

Appendix 1 to
Annual EEO Public File Report
Covering the Period from 4/1/21 to 3/31/22
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
Multimedia Graphic Designer	Indeed	3
Corporate Support Account Executive	WQLN website	2
Education Outreach Assistant	WQLN website	7
Multimedia Producer	Indeed	6
Corporate Support Account Executive	Indeed	1
Executive Producer	WQLN Radio	6

Total Number of Persons Interviewed During Applicable Period – 25

Appendix 2 to

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Section 2: Recruitment Source Information

Recruitment Source	Total # of Interviewees From This Source	Full-time Positions for Which This Source Utilized
Indeed.com	46	#1 - #6
NonProfit Partnership, 609 Walnut Street, Erie, PA 16502	1	#5 - #6
Facebook	5	#1 - #6
LinkedIn	5	#1 - #2
Friend	6	#1 - #6
WQLN Website	6	#1 - #6
WQLN Radio	2	#5 - #6
Millcreek Township School District Website	1	#3
Current.org	1	#6
Simplyhired.com	1	#1
The Apostolic Church of Jesus Christ, 1962 Buffalo Rd., Erie, PA 16510 (814) 899-7663		#1 - #6
Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787		#1 - #6
Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300		#1 - #6
Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969		#1 - #6
Iglesia Fuente De Salvacion, 154 East 21 st St., Erie, PA 16503 (814) 456-3117		#1 - #6
John F. Kennedy Center, 2021 East 20 th St., Erie, PA 16510 (814) 897-1751		#1 - #6
Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633		#1 - #6
Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667		#1 - #6
Martin Luther King Center, 312 Chestnut St., Erie, PA 16507		#1 - #6
Tenth Street United Methodist Church, 538 East 10 th St., Erie, PA 16503 (814) 459-3131		#1 - #6
San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326		#1 - #6
First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622		#1 - #6
East Side Church of God, 2002 Buffalo Rd., Erie, PA 16510 (814) 899-2409		#1 - #6
St. James African Methodist Church, 236 East 11 th St., Erie, PA 16503, (814) 456-4011		#1 - #6
Interfaith Worship Center, 149 East 21 st St., Erie, PA 16503, (814) 824-6142		#1 - #6
Shiloh Baptist Church, 901 East 5 th St., Erie, PA 16507, (814) 453-4909		#1 - #6
Second Baptist Church, 757 East 26 th St., Erie, PA 16504, (814) 456-6874		#1 - #6
Mount Ebal Baptist Church, 245 East 10 th St., Erie, PA 16503, (814) 454-7374		#1 - #6
Morning Star Baptist Church, 327 East 23 rd St., Erie, PA 16503, (814) 454-4309		#1 - #6
Quality of Life Learning Center, 2046 East 19 th St., Erie, PA 16501, (814) 898-3633		#1 - #6
Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730		#1 - #6
Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351		#1 - #6
The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497		#1 - #6
United Pentacostal Church, 202 East 11 th St., Erie, PA 16503, (814) 459-1276		#1 - #6
Abundant Life Church of Erie, 2247 East 19 th St., Erie, PA 16510, (814) 898-2638		#1 - #6
First Born Apostolic Faith Church, 1221 E. 19 th St., Erie, PA 16503, (814) 456-5829		#1 - #6
Grace Calvary Baptist Church, 806 Parade St., Erie, PA 16503, (814) 866-4747		#1 - #6
Community Missionary Baptist, 301 E. 10 th St., Erie, PA 16503, (814) 459-7003		#1 - #6
Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882		#1 - #6

Assembly of Christian Churches, 352 W. 18th 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

#1 - #6
#1 - #6
#1 - #6

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**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 also updated our Diversity, Equity, and Inclusion policy that was voted on and approved by our Board of Directors in December 2021.

WQLN has a relatively small staff, but we hired 6 full-time positions in the past year. In July 2021, we hired a full-time Multimedia Graphic Designer and a Corporate Support Account Executive to fill current positions that were vacated. In August 2021, we hired a full-time Education Outreach Assistant. This position, which was newly created and long overdue, added an additional staff member to assist our Educational Outreach Manager. In November 2021, we hired a full-time Multimedia Producer for Radio to replace the current employee who retired after 33 years of employment. In March 2022, we once again hired a Corporate Support Account Executive to replace the person whom we hired in July 2021. This employee resigned to open his own business. Finally, we hired an Executive Producer in March 2022 to produce a 26-week program about the history of Erie. This is a new and exciting position for WQLN. 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 various websites like Indeed, Facebook, LinkedIn, and our own – WQLN.org. We also posted the job opportunities on the NonProfit Partnership of Erie website and Current.org. We added an additional method of announcing the job openings by running spots on both WQLN TV and WQLN FM. In addition, WQLN also sends letters to religious organizations in minority areas listing all 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. In July 2021, we updated

our internship policy to include paid internships. WQLN usually has 1 - 3 interns each year working in various departments within the station but due to the Covid pandemic, we have not had any internships this past year. We do have 1 college student beginning a paid internship in our Development department on March 28, 2022. This internship will be full-time for 20 weeks. 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. There were fewer seminars offered this year and they were all offered online as webinars. Most were centered around Covid and the ever-changing information around the pandemic. I was able to attend a very informative webinar titled "From Strategy to Equity: Designing and Assessing Your Approach to Compensation". This webinar was a great resource as we completely re-wrote our DEI policy for the station. 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 and managers 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.

WQLN did not participate in any job fairs because there were not any offered in the area – virtually or in-person. I am hoping that with the Covid pandemic winding down, that our annual job fair, sponsored by the Erie Times News, will be offered again.

WQLN continues to be committed to maintaining and updating their EEO program. As mentioned above, we updated our Diversity, Equity, and Inclusion policy this year and it was presented to our Board of Directors in December 2021. We believe that we have the proper policies and procedures in place to ensure that we are EEO compliant.