

**Appendix 1 to**  
**Annual EEO Public File Report**  
**Covering the Period from 4/1/19 to 3/31/20**  
**WQLN**

**Section 1 – Vacancy Information**

<b>Full-time Positions Filled by Job Title</b>	<b>Recruitment Source of Hiree</b>	<b>Total # of Interviewees from All Sources for This Position</b>
Special Content Fundraier	Erie Times New Job Fair	1
Marketing Manager	Indeed.com	6
Receptionist	Indeed.com	8

**Total Number of Persons Interviewed During Applicable Period – 15**

Appendix 2 to

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WQLN

Section 2: Recruitment Source Information

Recruitment Source	Total # of Interviewees From This Source	Full-time Positions for Which This Source Utilized
Indeed.com	35	#2, #3
WQLN.org, 8425 Peach St., Erie, PA 16509, (814) 864-3001	1	#2, #3
Erie Times News Career Fair, Bayyfront Convvention Center	1	#1
The Apostolic Church of Jesus Christ, 1962 Buffalo Rd., Erie, PA 16510 (814) 899-7663		#2, #3
Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787		#2, #3
Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300		#2, #3
Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969		#2, #3
Iglesia Fuente De Salvacion, 154 East 21 <sup>st</sup> St., Erie, PA 16503 (814) 456-3117		#2, #3
John F. Kennedy Center, 2021 East 20 <sup>th</sup> St., Erie, PA 16510 (814) 897-1751		#2, #3
Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633		#2, #3
Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667		#2, #3
Martin Luther King Center, 312 Chestnut St., Erie, PA 16507		#2, #3
Tenth Street United Methodist Church, 538 East 10 <sup>th</sup> St., Erie, PA 16503 (814) 459-3131		#2, #3
San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326		#2, #3
First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622		#2, #3
East Side Church of God, 2002 Buffalo Rd., Erie, PA 16510 (814) 899-2409		#2, #3
St. James African Methodist Church, 236 East 11 <sup>th</sup> St., Erie, PA 16503, (814) 456-4011		#2, #3
Interfaith Worship Center, 149 East 21 <sup>st</sup> St., Erie, PA 16503, (814) 824-6142		#2, #3
Shiloh Baptist Church, 901 East 5 <sup>th</sup> St., Erie, PA 16507, (814) 453-4909		#2, #3
Second Baptist Church, 757 East 26 <sup>th</sup> St., Erie, PA 16504, (814) 456-6874		#2, #3
Mount Ebal Baptist Church, 245 East 10 <sup>th</sup> St., Erie, PA 16503, (814) 454-7374		#2, #3
Morning Star Baptist Church, 327 East 23 <sup>rd</sup> St., Erie, PA 16503, (814) 454-4309		#2, #3
Quality of Life Learning Center, 2046 East 19 <sup>th</sup> St., Erie, PA 16501, (814) 898-3633		#2, #3
Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730		#2, #3
Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351		#2, #3
The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497		#2, #3
United Pentacostal Church, 202 East 11 <sup>th</sup> St., Erie, PA 16503, (814) 459-1276		#2, #3
Abundant Life Chuch of Erie, 2247 East 19 <sup>th</sup> St., Erie, PA 16510, (814) 898-2638		#2, #3
First Born Apostolic Faith Church, 1221 E. 19 <sup>th</sup> St., Erie, PA 16503, (814) 456-5829		#2, #3
Grace Calvary Baptist Church, 806 Parade St., Erie, PA 16503, (814) 866-4747		#2, #3
Community Missionary Baptist, 301 E. 10 <sup>th</sup> St., Erie, PA 16503, (814) 459-7003		#2, #3
Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882		#2, #3
Assembly of Christian Churches, 352 W. 18 <sup>th</sup> St., Erie, PA 16502, (814) 451-0068		#2, #3
Victory Christian Church, 660 Hess Avenue, Erie, PA 16503, (814) 455-0256		#2, #3
Iglesia Mission Celestial, 1612 Sassafra St., Erie, PA 16502, (814) 459-4969		#2, #3

**Appendix 3 to**  
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**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 hired 3 full-time positions in the past year. Two of these positions were newly created and one of these positions was to replace an employee 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 (Indeed.com and our own – WQLN.org), 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 many 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 U.S. Department of Labor's Overtime Rules 2020, Pennsylvania's Medical Marijuana Act for Employers; Privacy in the Workplace and Employer's Right to Monitor Their Employees Behavior; 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 of Erie and participates in online and in-person 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 29, 2019 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 700), 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 Thursday, September 5, 2019 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 400 people). This job fair was attended by WQLN's Vice President/General Manager.

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.