

**WQED MULTIMEDIA**  
**Annual EEO Public File Report**  
**April 1, 2018 – March 31, 2019**

This report covers the employment unit consisting of Stations WQED(TV) and WQED-FM, Pittsburgh, Pennsylvania, and WQEJ(FM), Johnstown, Pennsylvania. It includes a list of all full-time vacancies filled by the employment unit during the preceding year, identified by job title; for each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification, which are separately identified), identified by name, address, contact person and telephone number; the recruitment source that referred the hiree for each full-time vacancy during the preceding year; data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and a list and brief description of recruitment initiatives undertaken during the preceding year.

**RECRUITMENT REPORT**

WQED Multimedia is an equal opportunity employer and is dedicated to providing broad outreach regarding job vacancies. We seek the help of local organizations in referring qualified applicants to our station; therefore organizations that wish to receive our vacancy information should contact the Human Resources Department at WQED Multimedia by calling (412) 622-1372.

WQED Multimedia posted and filled the following full-time vacancies from April 1, 2018 through March 31, 2019. For purposes of this Report, a position was deemed filled when the hire who has accepted the job offer reports for work. Also, in an ongoing effort to seek qualified Sales & Underwriting Department candidates, we list year long postings for all Account Executives/Representative positions on our website at [www.wqed.org](http://www.wqed.org).

<b>Position</b>	<b>Hire Date</b>	<b>Recruitment Sources* and Number of Interviewees Referred by Recruitment Source</b>	<b>Number Interviewed</b>	<b>Hiring Source</b>
Corporate Support Administrative Assistant	6/25/18	A1(1), A2, A3, A7, B1, C(1) C6(1), K5(2), K6(1)	5	K5
Development Associate	10/2/18	A1, A2, A3, A7, B1(2), C6, K5(1)	3	B1
Donor Relations Specialist	10/2/18	A1(1), A2, A3, A7, B(1), B1(1), C6, K5(1)	4	B
Account Executive	1/14/19	A1(1), A2, A3, A7, B(2), C6, K5 (1)	4	B

*\*Recruitment Source codes of Contact Organizations: Excel Spreadsheet*

## RECRUITMENT INITIATIVES

### 1. INTERNSHIP PROGRAM

WQED Multimedia provides unpaid internships to college students in areas of Development and Membership, Digital Media Production, Education, Public Relations, FM Radio, and TV Production, both during the school year and the summer. We strive to provide one of the top multimedia internship programs in the region and to ensure that every intern has a positive experience with meaningful activities and tasks that are relevant and real. In order to seek qualified candidates for internships, WQED lists yearlong postings available for students to apply on the WQED website at [www.wqed.org](http://www.wqed.org) as well as sending announcements to educational institutions listed on the recruiting sources listed. During the past year we have had 26 interns.

### 2. PARTICIPATION IN JOB FAIRS

During this reporting period WQED has been represented at 2 job fairs:

- (1) Jason Argenas of Human Resources represented WQED at the CCAC - Allegheny Campus Fall Job Fair on October 24, 2018 at CCAC Allegheny Campus.
- (2) Jason Argenas of Human Resources represented WQED at the CCAC - Allegheny Campus Spring Job Fair on March 20, 2019 at CCAC Allegheny Campus.

### 3. LISTING EACH UPPER-MANAGEMENT LEVEL OPENING IN A JOB BANK OR NEWSLETTER OF A MEDIA TRADE GROUP WITH A BROAD BASED MEMBERSHIP, INCLUDING THE PARTICIPATION OF WOMEN AND MINORITIES.

During the period 4/1/18-3/31/19 WQED has posted all upper management level openings to the job bank of the Pennsylvania Association of Broadcasters.

### 4. PROVIDED TRAINING TO MANAGEMENT LEVEL PERSONNEL AS TO THE PREVENTION OF DISCRIMINATION IN THE WORKPLACE.

All WQED employees including management level personnel, and interns, completed CPB-required, interactive, on-line, harassment prevention training provided by NAVEX Global, on or before August 10, 2018. The title of the harassment prevention training was "Workplace Harassment 7 General Edition".

Recruitment Sources

Source Codes	Organization	Account #	Contact Person	Address	City	State	Zip	Phone	Fax	Email Address
A1	WQED Multimedia		WQED Human Resources Department, wqed.org/about/careers	4802 Fifth Avenue	Pittsburgh	PA	15213	412-622-1300		www.wqed.org http://www.pab.org/job_board.html/ apointi@pab.org
A2	Pennsylvania Association of Broadcasters		none	805 Paxson Street 30th South Fifth Street, Ground Floor	Hummelstown	PA	17036	717-482-4820		
A3	African American Chamber of Commerce		none		Philadelphia	PA	19102	215-751-9501	(215) 751-9509	info@aachamber.org https://post.craigslist.org/pit
A7	Craigslist		none		Pittsburgh	PA				
B	Industry/Employee Referral (Includes Intern Referrals)									
B1	Non Profit Talent		Dawn Copp	20 Stanwix Street	Pittsburgh	PA	15222	412-434-1335		Michelle@NonprofitTalent.com
C	Internal Candidate									
C6	PA Careerlink		Team PA Careerlink		Pittsburgh	PA	15219	412-552-7044		www.pacareerlink.state.pa.us
K5	Indeed.com *this website republishes job openings from other online sites and some applicants for our positions cite indeed as the referral source									
K5	LinkedIn.com *this website republishes job openings from other online sites and some applicants for our positions cite LinkedIn as the referral source									www.indeed.com
K6	LinkedIn as the referral source									