

EEO Public Inspection File Report
March 31, 2024

Period: This report covers the period from April 1, 2023 through March 31, 2024.

Station: The stations included in the Employment Unit covered by this Report are WICU-TV, WICU-FM*, Erie, PA.

Contact Info:

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Vacancy-Specific Recruitment Information:

During the period covered by this report, the Employment Unit filled seven vacancies for full-time positions at the station. The following table presents information on those vacancies and the recruitment sources used to fill those vacancies. The alphabetical references in the table regarding recruitment sources refer to the lettered Recruitment Source List attached as Exhibit A to this report.

I,

Job Vacancies and Recruitment Information

<u>Job Title</u>	<u>Recruitment Sources Utilized</u>	<u>Recruitment Sources of Interviewees (# of Interviewees)</u>	<u>Recruitment Source of Hire</u>
Multimedia Journalist	Y,b,d,i,n	2 b,2i,2d	2b,1d
News Photojournalist	Y,b,d,n	1b	1b
HR/Payroll	Y,d,n,l	4d,1l	1l

Marketing Coordinator	d,Y,n	5d	1d
Creative Service	Y,d	2d	1d

The following table summarizes the total number of job interviews during the reporting period and the referral sources for those interviewees.

Interview Source	Number of Interviewees referred
www.Indeed.com	13
Career Fair	3
Volt Staffing	1
Employee Referrals	2

Total Interviews: 19

Employment Unit Outreach Efforts

The Employment Unit completed the following outreach activities during the reporting period covered by this report:

Group tours were also conducted during the reporting period. These groups included students from the following schools and groups:

- June 22, 2023 Waiver Service & Quality Management
Summer program for Autism Spectrum High School Students
- June 27, 2023 Catholic School System (first half of class)
- June 27, 2023 Catholic School System (second half of class)
- July 20, 2023 Waiver Service & Quality Management
Summer program for Autism Spectrum High School Students
- August 3, 2023 Careers & Dreams
- August 10, 2023 Waiver Service & Quality Management
Summer program for Autism Spectrum High School Students

For these group members it is a chance to see a working news operation and learn more about the careers that exist at a television station.

1.Event Sponsored by Educational Institution.

Reporters and News Director spoke to Fairview Middle School Students about careers in Journalism:

September 27, 2023	Philip Ward
October 23, 2023	Scott MacDowell
December 11, 2023	John Lydic
February 8, 2024	Scott MacDowell and Eva Diaz
March 4, 2024	Adam Snow
March 19, 2024	John Lydic

Scott MacDowell (News Director) spoke at various schools about careers in journalism:

October 27, 2023	Ithaca School
April 25, 2023	Buffalo State College
June 9, 2023	St. Bonaventure
December 10, 2023	Mike Ruzzi spoke to 50 journalism students at Thiel College
December 14, 2023	Traci Teudhope spoke about journalism careers and public speaking skills at Fairview High School
March 1, 2024	Traci Teudhope attended Erie High School Career Day

2. Internship Program.

We had seven interns in our News Department. They worked with reporters and photographers learning the daily duties of an MMJ, sports reporter, news production and directing.

We had three students job shadow, two following our Meteorologist and one in the News Department.

3. Event Designed to Disseminate Information about Broadcast Careers.

March 4, 2024 Scott MacDowell attended a Job Fair at Fredonia State College

March 16, 2024 Scott MacDowell attended Job Fair at Buffalo Broadcasters Association

November 2, 2023 Ariana Moyer attended College and Career Fair at Harborcreek High School

October 20, 2023 Ariana Moyer attended Journalism Career & Internship Fair at Virginia Tech

March 20, 2024 Scott MacDowell attended Warren Job Fair

March 21, 2024 Scott MacDowell, Juntwillis Sanders and Ben Ptak attended the Penn State Job Fair

March 27, 2024 Scott MacDowell attended the Ithaca job fair.

Exhibit A **Employment Unit Recruitment Sources**

- A. Erie Times News, 205 West 12 Street, Erie, PA 16354
- B. Frank Magid Associates, One Research Center, Marion, Iowa 52302
- C. Blaine Butler, butler@emerson.edu – Butler College
- D. Duquesne University – careerservices@duq.edu
- E. Gannon University – cdes@gannon.edu
- F. Grove City College – career@gcc.edu
- G. Indiana University of PA (IUP) – career-services@iup.edu
- H. John Carroll University – cmarco@jcu.edu
- I. Juniata College – info@juniata.edu (Handshake)
- J. Slippery Rock University – lisa.theodorson@sru.edu
- K. Mercyhurst College – bsheridan@mercyhurst.edu
- L. Penn State Erie – recruitbehrend@psu.edu
- M. Penn State New Kensington – xjs8@psu.edu
- N. Robert Morris University – broman@rmu.edu
- O. Saint Francis University – atercek@francis.edu
- P. Saint Vincent College – careers@email.stvincent.edu (Handshake)
- Q. St. John Fisher College – mcardin@sjfc.edu

- R Tri-State Business Institute – tsbiamissions@tsbi.edu
- S Edinboro University – CareerDevelopment@edinboro.edu (Handshake)
- T University of Pittsburgh @ Johnstown – jcareers@pitt.edu
- U Clarion University (Handshake)
- V Washington & Jefferson College – rcross@washjeff.edu (Handshake)
- W TVJobs – www.tvjobs.com
- X Medialine – www.medialine.com
- Y WICU website - www.erienewsnow.com
- Z Employee referrals
- a Walk-in applicants
- b Career Fair
- c www.monster.com
- d. www.indeed.com
- e www.linkedin.com
- f. The Jamestown Post-Journal
- g. The Times Observer
- h www.facebook.com
- i Former Employee
- j Erie Branch NAACP dsmith-frazier@phcse.org
- k Erie County Technical School eshaffer@ects.org
- l Volt Staffing mijohnson@volt.com
- m California University of PA doppelhheuer@calu.edu
- n Lilly Broadcasting website www.lillybroadcasting.com/career
- o PAB website gponti@pab.org
- p RTNDA
- q Youtube

Note: None of these sources are entitled to vacancy notifications.