

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*

| <u>*Source Number</u> | <u>Organization</u> | <u>Contact Person</u> | <u>Mailing/Email Address</u> | <u>Website</u> | <u>Phone Number</u> | <u>Login</u> | <u>Number of Interviews</u> |
|-----------------------|--|---------------------------|---|--|---------------------|--------------|-----------------------------|
| Letters | | | | | | | |
| 1 | Central State University | Career Services Center | P.O. Box 1004 Wilberforce, OH 45384 | | 937-376-6011 | | |
| *2 | City of Toledo Human Resources Dept. | | 1 Government Cntr. Suite 1920 Toledo, OH 43604 | | 419-245-1500 | | |
| *3 | IBEW Local 245 | Mr. Larry Tscherne | 705 Lime City Road Rossford, OH 43460 | | 419-666-3350 | | |
| *4 | James C. Caldwell Community Center | Mr. James Caldwell | 3201 Stickney Ave. Toledo, OH 43608 | | 419-729-4654 | | |
| *5 | Jerusalem Baptist Church | Rev. H.M. 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 Floor Toledo, Oh 43604 | | 419-213-3300 | | |
| 7 | Manpower | Ms. Patty Bernal | 316 W. Dussel Drive Maumee, OH 43537 | | 419-893-4413 | | |
| *8 | Pathway | Ms. Tarvis Parks | 505 Hamilton St. Toledo, OH 43602 | | 419-242-7304 | | |
| *9 | State of Michigan Workforce Development Agency | Mr. Michael G. Albig, JR. | 1040 S. Winter Street Suite 1014 Adrian, MI 49221 | | 517-266-5600 | | |
| *10 | St. Paul AME Zion Church | Rev. Claude Christopher | 946 Belmont Ave. Toledo, OH 43607 | | 419-243-1065 | | |
| 11 | Terra State Community College | Ms. Joan Gamble | 2830 Napoleon Road Fremont, OH 43420 | | 419-334-8400 | | |
| 12 | Tiffin University | Ms. Carol McDannell | 155 Miami Street Tiffin, OH 44883 | | 419-447-6442 | | |
| 13 | Equality Toledo | | 440 Floyd Street, Unit C Toledo, OH 43620 | | 419-407-6225 | | |
| Emails | | | | | | | |
| 14 | Bluffton College | Ms. Jacqui Singer | 1 University Dr. Bluffton, OH 45817 career@bluffton.edu | | 419-358-3030 | | |
| 15 | Defiance College | Ms. Laura Hartpence | 701 N. Clinton Defiance, OH 43512 tarney@defiance.edu | | 419-783-2349 | | |
| 16 | Emma L. Bowen Foundation | Rahsaan Harris | 30 Rockefeller Plaza, 1221 Ave of the Americas #28A42, New York, NY 10012 | Rahsaan.Harris@nbcuni.com | 212-664-3392 | | |
| 17 | Asian American Journalist Assoc. | | 53rd St #1108, San Francisco, CA 94103 justins@aaja.org | https://aaja.org/ | | | |
| 18 | Native American Journalist Assoc. | Rebecca Landsbury | rebeccalandsbury@naja.com | http://naja.org | | | |
| 19 | National Association of Hispanic Journalists | | 1050 Connecticut Ave. NW 5th Floor Washington, DC 20036 info@nahjcareers.org | | 202.853.7760 | | |
| 20 | Northwest State Community College | Ms. Kristan Clady | 22600 St. Rt. 34 Archbold, OH 43502 mjacobs@northweststate.edu | | 419-267-5511 | | |
| 21 | Ohio Media School | | 5330 East Main St , Columbus, OH 43213 jdixon@beonair.com; manderson@beonair.com | | 614-655-5250 | | |
| 22 | Specs Howard School of Broadcast | Mr. Kevin Scollin | 19900 West Nine Mile Road Southfield, MI 48075 bcarey@specshoward.edu | | 248-358-9000 | | |
| 23 | Bowling Green State University | Dr. Louisa Ha | 411 Kuhlman Center BGSU Bowling Green, OH 43403 louisah@bgsu.edu | | | | |
| 24 | Equality Toledo | | 440 Floyd Street, Unit C Toledo, OH 43620 info@equalitytoledo.org | | 419-407-6225 | | |

Websites

| | | | | | | | |
|---------------------------|----------------------------------|------------------------|---|---|--------------|--|----|
| 25 | Adrian College | Career Services Center | 110 S. Madison St. Adrian, MI 49221 | Handshake.com | 517-265-5161 | UID: cwinnigham@fox36toledo.com P: WUPW_2020 | |
| 26 | Bowling Green State University | Career Center | 318C Math Sciences Building Bowling Green, OH 43403 | Handshake.com | 419-372-2356 | UID: sjacobs@wtol.com P: Toledo222 | |
| 27 | Central Michigan University | Career Services Center | | Handshake.com | | UID: sjacobs@wtol.com P: Toledo222 | |
| 28 | Eastern Michigan University | Career Services Center | | Handshake.com | | UID: sjacobs@wtol.com P: Toledo222 | |
| 29 | University of Findlay | Career Services Center | 1000 N. Main Street Findlay, OH45840 | https://app.purplebriefcase.com | 419-422-8313 | UID: sjacobs@toledonewsnow.com P: Toledo222 | |
| 30 | Lourdes University | Ms. Kay Bishop | 6832 Convent Blvd. Sylvania, OH 43560 | http://www.collegecentral.com/lourdes | 419-824-3704 | UID: WTOL/P: lourdes10 | |
| 31 | Miami University | Dr. Bruce Drushel | 501 W. High Street Oxford, OH45056 | Handshake.com | 513-529-1809 | UID: sjacobs@wtol.com P: Toledo222 | |
| 32 | University of Michigan | Career Services Center | | Handshake.com | | UID: sjacobs@wtol.com P: Toledo222 | |
| 33 | Monroe County Community College | Mr. Barry Kinsey | 1555 South Raisinville Rd. Monroe,MI 48161 | http://www.collegecentral.com/monroeccc | 734-242-7300 | UID: Toledo222/P: mccc | |
| 34 | Ohio Northern University | Ms. Priscilla West | 525 S. Main St. Ada, OH 45810 | http://onu-csm.symplicity.com/employers | 419-772-2000 | UID: shinton@woio.com P: Toledo222 | |
| 35 | The Ohio State University | OSU Alumni Consortium | 2200 Olentangy River Rd. Columbus, OH 43210 | Handshake.com | 614-292-2200 | UID: sjacobs@wtol.com P: Toledo222 | |
| 36 | Ohio University | Mr. Thomas Korvas | 185 Lindsey Hall Athens, OH45701 | Handshake.com | 740-593-2909 | UID: sjacobs@wtol.com P: Toledo222 | |
| 37 | Owens Community College | Ms. Gentry Dixon | P.O.Box 10,000 Oregon Rd. Toledo, OH 43699 | http://collegecentral.com/owens | 567-661-7000 | UID: WTOL/P: owens | |
| 38 | University of Toledo | Career Services Center | Student Union 1532 MS112 2801 West Bancroft St. Toledo,OH 43606 | Handshake.com | 419-530-1327 | UID: sjacobs@wtol.com P: Toledo222 | |
| 39 | Wayne State University | Ms. Arlene Pringle | 1001 Faculty Adm. Bldg. 656 W. Kirby Street Detroit, MI 48202 | Handshake.com | 313-577-4781 | UID: sjacobs@wtol.com P: Toledo222 | |
| 40 | Western Michigan University | Career Services Center | | Handshake.com | | UID: sjacobs@wtol.com P: Toledo222 | |
| ADDITIONAL SOURCES | | | | | | | |
| 41 | Ohio Association of Broadcasters | Katie Lovell | post on site | http://oab.org/job-board | | | |
| 42 | tvjobs.com | Mark Holloway | | http://www.tvjobs.com | | | |
| 43 | Spots N Dots | | | | | | |
| 44 | Television Bureau of Advertising | | | http://postjobs.tvb.org | | | |
| 45 | Community Recruitment Notice | | Runs on air | | | | |
| 46 | Internship Program | | | | | | |
| 47 | LinkedIn | | | | | | |
| 48 | Indeed | | | | | cwinnighamfox36@gmail.com Password: Fox36Toledo | 46 |
| 49 | Current/Former Employee Referral | | | | | | 1 |
| 50 | MISC External Referrals/Market | | | | | | 1 |
| 51 | Monster.com | | | | | | |
| 52 | News Blues | | | | | | |
| 53 | WUPW Rev Rocket Website | | | | | | |
| Total Interviews: | | | | | | | 48 |

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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): 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:

Candice Winningham- EEO Coordinator.

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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

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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:

Candice Winningham- EEO Coordinator

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Date(s) of Initiative Event(s): December 21, 2020

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:

Candice Winningham- EEO Coordinator

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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:

Candice Winningham- EEO Coordinator

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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:

Candice Winningham- EEO Coordinator

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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

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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

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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

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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

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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

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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

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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): April 23, 2021

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