

**Appendix 1 to**  
**Annual EEO Public File Report**  
**Covering the Period from 4/1/09 to 3/31/10**  
**WQLN**

**Section 1 – Vacancy Information**

**Full-time Positions Filled by Job Title**

**Recruitment Source of Hiree**

**Total # of Interviewees from  
All Sources for This Position**

No full-time positions filled

**Total Number of Persons Interviewed During Applicable Period – 0**

Appendix 2 to

Annual EEO Public File Report

Covering the Period from 4/1/09 to 3/31/10

WQLN

Section 2: Recruitment Source Information

Recruitment Source	Total # of Interviewees From This Source	Full-time Positions for Which This Source Utilized
Erie Times News, 205 W. 12 <sup>th</sup> St., Erie, PA 16534, (814) 453-4691		
WQLN.org, 8425 Peach St., Erie, PA 16509, (814) 864-3001		
GoErie.com, 205 W. 12 <sup>th</sup> St., Erie, PA 16534, (814) 453-4691		
PA CareerLink, 1309 French St., Erie, PA 16509, (814) 455-9966		
Pennsylvania State University Career Bank, Penn State Behrend, Erie, PA (814)898-6164		
The Apostolic Church of Jesus Christ, 1962 Buffalo Rd., Erie, PA 16510 (814) 899-7663		
Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787		
Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300		
Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969		
Iglesia Fuente De Salvacion, 154 East 21 <sup>st</sup> St., Erie, PA 16503 (814) 456-3117		
John F. Kennedy Center, 2021 East 20 <sup>th</sup> St., Erie, PA 16510 (814) 897-1751		
Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633		
Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667		
Martin Luther King Center, 312 Chestnut St., Erie, PA 16507		
Tenth Street United Methodist Church, 538 East 10 <sup>th</sup> St., Erie, PA 16503 (814) 459-3131		
San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326		
First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622		
East Side Church of God, 2002 Buffalo Rd., Erie, PA 16510 (814) 899-2409		
St. James African Methodist Church, 236 East 11 <sup>th</sup> St., Erie, PA 16503, (814) 456-4011		
Interfaith Worship Center, 149 East 21 <sup>st</sup> St., Erie, PA 16503, (814) 824-6142		
Shiloh Baptist Church, 901 East 5 <sup>th</sup> St., Erie, PA 16507, (814) 453-4909		
Second Baptist Church, 757 East 26 <sup>th</sup> St., Erie, PA 16504, (814) 456-6874		
Mount Ebal Baptist Church, 245 East 10 <sup>th</sup> St., Erie, PA 16503, (814) 454-7374		
Morning Star Baptist Church, 327 East 23 <sup>rd</sup> St., Erie, PA 16503, (814) 454-4309		
Quality of Life Learning Center, 2046 East 19 <sup>th</sup> St., Erie, PA 16501, (814) 898-3633		
Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730		
Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351		
The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497		
United Pentacostal Church, 202 East 11 <sup>th</sup> St., Erie, PA 16503, (814) 459-1276		
Abundant Life Chuch of Erie, 2247 East 19 <sup>th</sup> St., Erie, PA 16510, (814) 898-2638		
First Born Apostolic Faith Church, 1221 E. 19 <sup>th</sup> St., Erie, PA 16503, (814) 456-5829		
Grace Calvary Baptist Church, 806 Parade St., Erie, PA 16503, (814) 866-4747		
Community Missionary Baptist, 301 E. 10 <sup>th</sup> St., Erie, PA 16503, (814) 459-7003		
Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882		
Assembly of Christian Churches, 352 W. 18 <sup>th</sup> St., Erie, PA 16502, (814) 451-0068		
Victory Christian Church, 660 Hess Avenue, Erie, PA 16503, (814) 455-0256		
Iglesia Mission Celestial, 1612 Sassafras St., Erie, PA 16502, (814) 459-4969		

**Appendix 3 to**  
**Annual EEO Public File Report**  
**Covering Period from 4/1/09 to 3/31/10**  
**WQLN**

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 did not hire any positions in the past year. 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 internship opportunities for undergraduate students. WQLN has 6 – 8 interns each year working in various departments within the station. 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. The training courses are only mandatory for senior and junior leaders. Staff may attend on a voluntary basis. The topics covered this past year were Corporate Culture and Strategic Planning. WQLN's Controller attends regular seminars to improve her human resource skills. These seminars include but are not limited to FMLA, workman's compensation, labor laws, employment laws, job descriptions, employee evaluations and hiring and firing practices. The Controller is a member of the Society for Human Resource Management (SHRM) and the station is a member of the Nonprofit Partnership of Erie. Information is provided by these organizations and passed on to the directors as training resources. 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 on May 20, 2009 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, was sponsored by the Pennsylvania Career Link and was attended by WQLN's Controller and the Accounting Assistant. The second job fair was held in October 2009 from 10:00 am until 2:00 pm at Pennsylvania State University, the Behrend College, in Erie, PA. This job fair was attended by WQLN's Director of Creative Services and Educational Outreach 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.