

## **2020 ANNUAL PUBLIC FILE EEO REPORT**

The information contained in this Report covers the time period beginning October 1, 2019 to and including September 30, 2020 (the "Applicable Period").)

### **WTMO-CD/WKME-CD/WMVJ-CD, Orlando, FL**

1. List all full-time job vacancies filled by any station covered by this report during the past year.
2. For each vacancy listed, attach to this report the relevant and completed Recruitment Source Data Form.
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?
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.
5. Please summarize the employment unit'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.

**NBCUNIVERSAL OWNED STATIONS GROUP IS AN EQUAL OPPORTUNITY EMPLOYER**

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### I. Vacancy Recruitment

Covering the period from October 1, 2019 through September 30, 2020

Station: WTMO-CD/WKME-CD/WMVJ-CD, Orlando, FL

Quantity	Positon Title	Date Filled	Recruitment source(s) used to fill vacancy	Name of Recruitment Source that Referred the Ultimate Hire	Contact Person	Number Hired	Number Interviewed
1	Account Executive	12/09/19	Recruitment Source List Contacted for Each Full-time vacancy (see Appendix A)	www.nbcunicareers.com	Martha Lopez	1	3
1	News Producer	01/20/20	Recruitment Source List Contacted for Each Full-time vacancy (see Appendix A)	www.nbcunicareers.com	James Arroyave	1	3
1	Photographer /Editor	02/24/20	Recruitment Source List Contacted for Each Full-time vacancy (see Appendix A)	www.nbcunicareers.com	Wil Ocasio	1	3
1	News Operations Lead	3/30/20	Recruitment Source List Contacted for Each Full-time vacancy (see Appendix A)	www.nbcunicareers.com	James Arroyave	1	3
1	General Manager	08/10/20	Recruitment Source List Contacted for Each Full-time vacancy (see Appendix A)	www.nbcunicareers.com	Karen Mendez	1	8
1	Multimedia Journalist	09/28/20	Recruitment Source List Contacted for Each Full-time vacancy (see Appendix A)	www.nbcunicareers.com	James Arroyave	1	4

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### II. Recruitment Source Information for Vacancies

Covering the period from October 1, 2019 through September 30, 2020

Station: WTMO-CD/WKME-CD/WMVJ-CD, Orlando, FL

Name of Recruitment Source	Total Number of Interviewees Referred During Year
See Appendix A	
Please see Appendix A (except for nbcunicareers or YOH)	0
www.nbcunicareers.com	21
YOH Staffing Agency	2
Employee Referral	1
<b>Total</b>	<b>24</b>

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### III. Non-Vacancy Specific Recruitment Activities

Covering the period from October 1, 2019 through September 30, 2019  
Station: WTMO-CD/WKME-CD/WMVJ-CD, Orlando, FL

#### **RECRUITMENT/CAREER EXPO AND DEVELOPMENT**

**FERIA TELEMUNDO 31:** Feria Telemundo is the premier Hispanic Health, Career & Family expo of its kind. It's a free fun interactive family event filled with music, career fair, health seminars and vendors. On October 19, 2019, Leslie Sierra, WTMO HR Manager and Jessica Pacheco, WTMO Assistant News Director, attended this Career Fair to network and identify potential employee candidates. The event also features all our Telenoticias 31 News talent as well as top renown artists.

**NATIONAL ASSOCIATION OF HISPANIC JOURNALIST:** NAHJ is an organization dedicated to the development and advancement of the next leaders in the news industry. On August 5-8, 2020, several NewsTalent employees, James Arroyave--Talent Acquisition Recruiter, Wil Ocasio--Talent Acquisition Recruiter and Karen Mendez--Talent Acquisition Recruiter, attended this virtual career expo conference which consisted of training sessions, hands-on workshops, multiple seminars, panel discussions and networking opportunities to help leverage relationships.

#### **EMPLOYEE TRAINING**

**SKILLS ENHANCEMENT TRAINING:** NBCUniversal, the parent company of the Station, offers online learning resources at no cost to all employees to enhance personal and professional skills. 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 NBCUniversal-sponsored programs.

**Respect in the Workplace, September 16<sup>th</sup>, 2020 through October 2<sup>nd</sup>, 2020** – Online Virtual course mandatory for all WTMO employees. This course outlines our Company's policies and relevant laws surrounding the prevention of harassment and discrimination in the workplace, and how to be part of fostering an environment that is respectful and inclusive.

In addition, online courses on a variety of topics are available to all employees. Courses include: Crucial Conversations, Effective Coaching Skills, Feedback with Impact, Executive Presentation Skills, Influencing Skills, Presentation Skills, Hiring the Right People, Project Management, Time Management, Microsoft Office, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.

**EMPLOYEE DIVERSITY GROUPS:** NBCUniversal's diverse employee population is reflected in our affinity groups. These voluntary organizations focus on the professional development of their members by creating opportunities for coaching, mentoring and networking with employees and senior management. In addition, they are a major force in driving recruitment and retention of top talent in the organization. Participation in these groups is open to all employees. Established affinity groups at NBCUniversal, including Out@NBCUniversal, Unidos@NBCUniversal, Veterans Network, The Women's Network @ NBCUniversal (WNN) and others, provide professional networking and skill development courses to employees.

**EEO/HUMAN RESOURCES TRAINING PROGRAM:** During the reporting year WTMO participated in the annual company compliance trainings, which address methods of ensuring equal employment opportunities and preventing discrimination. During the reporting period, these programs have included Annual Integrity Training and Comcast Corporation Code of Conduct, a course encompassing issues related to integrity, Solutions Program; Compliance Standards and Environmental Health and Safety training.

### **GENERAL BROAD OUTREACH**

During the reporting year, employees of WTMO participate in general outreach initiatives that provide an opportunity for dialogue to a broad and diverse audience about careers in broadcasting.

#### **La Sanse Takes Orlando, January 18 & 19, 2020**

La Sanse is the largest Puerto Rican festival in Florida and the 4th largest in the nation. WTMO had on site presence and Telenoticias News talent participated in meet and greets throughout the 2-day festival. Promotions team was on site with promotional giveaways, photo opportunities and games.

#### **Osceola County Fair February 16, 2020**

WTMO participated once again in the Osceola County Fair. Continuing to raise our profile in the community, WTMO promotions team participated by being on site with promo items and games.

#### **Clear the Shelters August 1 through August 31, 2020**

WTMO teamed up with more than 15 local shelters to promote pet adoption in this yearly pet adoption event. Acceso Total talent, Ivonne Rodriguez, conducted virtual interviews with new pet parents.

## Appendix A: Recruiting Sources 2020

<p>Karen Mendez Talent Acquisition Recruiter <b>NBCUniCareers.com</b> 15000 SW 27<sup>th</sup> Street Miramar, FL 33027 954-622-6839 <a href="mailto:karen.mendez@nbcuni.com">karen.mendez@nbcuni.com</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>James Arroyave Talent Acquisition Recruiter <b>NBCUniCareers.com</b> 15000 SW 27<sup>th</sup> Street Miramar, FL 33027 954-622-6839 <a href="mailto:james.arroyave@nbcuni.com">james.arroyave@nbcuni.com</a></p> <p>Has this source requested notices? <b>NO</b></p>
<p>Wiliberto Ocasio Talent Acquisition Recruiter <b>NBCUniCareers.com</b> 30 Rockefeller Plaza New York, NY 10112-0002 212 664-3246 <a href="mailto:wiliberto.ocio@nbcuni.com">wiliberto.ocio@nbcuni.com</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>Martha Lopez Talent Acquisition Recruiter <b>NBCUniCareers.com</b> 100 Universal City Plaza 1440 Universal City, CA 91608-1002 818-777-7731 <a href="mailto:marta.lopez1@nbcuni.com">marta.lopez1@nbcuni.com</a></p> <p>Has this source requested notices? <b>NO</b></p>
<p>Mariela Montoya <b>YOH Staffing</b> 2350 NW 117<sup>th</sup> Place Miami, FL 33182 786-585-7442 <a href="mailto:mariela.montoya@yoh.com">mariela.montoya@yoh.com</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>Renaldo Pena Industry Outreach Representative <b>Full Sail University</b> 3300 University Blvd Winter Park, FL 32792 800-757-5105 <a href="mailto:rprena@fullsail.com">rprena@fullsail.com</a></p> <p>Has this source requested notices? <b>NO</b></p>

<p>Ms. Diane Herron  Director of Human Resources  <b>Natl. Assoc. of Black Journalists</b>  c/o WPBT; 14901 NE 20 Ave.  Miami, FL 33181  305-949-8321  <a href="mailto:dheron@southfloridapbs.org">dheron@southfloridapbs.org</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>Mr. Steve McDowell  College of Commun./R-42  <b>Motion Picture &amp; TV Advisory Council</b>  Florida State University  Tallahassee, FL 32306  850-644-2276/Fax:850-644-8642  <a href="mailto:karen.ball@comm.fsu.edu">karen.ball@comm.fsu.edu</a></p> <p>Has this source requested notices? <b>NO</b></p>
<p>Sirley Gomez  <b>Employ Florida</b>  7550 Davie Road Extension  Hollywood FL 33024  954-967-1010 ext 237  <a href="mailto:sigomez@wf1broward.com">sigomez@wf1broward.com</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>Charlotte Andreson  Vice President of Operations  <b>Pinellas County Urban League</b>  333 31<sup>st</sup> St., No.  St. Petersburg, FL 33713  727-327-2081  <a href="mailto:skillsbank@pcul.org">skillsbank@pcul.org</a></p> <p>Has this source requested notices? <b>NO</b></p>
<p>Elise Smith  Programs Coordinator  <b>Hispanic Chamber of Commerce of Metro Orlando</b>  3201 East Colonial Drive Suite A-29  Orlando, FL 32803  407-428-5870  <a href="mailto:elise.smith@hispanicchamber.net">elise.smith@hispanicchamber.net</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>Ms. Deborah Powell  <b>American Women in Radio &amp; TV</b>  <b>c/o WPLG</b>  3900 Bisc. Blvd.  Miami, FL 33137  305-576-1010  <a href="mailto:dpowell@wplg.com">dpowell@wplg.com</a></p> <p>Has this source requested notices? <b>NO</b></p>

<p>Pamela Nabors President/Chief Executive Officer <b>Career Source Central Florida</b> 609 N Powers Dr #340 Orlando, FL 32818 407-531-1223 <a href="http://careersourcecentralflorida.com">careersourcecentralflorida.com</a></p> <p>Has this source requested notices? <b>NO</b></p>	<p>Kelly Vizcarra Program Coordinator <b>Hispanic Federation</b> 6900 S Orange Blossom Trail Suite 200 Orlando, FL 32809 407-270-0597 <a href="mailto:kellyvizcarra@hispanicfederation.org">kellyvizcarra@hispanicfederation.org</a></p> <p>Has this source requested notices? <b>NO</b></p>
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