

Appendix 1 to
Annual EEO Public File Report
Covering the Period from 4/1/20 to 3/31/21
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 Producer/Director	Indeed	6

Total Number of Persons Interviewed During Applicable Period – 6

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	9	#1
NonProfit Partnership, 609 Walnut Street, Erie, PA 16502	1	#1
Facebook	1	#1
Friend	1	#1
The Apostolic Church of Jesus Christ, 1962 Buffalo Rd., Erie, PA 16510 (814) 899-7663		#1
Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787		#1
Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300		#1
Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969		#1
Iglesia Fuente De Salvacion, 154 East 21 st St., Erie, PA 16503 (814) 456-3117		#1
John F. Kennedy Center, 2021 East 20 th St., Erie, PA 16510 (814) 897-1751		#1
Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633		#1
Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667		#1
Martin Luther King Center, 312 Chestnut St., Erie, PA 16507		#1
Tenth Street United Methodist Church, 538 East 10 th St., Erie, PA 16503 (814) 459-3131		#1
San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326		#1
First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622		#1
East Side Church of God, 2002 Buffalo Rd., Erie, PA 16510 (814) 899-2409		#1
St. James African Methodist Church, 236 East 11 th St., Erie, PA 16503, (814) 456-4011		#1
Interfaith Worship Center, 149 East 21 st St., Erie, PA 16503, (814) 824-6142		#1
Shiloh Baptist Church, 901 East 5 th St., Erie, PA 16507, (814) 453-4909		#1
Second Baptist Church, 757 East 26 th St., Erie, PA 16504, (814) 456-6874		#1
Mount Ebal Baptist Church, 245 East 10 th St., Erie, PA 16503, (814) 454-7374		#1
Morning Star Baptist Church, 327 East 23 rd St., Erie, PA 16503, (814) 454-4309		#1
Quality of Life Learning Center, 2046 East 19 th St., Erie, PA 16501, (814) 898-3633		#1
Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730		#1
Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351		#1
The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497		#1
United Pentacostal Church, 202 East 11 th St., Erie, PA 16503, (814) 459-1276		#1
Abundant Life Chuch of Erie, 2247 East 19 th St., Erie, PA 16510, (814) 898-2638		#1
First Born Apostolic Faith Church, 1221 E. 19 th St., Erie, PA 16503, (814) 456-5829		#1
Grace Calvary Baptist Church, 806 Parade St., Erie, PA 16503, (814) 866-4747		#1
Community Missionary Baptist, 301 E. 10 th St., Erie, PA 16503, (814) 459-7003		#1
Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882		#1
Assembly of Christian Churches, 352 W. 18 th St., Erie, PA 16502, (814) 451-0068		#1
Victory Christian Church, 660 Hess Avenue, Erie, PA 16503, (814) 455-0256		#1
Iglesia Mission Celestial, 1612 Sassafra St., Erie, PA 16502, (814) 459-4969		#1

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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 has a relatively small staff and we hired 1 full-time position in the past year. This position was newly created to add additional staff to our Television Production department. 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 (GoErie.com), 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. This year the seminars were all offered online as webinars and were all centered around the COVID 19 pandemic and included "Impact of the Pandemic on Your Workplace", "Employers Compliance Update", "Workplace Issues Facing Employers", and "HR Issues Arising from Coronavirus".

Traditional HR webinars were put on hold during the pandemic. We held a two-day training for the entire staff on “Unconscious Bias – Understanding Yourself and Those Around You”. The first training was on October 20, 2020 from 9:00am-11:00am and the second was on November 3, 2020 from 9:00am to 11:00am. 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. We completely updated the handbook in November 2020 and made it available in paper or electronic form to each employee.

WQLN participated in 1 virtual job fair that was held on 2 days during the applicable period. This virtual job fair replaced the traditional in-person job fair that is the largest in Erie County. It was held October 14, 2020 from 9:00am – 12:00pm and on October 15, 2020 from 1:00pm – 4:00pm. It was sponsored by the Pennsylvania Career Link and Erie Times News and was attended by WQLN’s Vice President/General Manager.

WQLN continues to be committed to maintaining and updating their EEO program. We are committed to writing a formal policy this year on Diversity, Equity, and Inclusion and have formed a committee to begin the process. We believe that we have the proper policies and procedures in place to ensure EEO compliance at all times.