

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period September 22, 2017 – September 21, 2018.

1) Employment Unit and Stations in Unit: WAPA-TV, San Juan, Puerto Rico.

2) EEO Contact Information for Employment Unit:

Mailing Address:

WAPA-TV
P.O. Box 362050
San Juan, PR 00936

Telephone Number:

787-792-4444

Contact Person/Title:

María Elena Crespo, Human Resources Director

E-mail Address:

maria.crespo@wapa-tv.com

3) Full-Time Job Vacancies Filled by the Employment Unit:

Job Title of Vacancy Filled	Recruitment Source That Referred The Person Who Was Hired
1. Senior Accountant	Internal Referral
2. Credit & Collection Coordinator	Wapa TV Website (www.wapatv.com)
3. News Associate Producer (3 positions)	Wapa TV Website (www.wapatv.com)
4. Human Resources Director	Careers (Headhunter)
5. Editor (2 positions)	Internal Candidates
6. Assignment Desk Manager	Internal Referral
7. Reporter	Internal Referral
8. News Producer	Internal Referral
9. Human Resources Generalist	Wapa TV Website (www.wapatv.com)
10. Web Developer	Wapa TV Website (www.wapatv.com)
11. Administrative Assistant	Employment agency
12. Assignment Desk	See note at page 5
13. Investigation Producer	Wapa TV Website (www.wapatv.com)

4) Recruitment Sources Notified of Job Vacancies

**Job Title: Senior Accountant
Job #1**

Source That Referred The Person Hired: Internal Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	3	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Ingrid Hernández	www.wapa.tv	(787) 792-4444	2	No

**Job Title: Credit & Collection Coordinator
Job # 2**

Source That Referred The Person Hired: Wapa TV Website

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Ingrid Hernández	www.wapa.tv	(787) 792-4444	4	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	0	No

**Job Title: News Associate Producer (3 positions)
Job #3**

Source That Referred The Person Hired: Wapa TV Website

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Ingrid Hernández	www.wapa.tv	(787) 792-4444	3	No
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	0	No

Clasificadosonline.com	N/A	www.clasificadosonline.com	N/A	3	No
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**Job Title: Human Resources Director
Job #4**

Source That Referred The Person Hired: Careers (Headhunter)

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Careers (Headhunter)	Flabia Aguilera	208 ave. Ponce de León, Suite 1100 San Juan PR 00918-1036	787-664-2298	1	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Ingrid Hernández	www.wapa.tv	(787) 792-4444	2	No

**Job Title: (2 positions) Editor
Job #5**

Source That Referred The Person Hired: Internal Candidates

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Candidates	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	3	No
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No

**Job Title: Assignment Desk Manager
Job #6**

Source That Referred The Person Hired: Internal Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	0	No

**Job Title: Reporter
Job #7**

Source That Referred The Person Hired: Internal Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Quimmy Contreras	www.wapa.tv	(787) 792-4444	1	No
Internal Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	No

**Job Title: News Producer
Job #8**

Source That Referred The Person Hired: Internal Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	2	No
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	3	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Quimmy Contreras	www.wapa.tv	(787) 792-4444	2	No

**Job Title: HR Generalist
Job #9**

Source That Referred The Person Hired: Wapa TV Website

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Quimmy Contreras	www.wapa.tv	(787) 792-4444	3	No

**Job Title: Web Developer
Job #10**

Source That Referred The Person Hired: Wapa TV Website

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees	Did Recruitment Source Request
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				Referred By This Source	Notification? (Yes or No)
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	2	No
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Quimmy Contreras	www.wapa.tv	(787) 792-4444	1	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	0	No

**Job Title: Administrative Assistant
Job #11**

Source That Referred The Person Hired: Employment Agency

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
Employment Agency (Adecco)	N/A	Adeccopr.com	(787) 764-0268	1	No

**Job Title: Assignment Desk
Job #12**

After a diligent search of its records, the employment unit has been unable to locate its file containing recruitment source data for this position. The employment unit regrets this error and has taken steps to ensure that such an error does not occur again. Interviews for this position are not reflected in Section 5 below.

**Job Title: Investigation Producer
Job #13**

Source That Referred The Person Hired: Wapa TV Website

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred By This Source	Did Recruitment Source Request Notification? (Yes or No)
WAPA-TV website via Balancetrack, which also posts to Indeed.com and USJobs.com	Quimmy Contreras	www.wapa.tv	(787) 792-4444	1	No

5) Total Number of Interviewees: For the period from September 23, 2017, through September 21, 2018, the Employment Unit interviewed 45 persons for full-time job vacancies.

6) Supplemental Recruitment Initiatives.

(a) Initiative: Participation in Job Fairs

Due to Hurricane Maria, which passed through Puerto Rico on September 20, 2017, we were in a recovery period where unfortunately we could not sponsor or attend employment fairs.

(b) Initiative: Participation in Events / Programs Sponsored by Educational Institutions

1. March 9, 2018 – Hosted 14 junior students (from 16 to 17 years old) in the journalism course from the school “Colegio Presbiteranio Rehma” located in Hormigueros, Puerto Rico, visited the premises to observe the process of producing a news program.
2. March 23, 2018 – Reporter Normando Valentín went to Politecnico University of Puerto Rico located in Hato Rey in San Juan, PR to meet and talk to the students.
3. April 4, 2018 – Reporter Normando Valentín went to “Escuela Clara Maldonado Aramburu” located in Juncos, PR to meet and talk to the children about what a reporter does and broadcasting in general.
4. April 4, 2018 - Reporter Normando Valentín went to “Ramon Power y Giralt” located in Las Piedras, PR to also meet and talk to the children.
5. April 6, 2018 –Students from “Academia Pentecostal” located in Humacao, Puerto Rico, visited the area where the weather report is transmitted because they were studying the atmospheric phenomenon’s.
6. April 12, 2018 – Reporter Jorge Gelpi gave a speech in “Universidad del Turabo” about atmospheric events post María and answered questions from students about careers in broadcasting.
7. April 21, 2018 – Migdaliz Ortiz, Public Relations Officer, received around 30 people (scouts between 5 and 11 years old, their parents and leaders) from “La Manada 313” of Caguas, PR to visit, learn and observed a studio, their equipment and its components for a course they are taking on Video Production.
8. May 11, 2018 – A group of 7 Girl Scouts from 12 to 13 years old, visited the premises to observe the process of nighttime news production and learn the skills required to perform a broadcast outside of regular news hours.
9. May 15, 2018 – Migdaliz Ortiz, Public Relations Officer, received a group of students called “Reporteros Positivos” from “Escuela Clara Maldonado de Aramburu” located in Juncos, PR for a tour of the premises.
10. June 15, 2018 – A group of 11 students from the program “Upward Bound” of the Interamerican University of Puerto Rico located in Ponce as part of their summer

camp program visited the premises for a tour and an educational talk in relations to the services Wapa offers and how the station operates and provides its services.

11. June 22, 2018 – A group of 24 kids (11 to 16 years old) from the “Liga Atlética Municipal ‘Soy Gigante’” visited the premises to learn about the reporters work and tv production.
12. July 6, 2018 - A group of 23 kids (7 to 11 years old) from the “Liga Atlética Municipal ‘Soy Gigante’” visited the premises to learn about the reporters work and tv production.
13. August 3, 2018 – A group of 16 girls (2 to 15 years old) from “Metamorfosis Taller de Danza” located in Cabo Rojo visited the premises for a tour and to learn about careers in broadcasting.
14. August 21, 2018 – A group of young people from the “Resiliencia Familiar” program of “Centros de Sor Isolina Ferré” from “El Tuque”, Ponce PR visited the premises for a tour of the news studios and learned about the technical process of broadcasting and opportunities in broadcasting generally. As well as met with our meteorologist, Deborah Martorell. Contact:

(c) Initiative: Internship Program

Wapa-TV conducts an internship program for college students. During the period covered by this report, the station hosted students from:

- University of Puerto Rico (UPR) – Río Piedras Campus, Arecibo Campus,
- Sacred Heart University; San Juan, PR
- Pontifical Catholic University of Puerto Rico; Ponce
- Interamerican University of Puerto Rico; Bayamon
- Metropolitan University (UMET); Cupey
- Radians School (Math, Science and Technology); Cayey
- and Escuela Esp. Dr. Juan José Osuna; Trujillo Alto,

in the following departments:

1. October to December 2017

- Production (for Viva la Tarde) – 1
- News – 3

2. January to May 2018

- Digital - 1
- Production (for Sanco Productions) – 3
- Production (for Viva la Tarde) – 2
- Public Relations – 1
- IT – 1

- News- 1
- Production (for Lo sé Todo) – 1

3. Summer 2018

- Production (for Pégate al Mediodía) – 1

4. August to Present 2018

- Production (for Sanco Productions) – 1
- Human Resources – 1
- News – 1
- Digital/Interactive - 2