



EEO PUBLIC FILE

REPORT WMTJ-TV, FAJARDO, PR

OCTOBER 1, 2015 – SEP 30, 2016

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### **Annual EEO Public File Report**

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s): **WMTJ-TV, Fajardo, PR** and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning October 1<sup>st</sup>, 2015 to and including September 30, 2016 (the Applicable Period”).

The FCC’s EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hire for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3, which follow, have been designed, in aggregate, to provide the required information.



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**We don't have recruitment during this period**

**Appendix 1: FULL-TIME POSITION FILLED**

<b>Full-Time Position</b>	<b>Position Title</b>	<b>Date Filled</b>	<b>Recruitment Source</b>	<b>Total # Interviewed</b>	<b>Number Hire</b>	<b>Recruitment Source for Hire</b>

\*DOL = Department of Labor; V = Veterans; VRP = Vocational Rehabilitation Program; WAO = Women Advocate Office; OOPD = Office of Ombudsman for Persons with Disabilities



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## Appendix 2: FULL-Recruitment Source

Recruitment Source	Total Number of Interviewees this Source Provided During this Period (If Any)	Full Positions for Which this Source was Utilized
<p>Mrs. Camile Pérez Santiago            Sistema Universitario Ana G. Méndez            Web page posting <a href="http://www.suagm.edu">www.suagm.edu</a>            PO Box 21345            San Juan, PR 00928-1345            Tel. (787) 751-0178 ext 7383</p>		
<p>Mr. Vance E. Thomas Rider            Department of Labor and Human Resources /            Departamento del Trabajo y Recursos Humanos            Edificio Prudencio Rivera #505            Avenida Muñoz Rivera            Hato Rey, PR 00918            Tel. (787) 754-5353 / (787) 754-2119 / (787) 754-2120            Fax (787) 753-9550</p>		
<p>Veterans' Employment and Training Service            Mr. George Molina            Vet Center, Condominium Medical Center            Plaza Suite LC 8, 9 &amp; 11, Urb. La Riviera            Río Piedras, Puerto Rico 00921            Tel. (787) 749-4409 / Fax. (787) 749-4416</p> <p>1560 Ponce De León Avenue            GM Group Plaza Building., Suite 4            San Juan, Puerto Rico 00926            Phone: (787) 625-3137            Fax: (787) 945-7471</p>		



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Recruitment Source	Total Number of Interviewees this Source Provided During this Period (If Any)	Full Positions for Which this Source was Utilized
Vocational Rehabilitation Program Ms. Iván A. Clemente Delgado PO Box 191118 San Juan, PR 00919-1118 Tel. (787) 729-0160 / Fax (787) 728-8070		
Women Advocate Office / Procuraduría de la Mujer Ms. Wanda Vázquez Garced PO BOX 11382 Fernández Juncos Station Santurce, PR 00910-1382 Tel. (787) 721-7676 / Fax (787) 721-7711		
Office of Ombudsman for Persons with Disabilities Oficina del Procurador de Personas con Impedimentos Mr. Iván Díaz Carrasquillo PO Box 41309 San Juan, PR 00940-1309 Tel. (787) 725-2333 / Fax (787) 721-2455		



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## **Appendix 3: Supplemental Recruitment Initiative**

### **WMTJ-TV Internship Program**

WMTJ-TV participates in the Internship Program with Metropolitan University, Turabo University, Interamerican University, Catholic University, University of Puerto Rico and Juan José Osuna High School, which specializes in communications. The internship program is for students in fields of programming, communications and public relations, engineering and production. College students are provided an opportunity to work with the station and earn college credit for their work experience. The station provides the necessary information to the schools so that students receive earned credit and guidance under the supervision of one or several managers. During this period (October 1, 2015 – September 30, 2016), we had 26 participants in this program.

### **Students visits to Station (at least four events with educational institutions relating to broadcasting careers)**

WMTJ-TV receives students of all the academic levels, interested to know the operations of an educational station, the content of the programming and the services to the community that we offer. The students had the opportunity to learn about the broadcast industry and to meet TV personalities. During this period (October 1, 2015 – Sep 30, 2016), we received six groups comprising over 85 students.

### **Participation in job fairs**

**2016 Hiring Our Heroes** – Hiring Fair for Veterans, Guard and Reserve Members, Transitioning Service Members and Military Spouses Human Resources Office. Recruitment Division participated in Veterans Job Fair event accepting resumes and spoke to interested candidates about the institution and our employment opportunities. Fort Buchanan Community Club & Conference Center, Fort Buchanan, PR, June 23, 2016



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### **Training programs for station personnel**

In coordination with the SUAGM's Vice Presidency of Human Resources, WMTJ-TV provided trainings to the new employees to bring a general overview about our mission, vision, policies, benefits and procedures related to the code of Business Conduct.

The personnel participated in trainings, so they can be updated in the different areas of broadcast and telecommunications. In addition, the managerial staff of the station participated in training designed to help the station to improve their performance.

Human Resources Office, Training and Development Division, as part of the annual plan, coordinated several training sessions during the year. The training sessions typically focused on enriching the professional skills, summarized our benefits, provide themes to help and support personal life situation and to ensuring equal employment opportunity and preventing discrimination.

From October 1, 2015 to September 30, 2016 our personnel participated in the following trainings and orientation activities:

- 401k Orientation
- Commercialization and Intellectual Property Policy
- Employee Evaluation System
- Health Plan orientation
- HIPAA Certification
- IRB Certification
- Life Insurance orientation
- Mental Health Forum
- New FLSA regulations
- Non-occupational disability insurance orientation
- Quality training
- Revision of Strategic Guides
- Royal Spanish Academy - New grammar and writing rules



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- Sexual Harassment Policy orientation
  - Technical Information Security
  - Technological Tools (Microsoft Office 365 and Blackboard)
  - Time and Attendance (Kronos)
- Spin system (a program for identifying funding opportunities)
- How to write a proposal
- Banner (financial system and database)
- Human Resources Manual
- Strategic Planning
- Eris (a system for managing and registered proposal)
- Success fundraising
- IEPDS
- Basic writing