



**FEDERAL COMMUNICATIONS COMMISSION
EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES REPORT
APRIL 1, 2019 – MARCH 31, 2020
Stations: WITF-TV, WITF-FM, Harrisburg, PA**

Open Positions:

Attached please find a spreadsheet listing all the open positions and the recruiting sources used to fill these vacancies from the time period of April 1, 2019 through March 31, 2020. Also, please find a list of the data reflecting the total number of persons interviewed and the recruiting sources used from the time period of April 1, 2019 through March 31, 2020.

Recruiting Contacts:

Attached please find a listing of the contact information for the recruiting sources used by WITF from the time period of April 1, 2019 through March 31, 2020.

Job Fairs

Individuals with significant hiring responsibility; Alan Wadsworth, current Human Resources Director; job fairs are listed under attached Community Outreach listings.

Community Outreach

A summary of all Community Outreach activities is attached.

The purpose of the EEO Public Report form is to comply with Section 73.2080(c) (6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station: WITF and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in the Report covers the time period beginning April 1, 2019 to and including March 31, 2020.

The FCC's EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station comprising the Station Employment Unit during the Applicable Period;
2. For each vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080 (c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c) (2) of the FCC rules.

Appendix 1 has been designed to provide the required information.

For the purposes of the Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer.

WITF Recruiting Source Contact Information
No Sources Requested for all job openings
For the period covering April 1, 2019 to March 31, 2020

Asian American Journalist Association
5 Third Street
Suite 1108
San Francisco, CA 94103

Corporation for Public Broadcasting
401 9th Street,
NW Washington, DC 20004-2129
877.227.5511

Dice
6465 South Greenwood Plaza Boulevard, Suite
400
Centennial, CO 80111

Glassdoor
1330 W Fulton St floor 6
Chicago, IL 60607

Idealist
389 5th Ave, Fl 9
New York, NY 10016
646.786.6886

Indeed
201 W 5th St, Austin, TX 78701
800.475.4361

Institute for Nonprofit News
714 W Olympic Blvd Ste 931
Los Angeles, CA 90015
(818) 582-3560

Journalism Jobs
Berkeley, CA
510.508.7386

LinkedIn
2029 Stierlin Court Suite 200
Mountain View, CA 94043
650.906.9456

National Association of Black Journalists
1100 Knight Hall, Suite 3100
College Park, MD 20742
301.405.0248

National Association of Hispanic Journalists
Windsor, CA 95492
626.792.3846

Online News Association
1111 North Capitol Street NE
Second Floor
Washington, DC 20002
202.503.9222

PaPost.org
4801 Lindle Road
Harrisburg, PA 17111
717.704.3000

The Patriot News/Pennlive.com
Shannon Garman
2020 Technology Parkway, Suite 300
Mechanicsburg, PA 17050
717.255.8100

Poynter
801 Third Street
South St. Petersburg, FL 33701

witf.org
4801 Lindle Road
Harrisburg, PA 17111
717.704.3000

Appendix 1 to Annual EEO Public File Report Form

Covering the period from April 1, 2019 to March 31, 2020

Stations Comprising Station Employment Unit WITF-TV, WITF-FM

Section 1: Vacancy Information, Recruitment Source Information

*Please refer to Recruiting Source List for Name, Address, Telephone Number and/or Website/Contact Person

| Available Position Title | Location of Recruitment | # of Interviews | Date of Hire or Status |
|---|--|-----------------|------------------------|
| Casual Part Time Production Crew | witf.org Patriot News PennLive.com Rehire | 1 | 10/24/2019 |
| Digital Services Specialist | witf.org Patriot News PennLive.com Dice.com Glassdoor (picked up) Indeed (picked up) | 1 1 | 11/4/2019 |
| Director of Marketing | witf.org Patriot News Pennlive.com LinkedIn Internal Candidate Indeed (picked up) | 2 1 2 | 11/11/2019 |
| Assoc. Director of Development | witf.org Pennlive.com Patriot News Idealist LinkedIn CPB.org Rehire | 1 | 12/16/2019 |
| Events Manager - PA Post | witf.org Patriot News Pennlive.com PaPost.org Idealist LinkedIn Glassdoor (picked up) | 1 1 | 10/21/2019 |
| Reporter - PA Post | witf.org PaPost.org Patriot News Pennlive.com CPB.org Journalismjobs.com Nat'l Assoc for Hispanic Journalists Nat'l Assoc for Black Journalists Internal Candidate | 3 1 | 10/30/2019 |
| Production Assistant/Associate Producer | witf.org LinkedIn CPB.org Pennlive.com Patriot News Internal Candidate | 4 | 2/3/2020 |
| Foundation/Corporate Relations Specialist | witf.org | | |

| | | | |
|-----------------------------|--|---|------------|
| | Pennlive | | |
| | Patriot News | | |
| | Idealist.org | 1 | |
| | LinkedIn | 1 | |
| | Employee Referral | 1 | 12/9/2019 |
| <hr/> | | | |
| Data Analyst | witf.org | | |
| | LinkedIn | 2 | 10/23/2019 |
| | Patriot News | | |
| | Pennlive.com | | |
| | CPB.org | | |
| | Glassdoor (picked up) | 1 | |
| | Indeed (picked up) | 1 | |
| <hr/> | | | |
| Digital Product Manager | witf.org | | |
| | Pennlive | | |
| | Patriot News | | |
| | CPB.Org | | |
| | LinkedIn | | |
| | Dice.com | | |
| | Internal Candidate | 1 | 9/2/2019 |
| <hr/> | | | |
| Communications Specialist | witf.org | | |
| | Pennlive | | |
| | Patriot News | | |
| | CPB.Org | | |
| | LinkedIn | 1 | 7/9/2019 |
| | Indeed (picked up) | 4 | |
| <hr/> | | | |
| PA Post-Executive Editor | witf.org | | |
| | PaPost.org | | |
| | LinkedIn | | |
| | JournalismJobs.com | 4 | |
| | National Assoc.for Black Journalists | | |
| | Poynter | | |
| | Pennlive | | |
| | Patriot News | | |
| | Institute For Non Profit News | | |
| | Online News Assoc. | | |
| | Asian American Journalist Assoc. | | |
| | Social Media (picked up) | 1 | |
| | Employee Referral | 4 | 7/15/2019 |
| <hr/> | | | |
| PA Post Development Manager | witf.org | | |
| | PaPost.org | | |
| | LinkedIn | | |
| | Pennlive | | |
| | Patriot News | | |
| | CPB.org | | |
| | Institute For Non Profit News | | |
| | Internal Candidate | 1 | |
| | Previous Candidate from Found/Corp Relations Posting | 1 | 3/30/2020 |
| | Employee Referral | 1 | |
| | Indeed (Picked-Up) | 1 | |

COMMUNITY OUTREACH ACTIVITIES

WITF engaged in the following initiatives from the period beginning April 1, 2019 through March 31, 2020.

Internship Program

WITF has an extensive student internship program. College and High School students participate in internships in their field of interest and/or major, typically for credit hours. This past year, we had the following:

- 1 Digital Services Intern during the Summer 2019 semester
- 2 Radio Production Intern during summer 2019 semester
- 1 Content Marketing Intern during the Summer 2019 semester
- 1 Human Resources Intern during the Summer 2019 semester
- 2 TV Production Interns during the Summer 2019 semester
- 1 Radio Production Intern during the Fall 2019 semester
- 1 Human Resources Intern during the Spring 2020 semester
- 1 Radio Production Intern during the Spring 2020 semester
- 1 PA Post Journalism Intern during the Spring 2020 Semester

These students came from the following colleges and universities:

- University of Missouri
- Syracuse University
- Gettysburg College
- Shippensburg University
- Penn State University
- Messiah University
- Millersville University
- Point Park University
- Northwestern University
- Penn State University – Harrisburg
- Lebanon Valley College

Job Shadowing

WITF works with local high schools to allow students to spend one or more days job shadowing with current employees for educational purposes. This past year, we had the follow:

- 1 student who shadowed with Interactive Services in November 2019 who currently studies at the Capital Area School for the Arts

Job Fairs

Human Resources attended the following job fairs:

Shippensburg University Career Fair

Location: Recreation Center, Shippensburg, PA

Date: 10/3/2019

Franklin & Marshall University Spring Job/Internship Fair

Location: F&M University Recreation Center, Lancaster, PA

Date: 1/31/2020

Juniata College Spring Job/Internship Fair

Location: Juniata College Gymnasium, Huntingdon, PA

Date: 2/28/2020

Community Events designed to inform and educate members of the public as to employment opportunities in broadcasting

WITF conducted 14 tours which primarily included education facilities. Tours were given to retiree groups (1), college groups (2), retirement communities (1), elementary/secondary school classes (7), Mental Health/Intellectual Disability Support Groups (1), community groups (1) and Boy/Girl Scout Troops (1). The tour program hosted approximately 290 individuals between all the groups during this period.

On April 16, 2019, Fred Vigeant, Director of FM & TV Programming, spoke with Communication/Journalism students at Shippensburg University about WITF internship opportunities and careers in TV and Radio broadcasting.

On October 17, 2019, Cara Williams Fry, Sr. VP/Chief Content Officer, spoke with seniors at the Dickinson College Leadership Class.

On February 21, 2020, Alan Wadsworth, Director of HR, spoke with the Alpha Kappa Psi Business Fraternity at Shippensburg University about careers in nonprofits.

Training as to methods of equal employment opportunity

Alan Wadsworth, Director of HR, continued the use of an updated online training module on harassment and diversity in conjunction with the Corporation for Public Broadcasting in September 2019. The training is required for all active employees and interns on an annual basis.

The Director of Human Resources attended the annual Legal & Legislative Conference hosted by the PA State Council of SHRM in May 2019.

All new employees receive training on harassment and diversity as well as WITF's policies on both topics during formal new hire orientation on their first day of employment. Employees who receive an annual performance review receive feedback on their performance and commitment to organizational diversity.