

**Appendix 1 to
Annual EEO Public File Report
Covering the Period from 4/1/25 to 3/31/26
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
Development Associate	Never filled position	0
Education Outreach & Program Coordinator	Indeed	4

Total Number of Persons Interviewed During Applicable Period – 4

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

Appendix 3 to
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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 reviewed and updated, as needed, our existing Diversity, Equity, and Inclusion policy.

WQLN has a relatively small staff, but we had to hire 1 full-time position in the past year. In April 2025, we advertised to hire a Development Associate to fill a vacancy. After advertising for the position, we reevaluated the position and, with the looming threat of the potential loss of our federal funding, we decided to not fill the position. We did however, replace the vacancy in our Education department by hiring an Education Outreach and Program Coordinator in May 2025. 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 all the job opportunities on the NonProfit Partnership of Erie website. We added an additional method of announcing the job openings of many positions by running spots on both WQLN TV and WQLN FM. In addition, WQLN also sends letters to religious and community 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 2 part-time interns for 8 weeks. One intern worked in our Television Production department with one of our volunteer hosts and the other intern worked in both our Development and Television 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. If training courses become available, the information is disseminated to the staff to participate on a voluntary basis during working hours. The entire staff at WQLN have been participating in the annual online training presented by the Corporation for Public Broadcasting on Harassment and Discrimination but due to the shutdown of the CPB, the training was not offered this year. The station continues to be a member of NETA, and employees are encouraged to participate in as many training sessions that they see relevant to their jobs. WQLN's President & CEO attends regular online webinars on a variety of topics including management, diversity and inclusion, and human resource topics. All the training courses this year were offered online as webinars. 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 when the topic is relevant and if the training is affordable. 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 when it is offered 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. The Erie area has not offered any job fairs since the Covid pandemic. I am hoping 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 our Diversity, Equity, and Inclusion policy this year and made updates as needed. We believe that we have the proper policies and procedures in place to ensure that we are EEO compliant.