

**EEO PUBLIC FILE REPORT**

**Reporting Period:** April 1, 2016 - March 31, 2017

**Station Included in Report:** WTVF-TV

**I. List of Recruitment Sources**

(including the number of interviewees referred during the reporting period)

\* An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies.

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
<b>Common Sources</b>					
C1	Employee Referral				13
C2	Internal Candidate / WorkLife				12
C3	Scripps.com	312 Walnut St Ste 2800 Cincinnati, OH 45202			159
C5	Google	1600 Amphitheatre Pkwy Mountain View, CA 94043	www.google.com	650-253-6000	18
C6	America's Job Exchange	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C8	SimplyHired.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C9	Oodle.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C10	Job.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C11	AboutJobs.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C12	Trovit U.S.	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C13	TheLadders - Jobs need: Min 40K , Full Time	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	

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C14	Flexjobs.com (Flexible schedule jobs only)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C15	JuJu.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C16	Collective Talent	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C25	NABEF-Broadcast Career Link	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C26	NAHJ.org (The National Association of Hispanic Journalists-Career Center)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C27	MediaBistro	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	1
C34	Craigslist(Memphis, TN)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C37	Monster.com (14 days) US Locations	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	1
C38	Asian American Journalists Association (AAJA)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C39	TV Jobs/Broadcast Employment	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C40	National Association of Black Journalists	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C41	National Press Photographers Association (NPPA.org)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C43	Rensselaer Polytechnic Institute Career Development Center	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	

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C44	JournalismJobs.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	9
C49	Indeed.com Sponsored Jobs 200 Click	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	60
C69	Yahoo	701 First Avenue Sunnyvale, CA 94089	www.yahoo.com		
C71	Craigslist(Knoxville)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C72	Craigslist(Nashville)	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C82	BroadcastingRecruiter.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C91	Careerbuilder US	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	1
C95	Facebook	1 Hacker Way Menlo Park, CA 94025	www.facebook.com		1
C97	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	www.linkedin.com		29
C98	Twitter	1355 Market Street Suite 900 San Francisco, CA 94103	www.twitter.com		2
C100	Tvjobs.com	PO Box 4116 Oceanside, CA 92052	www.tvjobs.com	760-754-8177	19
C116	Online Sports.Com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C130	Face-to-face Networking				14
C131	Agency/Search Firm				8
C132	Bing	One Microsoft Way Redmond, WA 98052-7329			
C134	Indeed	6433 Champion Grandview Way Building 1 Austin, TX 78750	www.indeed.com		8

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C137	CommunicationsJobs by Beyond.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C138	ihirebroadcasting.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	
C146	Development Test Emedia	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	

**Local Sources**

L1	American National University*	1638 Bell Road Nashville, TN 37211	<a href="https://myinterfase.com/anu/employer">https://myinterfase.com/anu/employer</a>	540-769-8230	
L2	Austin Peay University Career Services *	PO Box 4745 Clarksville, TN 37044	Tamara Bey beyt@apsu.edu	931-221-7896	
L3	Belmont University Career Placement*	1900 Belmont Blvd Nashville, TN 37212	Taryn Forrester careerservices@belmont.edu	615-460-6490	
L4	DeVry University*	3343 Perimeter Hill Drive, Ste 200 Nashville, TN 37211	Crystal Turner cturner3@devry.edu	615-889-8700 ext. 696	
L5	LDS Employment Resource Services*	19 Industrial Park Drive Hendersonville, TN 37075	Mary Kinney wel-ec-nashville@ldschurch.org	615-851-7110	
L6	Lipscomb University Career Placement Center	2901 Granny White Pike Nashville, TN 37204	Hannah Harris careerdevelopment@lipscomb.edu	615-966-1792	
L7	Medialine*	PO Box 51909 Pacific Grove, CA 93950	Don Matthew rich@medialine.com	800-237-8073	
L8	Middle TN State University Career Services*	PO Box 2 Murfreesboro, TN 37132	<a href="http://www.mtsu.edu/career/LCL.php">http://www.mtsu.edu/career/LCL.php</a>	615-898-2500	
L9	Nashville State Community College *	120 White Bridge Rd. Nashville, TN 37209	Lisa Fletcher cec@nscc.edu	615-353-3248	
L10	Nat'L Academy of Arts & Sciences	27 Music Square East Nashville, TN 37203	Geneva Brignolo emmyash@aol.com www.emmyonline.org	615-259-0040	
L11	South Central Career Center *	119 Nashville Highway Ste #106 Columbia, TN 38401	Chassity Scott chassity.scott@tn.gov	931-490-3793	
L12	Tennessee Association of Broadcasters	Two International Plaza Dr #507 Nashville, TN 37217	<a href="http://www.tabtn.org">www.tabtn.org</a>	615-365-1840	1
L13	TN State University Career Center*	3500 John Merritt Blvd Nashville, TN 37209	<a href="https://tnstate-csm.symplicity.com/employers">https://tnstate-csm.symplicity.com/employers</a>	615-963-5981	

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L14	Tennessee Tech University Career Services	PO Box 5021 Cookeville, TN 38505	Lynn Haley lhaley@tntech.edu	931-372-3163	
L15	TV Jobs.com	PO Box 4116 Oceanside, CA 92052	Mark Holloway <a href="https://www.tvjobs.com">https://www.tvjobs.com</a>	800-374-0119	
L16	University of Tennessee-Martin Dept of Communication	305 Gooch Hall Martin, TN 38238	Rodney Freed rfreed@utm.edu	731-881-7532	
L17	Western Kentucky University Career Services Cntr *	#1 Big Red Way Bowling Green, KY 42101	<a href="https://wku-csm.symplicity.com/employers">https://wku-csm.symplicity.com/employers</a>	270-745-3095	
L18	ITT Technical Institute	2845 Elm Hill Pike Nashville, TN 37214-3717	Natalie Fletcher nfletcher@itt-tech.edu	615-889-8700 ext 696	
L19	National College of Business & Technology	1638 Bell Road Nashville, TN 37211	Lisa Stancil lmstancil@an.edu	540-769-8230	

**Total Number of Interviewees Referred: 356**

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**II. Full-Time Vacancies Filled During the Reporting Period**

<b>Job Title</b>	<b>Recruitment Sources Utilized to Fill Vacancy [by code number]</b>	<b>Recruitment Source for Person Hired [by code number]</b>
Assoc Account Exec, TV	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C43, C69, C116, C130, C131, C132, C134, C146	C1
Assoc News Producer	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C43, C69, C97, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C130
Assoc Producer	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C43, C69, C97, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C97
Creative Services Tech III	C1, C2, C3, C5, C69, C130, C131, C132, C134	C2
Local Sales Manager	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C43, C69, C116, C130, C131, C132, C134	C2
Meteorologist, Weekend	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C25, C39, C44, C49, C95, C97, C100, C131, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C1
Morning Anchor, MMJ	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C43, C69, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C2
Multimedia Journalist	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C43, C69, C97, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C3
News Producer	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C16, C44, C49, C97, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C2
News Producer	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C97	C5
Photographer II	C1, C2, C3, C5, C6, C9, C10, C11, C16, C25, C26, C34, C38, C39, C41, C69, C71, C72, C97, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C3
Reporter	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C26, C38, C39, C40, C44, C49, C97, C100, C130, C131, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C3
Reporter	C1, C2, C3, C5, C69, C97, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C130
Reporter	C1, C2, C3, C5, C69, C97, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C1
Sales Support Assoc I - TV	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C43, C49, C97, C130, C131, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C2

**EEO PUBLIC FILE REPORT****II. Full-Time Vacancies Filled During the Reporting Period**

<b>Job Title</b>	<b>Recruitment Sources Utilized to Fill Vacancy [by code number]</b>	<b>Recruitment Source for Person Hired [by code number]</b>
Specialist, Social Media	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C37, C43, C44, C49, C69, C91, C95, C97, C130, C131, C137, C138, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C49
Weekend Anchor, MMJ	C1, C2, C3, C5, C6, C8, C9, C10, C11, C12, C13, C14, C15, C43, C69, C82, C97, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	C2

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**III. Non-Vacancy Specific Recruitment Efforts During Reporting**

<p>Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops and similar activities.</p>	<p>June 10, 2016 - Photojournalists presented at the National Press Photographers Association Southeast Storytelling Workshop in Atlanta, GA. Attendees were reporters, photographers and other newsroom employees from across the country.</p>
	<p>Feb. 23, 2016 - Photographer spoke about television careers at a Media Day for "Leadership Donelson-Hermitage".</p>
	<p>December 10, 2016, Meteorologist delivered speech about careers in meteorology to a group of Paris, TN job seekers, sponsored by The City of Paris and a local law office.</p>
	<p>November 6, 2016, Meteorologist emceed and spoke about his career path at the First Amendment Center for a Nashville Assoc. of Black Journalists scholarship program for minority college student majoring in communications.</p>
<p>Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.</p>	<p>Sept. 2016 - Establishment and participation in the Associate Account Executive position/program. This position assists and gains a working knowledge of the various departments within the sales department en route to becoming an Account Executive. PHASE I: In the first month of the program, the associate will gain a working knowledge and be trained in the performance of the following types of duties: - National Sales: Handle airtime sales to advertising agencies and direct clients; process orders into station systems and generate contracts; schedule paid programming; resolve airtime scheduling problems such as revisions, make goods, preemptions, discrepancies and cancellations. - Research/Marketing: Prepare analysis of market program audiences and estimates; assist sales in marketing initiatives; create sales campaigns and presentations; work with Nielsen ratings/products; learn use of ABC network systems. - Traffic: Input local copy instructions and orders; manipulate inventory and commercial placement; formatting of daily logs. - New Media: Gain understanding of multi-platform media such as online media, mobile and digital sales. PHASE II: In the remaining months of the program, the associate will work with the account executives to become fully immersed in their role as a sales professional. - Perform client services including but not limited to avail presentations, package preparation, copy writing, credit applications, collections, etc. - Create non-traditional revenue opportunities. - Coordinate production efforts for new clients. - Execute post-buy analyses of broadcast and digital schedules - Obtain commercial material to be used by Traffic for on-air schedules. - Develop new business for multiple platforms (such as on-air, mobile, online, digital). - Utilize research to position the station as premiere marketing vehicle. - Perform other duties as needed and directed by Sales Management Team.</p>



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**III. Non-Vacancy Specific Recruitment Efforts During Reporting**

<p>Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.</p>	<p>Oct. 24, 2016 - Talk of the Town host spoke to Tennessee State University's Ph.D. "Careers in the Media" class. The host's career and other television positions were the topic of discussion. There were approximately 15 students in attendance.</p>
	<p>Feb. 24, 2017 - Meteorologists spoke at Trevecca University's Severe Weather Awareness Day on "How to become meteorologists and storm spotters".</p>
	<p>April 25, 2016 - On-Air personality served as guest lecturer at Tennessee State University for an undergraduate "Media Careers" course.</p>
	<p>Feb. 19, 2016 - Meteorologist keynoted event about diversity at University of Tennessee at Knoxville College of Communication &amp; Information. The program was to honor him with the "Diversity Award".</p>
	<p>St. Cecilia, a local private school in Nashville, hosted a career day, where reporter spoke about her career and roles in journalism.</p>
	<p>January 24, 2017, Meteorologist delivered a speech at Spring Hill Middle School on the topic of careers in weather and meteorology.</p>
	<p>December 12, 2016, Meteorologist delivered a speech at Coopertown Middle School on the topic of careers in weather and meteorology.</p>
	<p>Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting.</p>
<p>Tommy Booras, a professor of communications at TSU requested that Chakara Vinson shadowed an on-air personality on May 2, 2016. Chakara was a senior at TSU at the time. Talk of the Town host talked to her about her career and showed her what her job was like on a daily basis. She also gave her a tour of the station and answered lots of questions about how we get a live television show on the air everyday.</p>	
<p>Reporter participated in a job shadow with a Western Kentucky student, Helen Gibson, on March 8, 2016.</p>	
<p>On March 3, 2017 - 37 students from West End Middle School came to NewsChannel 5 for an career education visit. They watched the production of a show and participated in Q/A and ed. sessions with several NC5 employees.</p>	
<p>Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.</p>	<p>All WTVF managers participated in and successfully completed "A Manager's Guide to Diversity, Inclusion, and Accommodation" training between 7/6/2015 - 12/28/2015</p>

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**III. Non-Vacancy Specific Recruitment Efforts During Reporting**

	All WTVF managers participated in and successfully completed "EEO and Lawful Hiring" training between 7/6/2015 - 12/28/2015
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