

**WWNY-TV/WNYF
EEO Public File Report
Job Vacancy Summary
Period Covered February 1, 2018 to January 31, 2019**

Job Vacancy and Recruitment Information

Job Title	Date Filled	Recruitment Sources Used	Recruitment Source of Interviewees (#)	Recruitment source of hire
Client Services Specialist	9/10/18	4, 8, 9, 11, 12, 18, 19, 21, 30, 38	12, 14	12
Reporter/Photographer/MMJ	8/22/18	4, 11, 18, 19, 21, 30, 38	12, 38	12
Video Editor/Producer	4/13/18	4, 11, 12, 14, 18, 19, 30, 38	11, 12, 14, 30	30
Account Executive	5/21/18	14	14	14
Video Editor/Producer	4/5/18	4, 11, 12, 18, 19, 30, 38	11, 12, 14, 30	11
Account Executive	9/10/18	14	14	14
Business Assistant – Temporary	1/11/19	14	14	14

Total number of interviewees and number of interviewees referred by each recruitment source

Recruitment Sources	Total Number of Interviews
Employee referral	10
WWNY Website (wwnytv.com)	10
Journalism Jobs.com	2
Indeed.com	2
Internal Posting	1
Total Interviewees	25

Recruitment Resource Table

#	Name	Address	Contact	Phone	Full Time Vacancy Notification
1.	Jefferson Community College Career Placement Services	1220 Coffeen St., Watertown, NY 13601	Michelle Gefell , Exec. Dir.	786-2269	*
2.	SUNY College of Tech Career Services	Cornell Drive, FOB 232, Canton, NY 13617	Joel Bixby, Exec. Dir.	386-7119	*
3.	SUNY Potsdam Career Planning Center	128 Sisson Hall, Potsdam, NY 13676	Karen Ham, Exe. Dir.	267-2339	*
4.	St. Lawrence University Career Planning Center	Canton, NY 13617	Kathy Archibald, Exec. Dir.	229-5906	*
5.	TVJobs.Com (DBA Broadcast Employment Services)	PO Box 4116, Oceanside, CA 92052-4116	Mark C. Holloway, CEO	877-988-9808	*
6.	Penn State	jlm156@psu.edu			*
7.	NAB	www.nab.org			*
8.	NYS Broadcasters	www.nysbroadcastersassn.org	Sandy@nysbroadcasters.org		*
9.	Watertown Daily Times	260 Washington St., Watertown, NY 13601	Classifieds Desk	315-782-0400	*
10.	Syracuse Post Standard	PO Box 4915, One Clinton Sq., Syracuse, NY 13221-4915	Classifieds Desk	315-470-0032	*
11.	Internal posting/Ultipro				*

12.	WWNY Website/Facebook/Linkdin	www.wwnytv.com			*
13.	WWNY-TV/WNYF-TV On-air advertising				*
14.	Employee Referral				*
15.	Walk in applicants				*
16.	Radio Television News Directors Association	www.rtnda.org			*
17.	Media Line	www.medialine.com			*
18.	SUNY Oswego – Career Services	606 Culkin Hall, Oswego, NY 13126	Bob Casper	315-312-2255	*
19.	Syracuse University	belichti@syr.edu Syracuse, NY 13244	Bridget Lichtinger	315-443-1913	*
20.	Greater Watertown North Country Chamber of Commerce Job and Career Expo	events@watertownny.com , GWNC Chamber of Commerce, 1241 Coffeen St., Watertown, NY 13601	Michelle Farrell	315-788-4400	*
21.	Ithaca College	www.ithaca.edu/careers	John Fracchia	607-274-1687	*
22.	Cayuga Community College	w3.cayuga-cc.edu/cayugaconnect/			*
23.	SUNY Plattsburgh	805 Kehoe Admin Building, 101 Broad St., Plattsburgh, NY 12901		518-564-2071	*
24.	Clarkson University	www.clarkson.edu	Margo Johnston	315-268-3858	*
25.	Herkimer Community College	www.collegecentral.com/herkimer/			*
26.	7NEWS Sales Team Facebook page				*
27.	7NEWS Facebook page				*
28.	University of Missouri	www.HireMizzouTigers.com			*
29.	University of Maryland	aflynn1@UMD.edu , 3105A Knight Hall, College Park, MD 20742	Adrienne Flynn	301-405-7247	*
30.	Indeed.com	www.indeed.com			*
31.	NAB – Broadcast Career Link	Boxwoodtech.com		888-491-8833 ex. 1748	*
32.	TVNewscheckMedia	238 Crosshill Road, Wynnewood, PA 19096	Phil Kirk www.mediajobcenter.com		*
33.	UltiPro	https://ew11.ultipro.com			*

34.	Central New York Recruiting Consortium	www.collegecentral.com/cnyrc		mail@collegecentral.com	*
35.	The Pennsylvania State University	The College of Communications, 208-D Carnegie Building, University Park, PA 16802	Bob Martin, Assistant Dean, Office of Internships and Career Placement	814-863-4674, rpm163@psu.edu	*
36.	Craigslist Watertown	www.craigslist.com			*
37.	Craigslist Syracuse	www.craigslist.com			*
38.	Journalism Jobs.com	www.journalismjobs.com		510-508-7386	*
39.	Agent Contact				*
40.	St. Bonaventure University	Personal contact at university			*
41.	NYS Dept of Labor	www.Labor.ny.gov		518-457-9000	*
42.	Media Staffing Network	www.Mediastaffingnetwork.com	Patricia Kincaid	602-971-9382	*
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* To the knowledge of United Communications Corp WWNY TV/WNYF, the above noted sources do not require notification of any fulltime vacancies.

Employment Outreach Initiatives

	Recruitment Initiative	Brief Description of Activity
1	St. Lawrence County Gateway to Careers – March 2018	Hosted by SUNY Canton/Penski Staffing/St. Lawrence BOCES Between 800 – 1000 junior and senior students from St. Lawrence County attended this event. Students choose employers and/or careers that they might be interested in and employers discuss their resumes, college ideas and careers in their particular field.
2	Workforce 2020 at Watertown International Airport – November 14, 2018	The Watertown International Airport hosted a career day for high school seniors throughout the region sponsored by the Greater Watertown North Country Chamber of commerce. WWNY managers met with students to conduct interviews and provide them with feedback as well as valuable information about how to prepare for the career they seek
3	Tour of station for students from SUNY Oswego with Patrick Malowski – March 2018	A group students who lead the student-run tv station, WTOP at SUNY Oswego were on site to observe news casts, production related processes and other processes involved with newscasts with opportunity to meet with many of WWNY staff to ask questions and gain insight into television operations.
4	Job shadowing with Patrick Malowski – August 2018	WWNY hosted a job shadowing event, sponsored by Literacy of NNY. That involved a participant to shadow a WWNY employee of the newsroom. Activities included observing editorial meetings, studio tour, newsgathering and production processes and observing a newscast.
5	Station Tours – various times of year	Tours for school and community groups are regularly scheduled. As part of the tour News and Production personnel will talk to participants about broadcasting careers.

6	Job Shadowing with Jeff Shannon – May 2018	WWNY hosted a job shadowing event, sponsored by Indian River High School. That involved 2 students to shadow a WWNY employee of the video production department. Activities included shadowing the director of the Noon News, Master Control operations and commercial production processes.
7	Job Shadowing with Jeff Shannon – March 2018	WWNY hosted a job shadowing event, sponsored by Indian River High School. That involved 1 student to shadow a WWNY employee of the video production department. Activities included
8	Job & Career Expo – April 2018	Job and career expo sponsored by the Greater Watertown North Country Chamber of Commerce held in Watertown was a free event for job seekers to talk with and apply for open job positions and employment opportunities with many area employers. Was an opportunity for area employers to meet with potential employees.