

**Appendix 1 to**  
**Annual EEO Public File Report**  
**Covering the Period from 4/1/17 to 3/31/18**  
**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 vacancies for this period

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

**Appendix 2 to**

**Annual EEO Public File Report**

**Covering the Period from 4/1/17 to 3/31/18**

**WQLN**

**Section 2: Recruitment Source Information**

**Recruitment Source**

**Total # of Interviewees  
From This Source**

**Full-time Positions for  
Which This Source Utilized**

No full-time vacancies for this period

**Appendix 3 to**  
**Annual EEO Public File Report**  
**Covering Period from 4/1/17 to 3/31/18**  
**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 we did not hire any full-time 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 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 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 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, September 25, 2017 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 1,000), was sponsored by the Pennsylvania Career Link and was attended by WQLN's Vice President/General Manager and the Educational Outreach Manager. The second job fair was held on Wednesday, September 20, 2017 from 12:00 am until 4:00 pm at Pennsylvania State University, the Behrend College, in Erie, PA. Over 1,300 students attended this fair. This job fair was attended by WQLN's Vice President/General Manager and Corporate Support Assistant.

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.