

Appendix 1 to
Annual EEO Public File Report
Covering the Period from 4/1/22 to 3/31/23
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
Associate Producer	Indeed	4
Television Traffic Coordinator	WQLN website	4
Multimedia Producer	Indeed	4
Fundraising Events Coordinator	Indeed	3
Fundraising Events Coordinator	Indeed	3

Total Number of Persons Interviewed During Applicable Period – 18

Appendix 2 to

Annual EEO Public File Report

Covering the Period from 4/1/22 to 3/31/23

WQLN

Section 2: Recruitment Source Information

Recruitment Source	Total # of Interviewees From This Source	Full-time Positions for Which This Source Utilized
Indeed.com	20	#1, #2, #3, #4, #5
NonProfit Partnership, 609 Walnut Street, Erie, PA 16502	0	#1, #2, #3, #4, #5
Facebook	0	#1, #2, #3, #4, #5
Friend	2	#1, #2, #3, #4, #5
WQLN Website	2	#1, #2, #3, #4, #5
Handshake	1	#4
Hispanic-American Council Center, 554 E. 10 th Street., Erie, PA 16503 (814) 455-0212		#1 - #5
Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787		#1 - #5
Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300		#1 - #5
Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969		#1 - #5
Iglesia Fuente De Salvacion, 154 East 21 st St., Erie, PA 16503 (814) 456-3117		#1 - #5
John F. Kennedy Center, 2021 East 20 th St., Erie, PA 16510 (814) 897-1751		#1 - #5
Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633		#1 - #5
Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667		#1 - #5
Martin Luther King Center, 312 Chestnut St., Erie, PA 16507 (814) 459-2761		#1 - #5
Tenth Street United Methodist Church, 538 East 10 th St., Erie, PA 16503 (814) 459-3131		#1 - #5
San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326		#1 - #5
First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622		#1 - #5
St. James African Methodist Church, 236 East 11 th St., Erie, PA 16503, (814) 456-4011		#1 - #5
Interfaith Worship Center, 149 East 21 st St., Erie, PA 16503, (814) 824-6142		#1 - #5
Shiloh Baptist Church, 901 East 5 th St., Erie, PA 16507, (814) 453-4909		#1 - #5
Second Baptist Church, 757 East 26 th St., Erie, PA 16504, (814) 456-6874		#1 - #5
Morning Star Baptist Church, 327 East 23 rd St., Erie, PA 16503, (814) 454-4309		#1 - #5
Quality of Life Learning Center, 2046 East 19 th St., Erie, PA 16501, (814) 898-3633		#1 - #5
Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730		#1 - #5
Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351		#1 - #5
The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497		#1 - #5
Abundant Life Church of Erie, 2247 East 19 th St., Erie, PA 16510, (814) 898-2638		#1 - #5
First Born Apostolic Faith Church, 1221 E. 19 th St., Erie, PA 16503, (814) 456-5829		#1 - #5
Grace Calvary Baptist Church, 5542 Perry Highway., Erie, PA 16509, (814) 866-4747		#1 - #5
Community Missionary Baptist, 301 E. 10 th St., Erie, PA 16503, (814) 459-7003		#1 - #5
Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882		#1 - #5
Victory Christian Church, 660 Hess Avenue, Erie, PA 16503, (814) 455-0256		#1 - #5
Iglesia Mission Celestial, 1612 Sassafras St., Erie, PA 16502, (814) 459-4969		#1 - #5
Abundant Life Ministries, 806 Parade Street, Erie, PA 16503 (814) 461-8970		#1 - #5

Appendix 3 to
Annual EEO Public File Report
Covering Period from 4/1/22 to 3/31/23
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 also reviewed and updated our existing Diversity, Equity, and Inclusion policy.

WQLN has a relatively small staff, but we hired 5 full-time positions in the past year. In April 2022, we hired a full-time Associate Producer to add to our “Chronicles” team. WQLN began working on a local history docuseries, “Chronicles” in late March 2022. Season 1 is a 26-week program about the history of Erie. The first episode premiered in September 2022. We also hired a Television Traffic Coordinator in April 2022 to replace an employee who left for another position. In July 2022, we hired an additional Multimedia Producer/Director. In September 2022, we hired a Fundraising Events Coordinator to replace a position that had been vacant for about 2 years (due to Covid). Unfortunately, the employee hired for the Fundraising Events Coordinator developed some health problems after a few months and decided to resign. We reposted the Fundraising Events Coordinator position again in December 2022 and filled the position at the end of January 2023. 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 Handshake. 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. This past year, we had 1 part-time intern for 8 weeks from Penn State Behrend.. She worked with our Marketing Manager to gain experience in marketing, social media, and digital. We also had 1 full-time intern working in our Development department from 3/22 – 8/22. She attended a 4-year college in Germany and used the internship to complete her degree. 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 webinars that were offered were regarding how to move forward after Covid and included many seminars on Remote/Hybrid work options for employees. 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 reviewed and updated our Diversity, Equity, and Inclusion policy this year. We believe that we have the proper policies and procedures in place to ensure that we are EEO compliant.