WUPW

EEO PUBLIC FILE REPORT

June 1st, 2020 through May 31st, 2021

I. VACANCY LIST

See Master Recruitment Source List for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree		
	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,23,24,25,26,27,			
Multi-Sales Consultant	28,32,35,38,39,40,41,42,47	48,48		
Regional Media Consultant	1,2,3,4,5,6,7,8,9,10,11,12,13,14, 15, 16, 18, 19, 20, 21, 23, 24, 25, 26,			
#2	27, 28, 32, 35, 38, 39, 40, 41, 42, 48	49		
	14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,32,35,36,38,39,40,41,4			
Success Manager	2,48	48		
	14,15,16,17,18,19,20,21,23,24,25,26,27,28,32,35,36,38,40,41,42,48,4			
Multi-Sales Consultant	9	50		

WUPW

June 1, 2018 - May 31, 2019

II. MASTER LIST OF RECRUITMENT SOURCES

Sources with an asterisk () denote organizations that requested notification of job vacancies							1
*Source Number	<u>Organization</u>	<u>Contact Person</u>	<u>Mailing/Email Adress</u>	Website	Phone Number	<u>Login</u>	<u>Number of Interviews</u>
Letters							
1	Central State	Career Services	P.O. Box 1004 Wilberforce, OH		027 276 6011		
1	University	Center	45384		937-376-6011		
	City of Toledo Human		1 Government Cntr. Suite 1920				
*2	Resources Dept.	Mr. Larry	Toledo, OH 43604 705 Lime City Road Rossford, OH		419-245-1500		
⊧3	IBEW Local 245	Tscherne	43460		419-666-3350		
4	James C. Caldwell Community Center	Mr. James Caldwell	3201 Stickney Ave. Toledo, OH 43608		419-729-4654		
4	Jerusalem Baptist	Rev. H.M.	43008		419-729-4034		
5	Church	Crenshaw	445 Dorr Street Toledo, OH 43603		419-248-2139		
6	Lucas County Department of Planning & Development/The Source	Mr. Lewis Huerta	1 Government Center 8th FloorToledo, Oh 43604		419-213-3300		
-			316 W. Dussel Drive Maumee, OH				
r	Manpower	Ms. Patty Bernal	43537 505 Hamilton St. Toledo, OH		419-893-4413		
8	Pathway	Ms. Tarvis Parks	43602		419-242-7304		
	State of Michigan Workforce	Mr. Michael G.	1040 S. Winter Street Suite 1014				
9	Develpoment Agency	Albig, JR.	Adrian, MI 49221		517-266-5600		
	St. Paul AME Zion	Rev. Claude	946 Belmont Ave. Toledo, OH				
10	Church Terra State	Christopher	43607 2830 Napoleon Road Fremont, OH		419-243-1065		
1	Community College	Ms. Joan Gamble	43420		419-334-8400		
2	Tiffin University	Ms. Carol McDannell	155 Miami Street Tiffin, OH 44883		419-447-6442		
3	Equality Toledo		440 Floyd Street, Unit C Toledo, OH 43620		419-407-6225		
Emails	Equality Totedo		011 15020		115 107 0225		
			1 University Dr. Bluffton, OH				
4	Bluffton College	Ms. Jacqui Singer	45817 career@bluffton.edu		419-358-3030		
5	Defiance College	Ms. Laura Hartpence	701 N. Clinton Defiance, OH 43512 tarmey@defiance.edu		419-783-2349		
	Emma L. Bowen		30 Rockefeller Plaza, 1221	Rahsaan.Harris@nbcuni.com			
6	Foundation	Rahsaan Harris	Ave of the Americas #28A42, New York, NY 10012		212-664-3392		
.0	Asian American Journalist Assoc.		5 3rd St #1108, San Francisco, CA 94103	https://aaja.org/	212 001 33/2		
			justins@aaja.org				
7							
8	Native American Journalist Assoc.	Rebecca Landsbury	rebeccalandsberry@naja.com	http://naja.org			
.0	Journalist Assoc.	Landsbury	1050 Connecticut Ave. NW				
			5th Floor				
9	National Association of Hispanic Journalists		Washington, DC 20036 info@nahjcareers.org		202.853.7760		
			22600 St. Rt. 34 Archbold, OH				1
20	Northwest State Community College	Ms. Kristan Clady	43502 mjacobs@northweststate.edu		419-267-5511		
	same conce		5330 East Main St, Columbus, OH		117 201-5511		
1	Ohio Media School		43213 jdixon@beonair.com; manderson@beonair.com		614-655-5250		
1			19900 West Nine Mile Road		014-033-3230		
2	Specs Howard Schoolof Broadcast	Mr. Kevin Scollin	Southfield, MI 48075 bcarey@specshoward.edu		248-358-9000		
22	Difficult	i.a. Kevin Scoull	411 Kuhlin Center		240-550-5000		
			BGSU				
3	Bowling Green State University	Dr. Louisa Ha	Bowling Green, OH 43403 louisah@bgsu.edu				
~	- arrowry	Di. Louisa Ha	440 Floyd Street, Unit C Toledo,				
	E-mality Tab. 1		OH 43620		410 407 5225		
24	Equality Toledo		info@equalitytoledo.org	1	419-407-6225		1

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June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): On going

Describe Nature of Initiative:

Job postings for open positions on Native American Journalist Association; National Association of Hispanic Journalists, Asian American Journalist Association, and Equality Toledo.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities

Names of Station Personnel involved in Initiative:

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): On going

Describe Nature of Initiative:

Participate in other activities other than listed to further the goal of disseminating information about employment opportunities.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

During the year we broadcast on-air announcements on WUPW encouraging viewers to apply to our current employment opportunities and information on becoming one of the local companies that would like to post our positions for local, diversified recruitment. Spots aired 2 times a week on WUPW and Bounce (EUPW).

Here is the verbiage: WUPW is committed to a broad applicant recruiting outreach program, in our continued efforts to represent our diverse community. We encourage qualified community organizations to contact us to become part of our full-time job opportunity notification mailing list. If your organization distributes job information or can provide referrals as part of your regular activity, we would like to hear from you. Send your request to: WUPW General Manager at this address. WUPW General Manager, 730 North Summit Street, Toledo, OH 43604

Names of Station Personnel involved in Initiative:

Candice Winningham- EEO Coordinator and Patrick Donnelly- VP/General Manager of WUPW

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): June 3, 2020

Describe Nature of Initiative:

Participated and took a course titled EEO and Lawful Hiring course.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

In effort to continue education in the EEO rules and Regulations I participated in a self-learning course in Insperity.

The description of the course was to education on recruitment strategies that attract the right candidate, while also avoiding discrimination in hiring, both intentionally and unintentionally. The course works to educate on learning about the Equal Employment Opportunity Laws that guide a company's recruitment efforts and aid in carrying out hiring practices that are fair and lawful.

Names of Station Personnel involved in Initiative:

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): <u>December 21, 2020</u>

Describe Nature of Initiative:

Participated and took a self-paced course titled Compliance Brief: ADA and Other EEO Laws during the Covid-19 Response.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

In effort to continue education in the EEO rules and Regulations I participated in a self-paced course in Insperity.

The course was titled Compliance Brief: ADA and Other EEO Laws during the Covid-19 Response. The course was designed to provide learners with information on establishing and implementing workplace policies that protect employees and customers from new covid-29 related risks, while also following requirements from the U.S. Equal Employment Opportunity Commission and the Americans Disabilities Act.

Names of Station Personnel involved in Initiative:

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): December 28, 2020

Describe Nature of Initiative:

Participated and took a self-paced curriculum titled Diversity, Equity and Inclusion.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

In effort to continue education in the EEO rules and Regulations I participated in a self-paced curriculum in Insperity called diversity, equity and inclusion.

The goal of this this curriculum is to provide resources to help understand, encourage, and leverage diversity in the workplace. This curriculum had 31 courses and I completed all 31 courses. There were four different sections to complete.

Section 1 was new content this included being an ally to people in the LGBT community, defeating unconscious bias, getting real about bias, inclusion, harassment, and bullying, and a respectful workplace. Section 2 was labeled diversity resources; it went over diversity in the workplace and overcoming barriers and how diversity can help a workplace grow. Section 3 was labeled Unconscious Bias and Inclusion Resources; this course went over bias's that a person may not realize they have and how to manage that bias, so it is no longer holding them back. 4 was labeled Microaggression Resources; this course went over how to not allow biases and stereotyping to demean or belittle a marginal group on an intentional or unintentional basis. Section 5 was labeled Diversity Beyond Lip Service Book, Recorded Webinars, and Resources; this section was to challenge a bias someone may have. Section 6 was the last section and it was labeled leader resources; this course was to become a leader of diversity and encouraging these differences in the workplace.

Names of Station Personnel involved in Initiative:

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): January 13, 2020

Describe Nature of Initiative:

Candice viewed and participated in a webinar put on by the Ohio Opportunities for Ohioans with Disabilities department (OOD), about title I for the ADA.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

In effort to continue education in the EEO rules and Regulations in a webinar put on by OOD about Title I of the ADA, Title I makes it unlawful to discriminate against individuals with disabilities in all aspects of employment. Title I does two things: first it ensures individuals with disabilities have access to the same employment opportunities as all individuals. Second it requires employers to provide reasonable accommodations to qualified applicants and employees when needed unless it causes undue hardship. Title 1 is regulated and enforced by the EEOC.

Names of Station Personnel involved in Initiative:

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): March 29, 2021

Describe Nature of Initiative:

BGSU Media Career Day (Virtual)

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Candice Winningham attended the Career fair to find potential employees for the internship position.

Names of Station Personnel involved in Initiative: Candice Winningham- EEO Coordinator

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): March 4, 2021

Describe Nature of Initiative:

OSU 2021 Summer Internship and Opportunity Career Fair (Virtual)

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Shana Marshall and Jeff Westfall attended the Career fair to find potential employees for the internship position.

Names of Station Personnel involved in Initiative:

Shana Marshall- Research and Programming Director Jeff Westfall- Sales Manager Patrick Donnelly- Vice President/General Manager

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): February 3, 2021

Describe Nature of Initiative:

Ohio University Marketing, Advertising and Public Relations Job Fair (Virtual)

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Shana Marshall and Jeff Westfall attended the Career fair to find potential employees for the internship position.

Names of Station Personnel involved in Initiative:

Shana Marshall- Research and Programming Director Jeff Westfall- Sales Manager

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): March 11, 2021

Describe Nature of Initiative:

The Lourdes University College of Business and Leadership (Virtual)

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Shana Marshall and Jeff Westfall attended the Career fair to find potential employees for the internship position.

Names of Station Personnel involved in Initiative:

Shana Marshall- Research and Programming Director Jeff Westfall- Sales Manager Patrick Donnelly- Vice President/General Manager

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): February 24, 2021

Describe Nature of Initiative:

MSU Virtual Spring Career Days: Marketing, Sales, Advertising, Media and Professional Communications

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Shana Marshall and Jeff Westfall attended the Career fair to find potential employees for the internship position.

Names of Station Personnel involved in Initiative:

Shana Marshall- Research and Programming Director Jeff Westfall- Sales Manager

WUPW

EEO PUBLIC FILE REPORT

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): February 11, 2021

Describe Nature of Initiative:

Bowling Green Virtual Spring 2021 Expo Job and Internship Fair

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Shana Marshall and Jeff Westfall attended the Career fair to find potential employees for the internship position.

Names of Station Personnel involved in Initiative:

Shana Marshall- Research and Programming Director Jeff Westfall- Sales Manager Patrick Donnelly- Vice President/General Manager

June 1, 2020 - May 31, 2021

III. SUPPLEMENTAL OUTREACH INITIATIVES

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.

Date(s) of Initiative Event(s): <u>April 23, 2021</u>

Describe Nature of Initiative:

Virtual OAB Course: It's not Just Black and White. Diversity education course.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

In effort to continue education in the EEO rules and Regulations Patrick participated in a course done by the Fitzpatrick Group.

The goal of this this curriculum was to build awareness on understanding diversity, equity, and inclusion (DEI). Learning to be accountable. Learning how values and behaviors trigger unconscious bias in workplace decision making, actions and communications. The last objective of the course was to provide practical tools and techniques to acknowledge and address biases.

Names of Station Personnel involved in Initiative:

Patrick Donnelly- Vice President/General Manager