

Appendix 1 to

Annual EEO Public File Report

Covering the Period from 4/1/18 to 3/31/19

WQLN

Section 1 – Vacancy Information

Full-time Positions Filled by Job Title	Recruitment Source of Hire	Total # of Interviewees from All Sources for This Position
Television Producer/Director	Erie Times News	5
Corporate Support Manager	Indeed.com	3
Total Number of Persons Interviewed During Applicable Period – 8		

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Section 2: Recruitment Source Information

Recruitment Source	Total # of Interviews From This Source	Full-time Positions for Which This Source Utilized
Indeed.com	17	#1, #2
NonProfit Partnership, 609 Walnut Street, Erie, PA 16502 (814) 240-2490	5	#1, #2
Erie Times News, 205 W. 12 th St., Erie, PA 16534, (814) 453-4691	2	#1, #2
WQLN.org, 8425 Peach St., Erie, PA 16509, (814) 864-3001	1	#1, #2
GoErie.com, 205 W. 12 th St., Erie, PA 16534, (814) 453-4691		#1, #2
PA CareerLink, 1309 French St., Erie, PA 16509, (814) 455-9966	1	#1, #2
Facebook		#1, #2
The Apostolic Church of Jesus Christ, 1962 Buffalo Rd., Erie, PA 16510 (814) 899-7663		#1, #2
Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787		#1, #2
Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300		#1, #2
Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969		#1, #2
Iglesia Fuente De Salvacion, 154 East 21 st St., Erie, PA 16503 (814) 456-3117		#1, #2
John F. Kennedy Center, 2021 East 20 th St., Erie, PA 16510 (814) 897-1751		#1, #2
Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633		#1, #2
Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667		#1, #2
Martin Luther King Center, 312 Chestnut St., Erie, PA 16507		#1, #2
Tenth Street United Methodist Church, 538 East 10 th St., Erie, PA 16503 (814) 459-3131		#1, #2
San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326		#1, #2
First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622		#1, #2
East Side Church of God, 2002 Buffalo Rd., Erie, PA 16510 (814) 899-2409		#1, #2
St. James African Methodist Church, 236 East 11 th St., Erie, PA 16503, (814) 456-4011		#1, #2
Interfaith Worship Center, 149 East 21 st St., Erie, PA 16503, (814) 824-6142		#1, #2
Shiloh Baptist Church, 901 East 5 th St., Erie, PA 16507, (814) 453-4909		#1, #2
Second Baptist Church, 757 East 26 th St., Erie, PA 16504, (814) 456-6874		#1, #2
Mount Ebal Baptist Church, 245 East 10 th St., Erie, PA 16503, (814) 454-7374		#1, #2
Morning Star Baptist Church, 327 East 23 rd St., Erie, PA 16503, (814) 454-4309		#1, #2
Quality of Life Learning Center, 2046 East 19 th St., Erie, PA 16501, (814) 898-3633		#1, #2
Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730		#1, #2
Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351		#1, #2
The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497		#1, #2
United Pentacostal Church, 202 East 11 th St., Erie, PA 16503, (814) 459-1276		#1, #2
Abundant Life Church of Erie, 2247 East 19 th St., Erie, PA 16510, (814) 898-2638		#1, #2
First Born Apostolic Faith Church, 1221 E. 19 th St., Erie, PA 16503, (814) 456-5829		#1, #2
Grace Calvary Baptist Church, 806 Parade St., Erie, PA 16503, (814) 866-4747		#1, #2
Community Missionary Baptist, 301 E. 10 th St., Erie, PA 16503, (814) 459-7003		#1, #2
Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882		#1, #2
Assembly of Christian Churches, 352 W. 18 th St., Erie, PA 16502, (814) 451-0068		#1, #2
Victory Christian Church, 660 Hess Avenue, Erie, PA 16503, (814) 455-0256		#1, #2
Iglesia Mission Celestial, 1612 Sassafas St., Erie, PA 16502, (814) 459-4969		#1, #2

Appendix 3 to

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Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WQLN

WQLN remains committed to ensuring that employment practices are conducted in a manner that will not discriminate against any employee or applicant because of race, color, religion, national origin, age, sex or disability and/or as provided for by applicable Federal, State and Local laws and regulations. Our policy on non-discriminatory employment includes, but is not limited to, hiring, placement, promotions, transfer or demotion, recruitment, advertising, solicitation of employment, lay-offs, terminations, compensation, benefit programs, and training and educational opportunities. Our employment decisions will be based on attitude, merit, qualifications and competence.

WQLN has a relatively small staff and we hired 2 full-time positions in the past year. Both of these positions were to replace employees who had left the organization. When full-time job openings occur, WQLN uses a variety of methods to disseminate information regarding each employment opportunity to the local and regional community (as listed in Exhibit 2 of the EEO public file reports). WQLN utilizes the local newspaper, various websites including our own, and the local job bank, PA Career Link, to disseminate this information. WQLN also sends letters to religious organizations in minority areas listing all of the full-time job openings available at the station and encouraging them to post the job openings in their building for their members to apply.

WQLN works with the local colleges, universities, business and technical schools to provide unpaid internship opportunities for undergraduate students. WQLN has 1 - 3 interns each year working in various departments within the station. The majority of our interns work in our Television Programming and Production department. Our interns are exposed to a variety of opportunities and learning experiences which will help them acquire some of the skills needed for broadcast employment.

WQLN continues offering leadership training courses to the entire staff as they become available. The training courses are only mandatory for senior leaders. Staff may attend on a voluntary basis. WQLN's Vice President/General Manager attends regular seminars to improve her human resource skills. These seminars include but are not limited to Pennsylvania's Medical Marijuana Act for Employers; Privacy in the Workplace and Employer's Right to Monitor Their Employees Behavior; Employer's Guide to Curbing FMLA and ADA Abuse; FMLA, workman's compensation, labor laws, employment laws, job descriptions, employee evaluations and hiring and firing practices.

The station is a member of the Manufacturer's and Business Association and regularly WQLN belongs to the Manufacturer's Association of Erie and participates in online employment seminars offered through them. The station is also a member of the Nonprofit Partnership of Erie. Information is provided by this organization and passed on to the directors as training resources. We also participate in an annual HR Hot Topics Seminar that is hosted by our local insurance agency. WQLN staff is also kept informed of EEO matters through the station's employee handbook which is updated periodically and made available in paper or electronic form to each employee.

WQLN participated in 2 job fairs during the applicable period. The first job fair was held Monday, April 23, 2018 from 10:00 am until 4:00 pm at the Bayfront Convention Center in Erie, PA. This job fair, which is the largest annual job fair in Erie (attendance was approximately 800), was sponsored by the Pennsylvania Career Link and was attended by WQLN's Vice President/General Manager and the Corporate Support Assistant. The second job fair was held on Wednesday, September 5, 2018 from 3:00 pm until 6:00 pm at the Ambassador Conference Center in Erie, PA. This job fair was sponsored by Pennsylvania Career Link and was attended by approximately 500 people). This job fair was attended by WQLN's Vice President/General Manager and Fundraising and Events Coordinator.

WQLN continues to be committed to maintaining and updating their EEO program. We believe that we have the proper policies and procedures in place to ensure EEO compliance at all times.