

**EEO PUBLIC FILE REPORT**  
**For the period of 8-1-2015 through 7-31-2016**

The report covers the following employment units:

<u>Call Sign</u>	<u>Facility</u>	<u>Type of Station</u>	<u>Location</u>
WTTW	10802	Non-Commercial	Chicago, IL
WFMT	10801	Commercial	Chicago, IL

A. The following is a listing of job vacancies which were filled between 8-1-2015 & 7-31-2016

<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>	<u>Recruitment Source</u>
1. Manager, Corporate Relations	2/5/15	8/11/15	Company Website
2. Customer Service Rep	6/4/15	8/17/15	CareerBuilder
3. Director of Development	11/3/14	8/3/15	npo.net Association of Fundraising
4. Director of Development	11/3/14	8/24/15	Professionals
5. Sales Account Executive	6/12/15	9/21/15	Staff Referral
6. Program Host/Producer	8/19/15	9/24/15	Staff Referral
7. Coord., Public Media Stations Relations Mgr, National Market Outreach and	1/28/15	10/12/15	Staff Referral
8. Activation	1/28/15	10/27/15	Company Website
9. Sales and Promotions Coordinator Sr. Mgr. Member & Audience	6/15/15	12/7/15	Company Website
10. Experience Associate Director of Foundation and	8/11/15	12/14/15	Company Website
11. Corporate Relations	9/29/15	12/14/15	Internal Candidate
12. Operations Manager	7/29/15	12/14/15	Internal Candidate
13. Sales and Operations Coordinator	10/20/15	12/28/15	Company Website
14. Systems Administrator	3/9/15	1/4/16	Company Website
15. Membership Manager Director, Business Affairs and Sales	9/14/15	1/25/16	Company Website
16. Planning	12/4/15	2/29/16	Internal Candidate

17. Floor Crew	3/8/16	4/11/16	IBEW
18. Foundation Manager	12/22/15	5/4/16	Company Website
19. Sales and Production Coordinator	4/8/16	5/9/16	Internal Candidate
20. Manager Corporate Relations	2/2/16	6/6/16	Staff Referral
21. Development Manager, WFMT	12/29/15	6/20/16	NPO.net
22. Production and Events Coordinator	6/22/16	7/5/16	Internal Candidate

**B.** The following recruitment sources were faithfully contacted for each of vacancies for full-time jobs listed above.

<u>Organization</u>	<u>Address</u>	<u>Contact Person</u>	<u>Phone Number</u>
1. NAACP	1140 N. Lamon Avenue, Chicago, IL	Human Resources	773-261-5890
2. Operation Push	930 E. 50th Street, Chicago, IL	Felicia Neal	773-256-2723
3. Chicago Urban League National Latino Education Institute	4510 S. Michigan, Chicago, IL	Trina Whatley	773-602-3019
4. Institute	2011 W. Pershing Rd., Chicago, IL	Jennifer Sanchez	773-247-0707 x. 213
5. Asian Human Services	4820 N. Broadway, 3rd Fl, Chicago, IL	Amanda Jones	773-293-8119
6. Anixter Center	2001 N. Cylbourn, 3rd Fl, Chicago, IL	Elizabeth Kaige	773-248-6500 x. 249
7. Mayor's Office (Disabilities)	121 N. LaSalle St, Ste 1104, Chicago, IL	Lavonzell Paige	312-746-5743
8. Illinois Ctr for Broadcasting	55 W. 22nd Street, #240, Lombard, IL	Dave Cogozzo	630-916-1700 x.3114
9. Chicago Christian Ind. League	2750 W. Roosevelt Road, Chicago, IL	Chris Dwyer	773-435-8300
10. American Women Radio/TV Illinois Dept. of Employment	150 E. Huron #825, Chicago, IL	Rebecca Shiffman	773-615-5377
11. Security	527 S. Wells, Chicago, IL	Angela Rebellon	312-814-3479
12. WTTW/WFMT Website	<a href="http://www.networkchicago.com">www.networkchicago.com</a>	Kari Hurley	773-509-5422

In addition, the following organizations were contacted for full-time positions for the Job Titles 1-19 listed above:

13 Careerbuilder	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>
14 MediaBistro	<a href="http://www.mediabistro.com">http://www.mediabistro.com</a>
15 Current	<a href="http://www.current.org">www.current.org</a>
16 Idealist	<a href="http://www.idealists.org">http://www.idealists.org</a>
17 Chronicle of Philanthropy	<a href="http://www.twbfundraising.com/">http://www.twbfundraising.com/</a>
18 NPO.net	<a href="http://www.npo.net">http://www.npo.net</a>
19 Donor's Forum	<a href="http://www.donorsforum.org">www.donorsforum.org</a>

20	Columbia College	<a href="http://www.colum.edu/">www.colum.edu/</a>
21	DePaul	<a href="http://www.depaul.edu">www.depaul.edu</a>
22	Association of Fundraising Professionals (AFP)	<a href="http://www.afpnet.org/">http://www.afpnet.org/</a>
23	Northwestern University	<a href="http://www.northwestern.edu">www.northwestern.edu</a>
24	Corporation for Public Broadcasting	<a href="http://www/cpb.org">www/cpb.org</a>
25	LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>
26	Traffic Directors Guild of America	<a href="http://www.tdga.org">ww.tdga.org</a>
27	Dice	<a href="http://www.dice.com">www.dice.com</a>
28	Devry	<a href="http://www.hiredevry.com">www.hiredevry.com</a>
29	Indeed	<a href="http://www.indeed.com">www.indeed.com</a>
30	IBEW	<a href="http://www.ibew.org">www.ibew.org</a>

C. A total of 162 people were interviewed for these vacancies. The following is a list of the total number of interviewees referred by each recruitment source shown in Section B above:

	<b><u>Recruitment Source</u></b>	<b><u>Total Number of Interviewees</u></b>
1	LinkedIn	6
2	AFP	2
3	IBEW	6
4	Careerbuilder	16
5	NPO.net	23
6	Devry	1
7	Company Website	52
8	Staff Referral	27
9	Internal Candidate	12
10	Idealist	8
11	Indeed	9

D. The following is a breakdown of the recruitment sources in Section C by each position:

Position	Linked In	AFP	IBEW	Career builder	NPO.net	Company Website	Staff Referral	Internal Candidate	Idealist	Indeed	Devry
Manager, Corporate Relations	2				4	7			3		
Customer Service Rep				15							
Director of Development	1	1			4	6	3		1		
Director of Development	1	1			4	6	3		1		
Sales Account Executive						1	5				
Program Host/Producer							2				
Coord., Public Media Stations Relations						5	3	1		2	
Mgr, National Market Outreach and Activation						1	1	2			
Sales and Promotions Coordinator						4		2			
Sr. Mgr. Member & Audience	2				3	5	1				

Experience											
Associate Director of Foundation and Corporate Relations					1	2		1			
Operations Manager						5		2			
Sales and Operations Coordinator					2	2	2		1	2	
Systems Administrator				1		2					1
Membership Manager						3	2		1		
Director, Business Affairs and Sales Planning						1	2	3		2	
Floor Crew			6			1					
Sales and Production Coordinator						1	1	1	1		
Development Manager, WFMT					5		2			3	
Foundation Manager					3	7			1	1	

Manager, Corporate Relations					1	3	1				
Production and Event Coordinator								1			

## Summary Description of Supplemental Outreach Initiatives

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### ***Specify First Initiative:***

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Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.

### ***Describe activities undertaken to fulfill that initiative:***

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#### **The Award of the WTTW Minow Fellowship:**

- ❖ Awarded to graduate students interested in broadcasting from The Medill School of Journalism at Northwestern University (Medill)
- ❖ Applicants are asked to submit a resume and essay indicating their interest in the broadcasting field
- ❖ Announcement of fellowship, student interviews and selection of top 3 candidates by Medill
- ❖ The final candidate, selected by WTTW, will serve as an Assistant Producer for nightly news show, *Chicago Tonight*
- ❖ WTTW awards one fellowship per year
- ❖ The WTTW Minow Fellowship will be awarded this year for a ten (10) week period.

#### **The Award of the John Callaway Excellence in Online Journalism Fellowship:**

- ❖ Awarded to recent graduates who are interested in online journalism
- ❖ Applicants are asked to submit a resume and essay indicating their interest in online journalism and how they might contribute to *Chicago Tonight* online
- ❖ The final candidate, selected by WTTW, will serve work as an online Assistant Producer for the *Chicago Tonight* website
- ❖ WTTW awards two fellowship per year
- ❖ The WTTW Callaway Fellowship was awarded this year to two individuals. Each fellowship is for approximately a twenty-six week period.

#### **The Award of the McCarter Fellowship:**

- ❖ Awarded to graduate students, or recent graduates, who are interested in television and radio production, and come from an under-resourced background
  - ❖ Applicants are asked to submit a resume and essay indicating their interest
  - ❖ The final candidate, will work in Production for either WTTW or WFMT
  - ❖ WTTW/WFMT awards one fellowship per year
  - ❖ The WTTW McCarter Fellowship was awarded this year to one individual. The fellowship is for a six month period.
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***Specify Second Initiative:***

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Establishment of an intern program designed to assist members of the community to acquire skills needed for broadcast employment.

***Describe activities undertaken to fulfill that initiative:***

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***Television Production Internships***

- ❖ For students from participating colleges or universities interested in a career in Broadcasting

For Fall Internships – apply by mid July

For Winter Internships – apply by late November

For Spring Internships – apply by mid February

For Summer Internships – apply by mid April

- ❖ Work in Television Production in one of four areas:
    1. Arts & Entertainment
    2. Documentaries & Public Affairs specials
    3. News and current affairs (Chicago Tonight)
    4. Documentaries from Chicago's past
  - ❖ Recruitment through company website and announcements made within local colleges and universities specializing in broadcasting
  - ❖ Year-round internships are available with the (above) application deadlines
  - ❖ Internships are on-going with approximately 74 students participating each year
  - ❖ Applicants should contact Leigh Stone, Internship Coordinator at (773) 509-5421
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***Specify Third Initiative:***

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Participation in general outreach efforts through job banks, Internet and other similar programs.

***Describe activities undertaken to fulfill that initiative:***

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- ❖ Post available positions with online job banks with a diverse audience.
- ❖ Post all available positions on company website
- ❖ Post available positions with EEO organizations
- ❖ Posting of many positions in community job banks reaching a diverse population
- ❖ Development of relationships with community colleges and universities

***Specify Fourth Initiative:***

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Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

***Describe activities undertaken to fulfill that initiative:***

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- ❖ Provided anti-harassment training to managers in September and October of 2015
- ❖ Provided anti-harassment training to all staff in December 2015 and January 2016