

**WJCT TV-FM: Jacksonville, Florida
EEO Public File
September 30, 2017 – September 29, 2018**

This EEO Report is filed both on-line and in WJCT's public inspection file pursuant to Section 73.2080 of the Federal Communications Commission's (FCC) rules.

Attachment A contains the following information for each full-time vacancy:

- The recruitment source(s) used to fill each vacancy,
- The recruitment source that referred the person hired for each full-time vacancy.
- The total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source used in connection with those vacancies.

Attachment B contains a list and brief description of Supplemental Outreach Initiatives completed for the defined reporting period.

ATTACHMENT A

Information Regarding Recruitment Sources Contacted for Full-Time Externally Recruited Vacancies. WJCT provides information as appropriate or upon request to the following sources.

Externally Filled Positions

Job Vacancy/Title	Source(s)	Hiring Source	# Interviewed
Content Distribution Specialist (4 positions)	8,14,15,16,20,21,23,24, 27,34,35,41,45,48,55,56	Position 1:14 Position 2:16 Position 3:14 Position 4:45	7
Development Specialist	14,15,16,27,31,34,35,55,56	54	4
Director, Digital Media	7,14,15,16,21,27,34,35,36,55,56,59	45	4
Donor Relations Manager	15,16,27,34,35,51,55,56,61	51	7
Engineer	14,15,16,27,34,35,48,55,56	45	2
President & CEO	15,16,27,34,35,55,56	30	5
Reporter	10,14,15,16,19,21,28,27,34,35,36,39,42,55,56,58 62,63,64	16	5
Sales Representative (2 positions)	4,5,7,8,14,15,16,21,27,34,35,40,43,55,56,59,65	Position1:16 Position 2:54	8
Traffic Specialist (3 positions)	7,8,14,15,16,24,27,31,34,35,48,55,56	Position 1: 14 Position 2: 14 Position 3: 14	6

Recruitment Source	Requested Notification?	Interviewees Referred by Source over Recruiting Period	
1. The Florida Times Union 1 Riverside Ave./P.O. Box 1943 Jacksonville, Florida 32231 (904) 259-4321 Jobs.Jacksonville.com	No	0	
2. The University of North Florida 4567 St. Johns Bluff Road South Jacksonville, Florida 32224 (904) 620-5104 Brooke.hammon@unf.edu http://www.unf.edu/careerservices/employers/	No	0	
3. Florida State College at Jacksonville - North 501 West State Street Jacksonville, Florida 32202 (904) 633-5962 https://www.fscj.edu/student-services/career-development/employer-resources	No	0	
4. Jacksonville University 2800 University Blvd. North https://www.ju.edu/careerresourcecenter/	No	0	
5. Flagler College 74 King Street St. Augustine, Florida 32085 (904) 826-8663 (via Handshake)	No	0	
6. Broadcasting & Cable P.O. Box 15157 North Hollywood, California 91615 212-378-0400X517 Zahra Majama zmajama@nbmedia.com	No	0	
7. Current Newspaper & Current.org 6930 Carroll Ave Takoma Park, Maryland 20912 alyne@current.org (202)320-3275 https://jobs.current.org	No	1	
8. PBS 1320 Braddock Place Alexandria, Virginia 703-739-8685 https://mypbs.org	No	0	
9. TV/FM Jobs (online posting site)			

www.tvfmjobs.com	No	0
10. Public Radio List Serv–(for FM Positions) www.publicradio.org	No	0
11. Monster Inc. www.monster 1-800-Monster	No	0
12. FPRA Florida Public Relations Association: (for PR/Communications Positions) Cheray Keyes-Shima – Exec. Director state@fpra.org	No	0
13. Journalism Jobs www.journalismjobs.com	No	0
14. Indeed.com	No	12
15. WJCT Job Line 904-357-5684		0
16. WJCT Website/Employment Link www.wjct.org		8
17. American Public Media Dave Sonderregger (Station Rep) 651-290-1402 dsonderregger@americanpublicmedia.org www.apmstations.org	No	0
18. Public Radio International www.pri.org/pri-jobs Vidal Guzman 1-866-428-9241	No	0
19. AM/FM/TVonline.com	No	0
20. ProductionHub.com Featured Classifieds	No	0
21. Corporation for Public Broadcasting; www.cpb.org/jobline	No	0
22. Jobs.Jacksonville.com - The Diversity Network -The Disability Network - The Veterans Network	No	0
23. i Hire Broadcasting https://www.ihirebroadcasting.com/	No	0
24. TVJobs.com Broadcast Employment Services PO Box 4116 Oceanside, Ca. 1-800-374-0119 info@tvjobs.com	No	0
25. Hero2Hire (H2H) www.H2H.jobs/employers (National Guard and Reserves)	No	0

26. MassMediaJobs.com	No	0
27. AARP https://local.aarp.org/jacksonville-fl/jobs/	Yes	0
28. NPR DACS webdacs1@nprsats.org 635 Massachusetts Ave. NW Washington D.C. 20001	No	0
29. International Association of Audio Information Services (IAAIS) http://iaais.org jobs to: mmoore@mindseoyeradio.org	No	0
30. Referral from within the local/regional/ statewide or national public broadcasting community.	No	4
31. Jax Jobs 9471 Baymeadows Road Suite 405 Jacksonville, Florida 32256 (904) 737-5627 Alan Farber afarber@jaxjobs.com	No	1
32. Other Media (TV or FM) Affiliate		0
33. LinkedIn Subgroup: FSU Alumni & Students	No	0
34. WJCT Facebook Page		0
35. WJCT Twitter Feed		0
36. Glassdoor.com	No	0
37. IABC International Association of Business Communicators http://iabcjax.com	No	0
38. PRSA Public Relations Society of America jobs@nfprsa.org	No	0
39. National Public Radio www.npr.org/about/careers Southern Editor – Russell Lewis 1-800-811-4624 rdlewis@npr.org	No	1
40. Jacksonville Business Journal 120 W. Morehead Street Suite 1004 Charlotte, NC 28202 https://www.bizjournals.com/jacksonville/	No	0
41. PMBA – Public Media Business Association Industry Job Listings http://www.pmbaonline.org/IndustryJobs	No	0
42. University of Florida College of Journalism & Communications PO Box 11840 Gainesville, Florida 352-392-0466 https://career.ufl.edu/employers/hireufgators/	No	0
43. The Florida State University Career Center @ The Dunlap Student Success https://career.fsu.edu/handshake	No	0

44. Career Source. 1845 Town Center Blvd #250 Fleming Island, Florida 32003 info@careersourcenortheastflorida.com	No	0
45. Current Employee (Internal Posting)	No	11
46. http://deiworksite.org/jobline Lamont Cooper 981 Oak Ave. Chicago, Il. 60601 847-919-8501	No	0
47. Rehire – Previous Employee	No	0
48. Society of Broadcast Engineers https://www.sbe.org/sections/jobs_online.php	No	0
49.. Cultural Council of Jacksonville – Patrick Fisher www.culturalcouncil.org/jobbank	No	0
50. Employ Florida Vets www.employflorida.com	No	0
51. Non Profit Center of N. E Florida www.nonprofitcenter.org/connect/jobs-in-sector 1301 Riverplace Blvd. Jax, Fl. 32207 904-390-3222	No	1
52. New Horizon's Computer Learning Center – Job Board Attn: James Edgell james.edgee@newhorizons-jax.com 7020 A.C, Skinner Parkway Jax. Fl. 32256	No	0
53. https://greaterpublic.org/submit-job	No	0
54. Unknown. Candidate did not provide referral source/Other	No	6
55. State of Florida Division of Blind Services Attn: John Mosely 904-348-2730 1809 Art Museum Drive Suite 201 Jacksonville, Florida 32207 Johm.mosely@dbs.fldoe.org	Yes	0
56. Vision Education & Rehab Center Florida State College @ Jacksonville 101 W. State Street Jacksonville, Florida 32202 Attn: Patricia Marshall 904-633-8220	Yes	0
57. Facebook Group: NPR Intern Alumni	No	0
58. Syracuse University Alumni E-Mail ListServ	No	0
59. LinkedIn 2029 Stierlin Court Mountain View, Ca. 94043	No	1
60. Snagajob.com	No	0
61. Association of Fundraising Professionals - Jax https://community.afpnet.org/afpflfirstcoastchapter/career/center	No	2
62. Atlanta Association of Black Journalists AABJ.org	No	0
63. National Association of Black Journalist	No	0
64. Via Handshake: University of Missouri, Columbia University, Arizona State, Northwestern, Spelman	No	0
65. Via Handshake: UNC, USF, UGA, Rollins College, Univ. of Miami, Auburn, Alabama, Emory, Fla. Southern, Nova Southeastern, UCF, Univ. of Tampa, Alabama A&M, Florida A&M,	No	0

ATTACHMENT B

Narrative Statement on Recruitment and Outreach Initiatives

WJCT considers itself a community resource and uses a number of means to reach out to the community we serve. We strive to continually enhance and improve our outreach, recruit in a variety of ways, and seek to create opportunities for longer-term recruitment initiatives. WJCT has provided letters to various community groups, media outlets, organizations, recruitment sources and universities to determine interest in receiving information concerning opportunities for employment at WJCT. We advise the recipient that a response from them noting interest would include them in a distribution list for an e-mail alert indicating available position(s). The letter and notification includes the website address, job line number, information on how to notify WJCT of their interest in receiving these alerts, and the name and phone number of the WJCT contact for any questions. Our stated desire for interested organizations to contact us also resides on the wjct.org Employment Page (under About).

In addition, WJCT airs a 30 second spot 3 times weekly on multiple television channels reinforcing our commitment to being an Equal Opportunity and Equal Access Employer. In those spots we encourage qualified minorities, women, those with disabilities and veterans to view job opportunities on our website and to apply if qualified. We seek other outlets to reach these groups including job banks, media trade group postings and other organizations with broad based membership.

Members of the WJCT staff participated in various outreach efforts in our community during the reporting period as follows:

Internship Opportunities: WJCT works closely with college and occasionally high school student's onsite and in the classroom to ensure they gain a quality, hands-on experience in their chosen or future field of study. The focus is on students pursuing degrees in areas such as Multi-Media studies, Journalism, Broadcast Journalism, Communications, PR, English etc. Students we worked with this past reporting period:

- Fall Semester - 2017 (2) interns

University of North Florida– 2 interns

- Spring Semester - 2018 (4) interns

Flagler College – 1 intern

Florida State University – 2 interns

University of North Florida -1 intern

- Summer Semester-2018 (3) interns

Ithaca College – 1 intern

New York University – 1 intern

University of North Florida –1 intern

- Fall Semester – 2018 (1) interns

University of Florida – 1 intern

In addition to working with college students this past year, we had the pleasure of working with two high school students over the summer months in partnership with the Mayors Summer Jobs Youth Program and Fresh Ministries Summer Youth Employment Program. We rotated both students weekly to different departments (HR, Communications, Marketing, Production, FM & Education Outreach) giving them a broad perspective of opportunities within a public broadcasting organization.

In addition, the person responsible for HR participated in the "Tipping the Scale" Mentoring Program Job Readiness Skills Training for high school students from needs based schools.

We also developed a relationship with the organization PASS (Progressive Abilities Support Services) which is affiliated with the Florida Department of Vocational Rehabilitation to determine our ability to create either a pre-employment or on-the-job training opportunity for one of their clients (still in progress).

Job Fairs: the individual responsible for Human Resources and other staff members participated in the following job fairs:

- University of North Florida Department of Communications Internship/Career Fair -February 26, 2018
- Florida State College @ Jacksonville (Downtown Campus) Spring Career Fair –April 5, 2017

Career Days: the individual responsible for Human Resources &/or other staff members participated in career days sharing information about careers in broadcasting with students in our community.

- Our News Director spoke with the student newspaper staff at a local high school (Stanton) and also with the University of Florida's summer journalism institute class.
- One of our Reporters participated in the 2017-18 River City Science Academy Career Day.
- Our VP & COO of JCT Services, who is by trade an engineer, spoke to Dr. Kenneth Schacter's (Adjunct Professor of Physics and Engineering) students at Florida State College @ Jacksonville on April 26, 2018 as a part of a series "Introduction to Engineering". As a follow-up to the discussion he hosted the students on April 27, 2018 for an onsite tour of our broadcasting hub (JCT Services).

Community Events/Outreach

- WJCT invited our community to Be My Neighbor Day on May 5, 2018 with over 2,700 attendees. The attendees were diverse and from all areas of our listening and viewing audiences. WJCT had posted in key areas information about specific openings at WJCT and how to apply.
- WJCT co-hosted a Day 4Her on August 18, 2018 with over 500+ attendees. Program participants were predominately women, many of whom were minorities; the person responsible for Human Resources participated in this day-long event and provided job/recruitment information to attendees at the WJCT Host table.
- Our Chief Operating Officer (WJCT) serves on the University of North Florida Spinnaker Advisory Board and also participated in a community sponsored Diversity in Action Roundtable, February, 2018.
- Our Vice President of Administration/HR serves through United Way of Northeast Florida as a Reading Pal at an underserved public school pre-k. She works on reading readiness/early literacy skills with four students weekly. She is scheduling a Fall field trip to WJCT for her students and the class where they will be able to run a camera (TV) and speak on air (Radio), and spend the day with staff learning about working at a radio/tv station.
- Our Morning Edition Host teaches an 8-week, college level online class in Journalism to students at American Public University where students discuss major issues surrounding mass media in American society. She often brings her work/career experiences into the forum discussions.

Station Tours: On a regular basis WJCT provides tours of its radio and television facilities to schools and other youth organizations such as boy scouts, media students, special needs students as well as adult groups sharing information about WJCT and careers in the broadcasting industry. In this FY we conducted 11 tours, with over 225 attendees.

Narrative Statement on Training and Other Programs

WJCT staff attended conferences, served on national committees and participated in various training programs throughout the year. These opportunities increased staff's knowledge base, contributed to the development of greater skills sets which we hope in turn supports our commitment to serving our community in bigger and better ways:

- WJCT provided computer skills training through a local computer training organization, New Horizons. The courses which range from basic to advanced provide staff with a range of learning opportunities from individual one-time skill development classes to a series of courses that may result in professional certification. These opportunities may position them for greater responsibility &/or possible promotion within the organization.

Narrative Statement on Training and Other Programs continued...

- The WJCT staff member responsible for Human Resources has provided training to management on policies and practices that ensure equal opportunity hiring and discrimination prevention. All staff upon hire are given an Employee Handbook and provided a one-on-one overview meeting with HR which details the stations policy and stance in such areas as: Equal Employment Opportunity, Business Ethics, Discrimination/Harassment & Prevention, etc., Additionally the EEO/Affirmative Action policy is singled out with the President/CEO's signature and posted on the Stations Communication Bulletin Board which reside in common areas. In addition, within this reporting period, all staff have participated in online training in the area of harassment prevention, which emphasized the importance of a workplace free of harassment for its employees, how to identify harassing behaviors and how to report it.
- In addition, the staff member responsible for Human Resources participated in a day-long Mental Health First Aid Course on April 19th, and Active Shooter training on September 9th sponsored by the Jacksonville Chamber and Black Knight Financial. The learning gained from attending these seminars was shared with managers at a weekly Operations Meeting.