelandstate.com	Sal Mirza	423-478-6221		N
"	lburns@clevelandstate.com	Larry Burns	423-478-6221		N
Community Services	101 E. 11th Street, Chattanooga, Tn	Rayburn Traughber	423-757-5133		N
Dalton State College	https://www.myinterfase.com/daltonstate/employer/	ACE Center	706-272-4429		N
Facebook	www.facebook.com	Online Help	Online Help		N
"	jlittlefield@daltonstate.edu	J Littlefield	706-272-4436		N
GA Dept. of Labor	#1 Sousa & Williams St., Rossville, GA 30741	Al Abernathy	706-861-1990		N
Good Neighbors	735 E. 10th St., Chatt., TN 37403	Edward Fletcher	423-266-1772		N
Hamilton County EEOC Office	317 Clark Street, Chattanooga Tn	Kenneth Jordan	423-209-6144		N
HR On Air Advertisements	hr@wdef.com	Lisa Murphy	423-785-1200		N
In - House Interview/Internal Referrals	WDEF TV, 3300 Broad St., Chatt., TN 37408	Lisa Murphy	423-785-1200	1	N
Internship Program	WDEF TV, 3300 Broad St., Chatt., TN 37408	Lisa Murphy	423-785-1201		N
JazzHr	Jazzhr.com(LinkedIn, Indeed, ZipRecruiter, Monster, Exchange, Salesforce)	Online Help	888-885-5299	36	N
Johnson C. Smith Univ.	100 Beatties Ford Rd., Charlotte, NC 28216	Barbara Wilks	706-378-1007		N
Lee University	1120 N. Ocoee St., Cleveland, TN 37311	Dr. Debbie White	423-614-8162	1	N
"	dthompson@leeuniversity.edu	D. Thompson	423-614-8162		N

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LeMoyne-Owen College	807 Walker Ave., Memphis, TN 38126	Michael Washington	901-942-7360		N
Middle. TN St. Univ.	https://mtsu-csm.symplicity.com/employers/index	Robert Jasso	615-898-2500		N
"	MrRobert.Jasso@mtsu.edu	Robert Jasso	615-898-2500		N
Morris College	100 W. College St., Sumter, SC 29150-3599	Dr. Gloria Wright	803-775-9371		N
Morris Network, Inc.	301 Poplar Street, Macon, GA 31201	Station GM's	912-233-1281	2	N
MTSU	www.mtsu.com	Mar garet Bailey	615-898-2500		N
NAACP	601 Martin Luther King Blvd., Chatt., TN 37403	Valorie Armstrong	423-267-5637		N
NW Tech. Institute	P.O. Box 569, Rock Springs, GA 30739	Diane Guinn	706-764-3550		N
Paine College	1235 15th St., Augusta, GA 30901	Willie Mae Allen	706-821-8230		N
Penn State	www.psu-csm.symplicity.com	Online Help	814-865-4700		N
Shaw University	118 E. S. St., Raleigh, NC 27601	Paul Vandergrift, III	919-546-8280		N
Southern. Adventist Univ.	P.O. Box 370, Collegedale, TN 37315	Jeremy Moore	423-238-3159		N
St. Paul's College	115 College Dr., Lawrenceville, VA 23868-9988	Tammy Jolley	804-848-4917		N
TAB	www.tab.com	Online Help	615-365-1840		N
TN Career Center	1105 E. 10th Street, Chattanooga, Tn	Andrea Witt	423-894-5354		N
TN Human Rights Comm.	540 McCallie Ave., Chatt., TN 37402	Susannah Berry	800-251-3589		N
Tuskegee University	Carnegie Hall, 3rd Fl., Tuskegee, AL 36088	Sarah Stringer	334-727-8294		N
TV Jobs	www.tvjobs.com	Mark Holloway	760-754-8177	3	N
Univ. of TN at Chatt.	651 Vine St., Chatt., TN 37403	Ms. Jean Dake	423-755-4184		N
"	betsy-alderman@utc.edu	Betsy Alderman	423-425-4111		N
University of TN @ Knoxville	sanswan@utk.com	Sam Swan	865-974-1000		N
Urban League	P.O. Box 11106, Chattanooga, TN 37401	Julie Andrews	423-756-1762		N
Walk Ins	WDEF TV, 3300 Broad St., Chatt., TN 37408	Lisa Murphy	423-785-1201		N
Walker Co. Chamber	www.chamberlogin.com	Stephanie Snodgrass	706-375-7702		N
WDEF Web Page	www.wdef.com	Lisa Murphy	423-785-1201	16	N
Western KY University	dick.taylor@wku.edu	Dick Taylor	270-745-0111		N
			Total	<u>59</u>	

* additional contacts - same Recruitment Source

Supplemental Outreach Initiatives

This form is to be placed in the Public File Annually

Station: WDEF-TV, Inc.

Year: 4/1/22 - 3/31/23

	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
1)	Internet Job Banks	Job postings of open positions for employment on WDEF.com, TVjobs.com, JazzHR, MTSU, Chatt. State, Cleveland State, CCSTS, Dalton State, Lee University, University of TN at Chattanooga, University of TN at Knoxville, Walker County Chamber of Commerce and Tennessee Association of Broadcasters websites	On-going	Assistant Business Manager/HR Manager	All open positions are posted on internet web sites specifically to reach and recruit a broad spectrum of qualified broadcasting and digital applicants. Any recruitment efforts (i.e. job/career fairs) by station personnel encourage the public to apply in person at the station or online at www.wdef.com.
2)	Human Resources Job Opportunities TV and Online Advertisement	WDEF-TV uses its broadcast signal and website to advertise employment opportunities that invite viewers to interact with and respond to our human resource department. These announcements will appear in the form of :15 second TV spot ads produced promoting viewers to go to our website for employment opportunities.	On-going	Business Manager, Assistant Business Manager/HR Manager HR Manager, Marketing/Creative Services Manager	WDEF-TV provides and produces entertainment and community programming, public service announcements and advertising messages for the local market audience on air at WDEF.com and on mobile devices. Our mission is to build bridges that serve the community through a variety of programming outlets and content areas. Advertising WDEF-TV's current openings on air provides employment notification to the viewing audience and equal opportunities throughout the communities we serve as well as making viewers aware of the different types of jobs that may be available not only at WDEF but also at other broadcast stations.
3)	Intern and Job Shadow Programs	Introduce eligible high school and college students to the broadcasting environment	On-going	News Director, Anchor, Chief Meteorologist, Anchor/Reporter, Anchor	College and high school students in Mass Communication or Journalism or Meteorology programs work one-on-one with news department staff. Two students participated in this program. One from Chattanooga State College, one from University of Alabama.

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	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
4a)	Training Programs	Training employees to expand working knowledge and enhance skills	On-going plus new equipment and technologies	VP/GM, News Director, Operations Manager, Business Manager, Chief Engineer, Marketing Director, Assistant Business Manager/HR Manager, Staff member in all departments.	<p>GENERAL All station -Employees in all departments are continuously trained and cross trained to develop skills which enable them to obtain internal promotions or transfers to larger markets. Weekly meetings in and between departments across the station provide information and collaboration for employees. General staff training includes new hire orientation, safety, and as adopted by corporate management we have manager and staff training provided by Kantola Productions which include; anti-harassment, ethics, social media etiquette, drug free workplace and several managerial topics. All staff are encouraged to attend job related seminars for personal skills improvement. Operational and technological advances, industry trends and broadcasters issues information from TN Assoc. Broadcasters, weekly Morris Station Group GM calls and Morris Network meetings are shared appropriately with staff and local management.</p> <p>ACCOUNTING - This dept. is responsible for Financials, Budgets, Payroll & Benefits, EEO hiring & Recruitment, A/R, A/P processing, filing of numerous Quarterly and Annual FCC reports, Safety, Drivers Safety, Internet Security Training & Kantola Training, as well as bi-annual MVR and vehicle insurance checks and other Human Resources functions on a daily basis. UKG payroll system training and problem resolution continued throughout the past year and currently. Assistant Business Manager manages and supervises responsibilities for Receptionist employees. Receptionists mails billing invoices/statements, FCC Quarterly reporting, EEO record keeping, all outside job postings and other Business office functions as appropriate. Receptionists are kept up to date on latest information on FCC/EEO reporting functions. We continually train/cross train Business Manager and Assistant Business Manager on Business Office responsibilities.</p>

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	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
4b)	Training Programs (cont.)	Training employees to expand working knowledge and enhance skills	On-going plus new equipment and technologies	News Director, Marketing Director, Chief Engineer, Operations Manager	<p>NEWS -The news department continually trains employees to improve skills at their current job and to advance their skills into other areas. Our chief photographer reviews in house stories to critique production skills including camera use, audio levels, and digital editing. The News Director holds writing sessions and storytelling sessions with reporters, anchors, and producers at least once per quarter or generally on a daily basis. During sessions staff are coached on better writing and story telling skills in one-on-one and group sessions. We train all staff on social media skills, and use of cellular live equipment. All staff receive training on website posting, writing, and some technical knowledge of web-operations. Also, News & Mktg. completed a series of web promotional writing sessions by noted promotional consultant.</p> <p>MARKETING - Skill developing training continues encompassing several different areas of Marketing, Creative Services & Digital Media with video improved production skills using online tutorials via YouTube. New staff and new technologies create added training opportunities.</p> <p>TECHNICAL - Staff is trained to improve current skills and to advance skills for constantly changing technology including very important safety training. New equipment training this year included MCR NVerzion automation, UTAH MCR Switcher. Ongoing include Tech IT Training, Chyron Operator Live WEB Sessions MOS/Luci and DBi training. Also, continue staff cross training for better support of Marketing on Web issues and Technical Dept. general equipment repair and maintenance functions.</p> <p>OPERATIONS -Training initiatives within the Operations Department are mandated by technological advancements that require new skill acquisition in order to remain competitive in the industry, MCR & Director training, prepare staff for promotions as well as keeping FCC compliant. New equipment training this year included MCR NVerzion automation, UTAH MCR Switcher. New skill acquisition in Operations focuses primarily on the implementation of techniques required to use and convert HD and SD video files, graphics, and feeds for use in the newscast and master control operations via video servers, FTP and graphics servers.</p>

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	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
4c)	Training Programs (cont.)	Training employees to expand working knowledge and enhance skills	On-going plus new equipment and technologies	General Sales Manager, and staff in the respective departments.	SALES -The sales staff has weekly meetings which cover general business and selling techniques. Most meetings have training components. These consist of subjects such as: traits needed to be successful in sales, negotiation strategies, closing techniques, addressing client objections, presentation methods, ChartLocal Internet sales products and strategies, Mobile App applications, order entry procedures, competitive information, WDEF program changes and sales promotions, and weekly Sales training videos. Separate weekly individual AE meetings, take place between the GSM, LSM and individual Sales AEs to provide direction in individual areas of need. These meetings also serve as targeted account strategy planning sessions. Our training initiative for new hire AEs is a series of sessions with our LSM, Jess Raby designed to educate Account Executives about the advertising industry, TV and Digital advertising, along with the basics of several industries with which we do a considerable amount of business. These include Restaurant, Auto, Furniture, Real Estate, Healthcare, etc. Morris Network conducts annual offsite conference for training/educational sessions for sales and digital managers.
5)	Career Fair	TAB Virtual Job Fair	9/26/2022	Asst. BM/HR Manager	WDEF News 12 Participated with other broadcast stations in the TAB virtual career fair. Discussed careers via online chat sessions and directed participants to complete online job applications at WDEF.com. Spoke with 14 participants.
6)	Career Fair	"Meet the Firms" Career Fair Southern Adventist University	10/6/2022	News Director	WDEF News 12 Interviewed perspective employees and interns. Outlined educational and other training needed for future employment at WDEF or other television stations.
7)	Training	FCC EEO Training	11/16/2022	Business Manager and Asst. BM/HR Manager	FCC EEO Training consisted of all EEO requirements for television and radio stations. Recruitment Sources were discussed along with the required reporting sources. Job posting requirements as well as Outreach Program were also discussed. We also reviewed Internship and Job Shadow Programs.