

## EEO PUBLIC FILE REPORT

**This Report covers full-time vacancy recruitment data for the period September 22, 2016 – September 22, 2017.**

**1) Employment 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:

Gisela González, Director, Human Resources

E-mail Address:

gisela.gonzalez@wapa-tv.com

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

<b>Job Title of Vacancy Filled</b>	<b>Recruitment Source That Referred The Person Who Was Hired</b>
1. Production Editor	Collective Bargaining Agreement
2. Electronic Maintenance Technician	Collective Bargaining Agreement
3. Electronic Maintenance Technician	El Nuevo Día
4. News cameraman	Collective Bargaining Agreement
5. Parkervision Utility Person	Collective Bargaining Agreement
6. Master Control	Collective Bargaining Agreement
7. Promotions Coordinator	El Nuevo Día
8. Exterior Cameraman (2)	Collective Bargaining Agreement
9. Exterior Cameraman	Internal Referral (Temp to Hire)
10. Promotions Editor	Collective Bargaining Agreement
11. Utility & Microwave Maintenance Technician	El Nuevo Día
12. Sport Reporter (News)	Collective Bargaining Agreement
13. Sound Technician	Internal Referral (Temp to Hire)

- 14. News Chief of information El Nuevo Día
- 15. Media Manager El Nuevo Día
- 16. News Editor Collective Bargaining Agreement
- 17. Engineering Supervisor Monster.com
- 18. News Editor Collective Bargaining Agreement
- 19. Financial Analyst El Nuevo Día
- 20. News Editor Collective Bargaining Agreement
- 21. VTR Collective Bargaining Agreement
- 22. News Reporter Collective Bargaining Agreement

**El Nuevo Día is a newspaper published in San Juan, and is distributed throughout Puerto Rico.**

**4) Recruitment Sources Notified Of Job Vacancy**

**Job Title: Production Editor  
Job # 1**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	4	Yes

**Job Title: Electronic Maintenance Technician  
Job #2**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	4	Yes

**Job Title: Electronic Maintenance Technician**  
**Job #3**

**Source That Referred The Person Hired: El Nuevo Día**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	4	Yes
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	1	No
Monster.com	Carmelina Carmona	www.monster.com	N/A	0	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	1	No

**Job Title: News Cameraman**  
**Job #4**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	6	Yes

**Job Title: Parkervision Utility Person**  
**Job #5**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	8	Yes

**Job Title: Master Control  
Job #6**

**Source That Referred The Person Hired: Referral: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes

**Job Title: Promotions Coordinator  
Job #7**

**Source That Referred The Person Hired: El Nuevo Día**

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	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes
Wapa TV	Gisela González	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
Monster.com	Carmelina Carmona	www.monster.com	N/A	0	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	0	No

**Job Title: Production Exterior Cameraman (2)  
Job # 8**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	8	Yes

**Job Title: Production Exterior Cameraman  
Job #9**

**Source That Referred The Person Hired: Internal Referral (Temp to hire)**

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	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes

**Job Title: Promotions Editor  
Job # 10**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	5	Yes

**Job Title: Utility and Microwave Maintenance Technician  
Job #11**

**Source That Referred The Person Hired: El Nuevo Día**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	0	Yes
Wapa TV	Gisela González	www.wapa.tv	(787) 792-4444	0	No
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	1	No
Monster.com	Carmelina Carmona	www.monster.com	N/A	1	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	0	No

**Job Title: Sport News Reporter  
Job #12**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes

**Job Title: Sound Technician  
Job # 13**

**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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes
Internal Referral	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes

**Job Title: News Chief of information  
Job #14**

**Source That Referred The Person Hired: El Nuevo Dia**

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	Gisela González	www.wapa.tv	(787) 792-4444	1	Yes
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	2	No
Monster.com	Carmelina Carmona	www.monster.com	N/A	1	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	0	No
Walk in	N/A	PO Box 362050 San Juan, PR 00936-2050	N/A	1	No

**Job Title: Media Manager  
Job #15**

**Source That Referred The Person Hired: El Nuevo Día**

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	Gisela González	www.wapa.tv	(787) 792-4444	1	Yes
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	1	No
Monster.com	Carmelina Carmona	www.monster.com	N/A	1	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	1	No
Walk in	N/A	PO Box 362050 San Juan, PR 00936-2050	N/A	1	No

**Job Title: News Editor  
Job #16**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes

**Job Title: Engineering Supervisor  
Job #17**

**Source That Referred The Person Hired: monster.com**

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	Gisela González	www.wapa.tv	(787) 792-4444	0	Yes
Monster.com	Carmelina Carmona	www.monster.com	N/A	2	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	1	No
Indeed.com	N/A	www.indeed.com	N/A	1	No
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	0	No

**Job Title: News Editor  
Job #18**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes

**Job Title: Financial Analyst  
Job #19**

**Source That Referred The Person Hired: El Nuevo Día**

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	Gisela González	www.wapa.tv	(787) 792-4444	1	Yes
Monster.com	Carmelina Carmona	www.monster.com	N/A	2	No
Clasificados Online	N/A	www.clasificadosonline.com	N/A	1	No
Indeed.com	N/A	www.indeed.com	N/A	1	No
El Nuevo Día	Carmelina Carmona	Carr. 24 IO 165 Parque Industrial Amelia Guaynabo, PR 00657	(787) 399-5514	0	No

**Job Title: News Editor  
Job #20**

**Source That Referred The Person Hired: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes

**Job Title: VTR  
Job #21**

**Source That Referred The Person Hired: Referral: Collective Bargaining Agreement**

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 Station Posting-Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	4	Yes



**Job Title: News Reporter  
Job #22**

**Source That Referred The Person Hired: Referral: Collective  
Bargaining Agreement**

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 Station Posting- Collective Bargaining Agreement	Gisela González	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes

**5) Total Number of Interviewees:** For the period from September 22, 2016, through September 21, 2017, the Employment Unit interviewed 92 persons for full-time job vacancies.

**6) Supplemental Recruitment Initiatives.**

**(a) Initiative: Participation in Job Fairs**

We participated as recruiters in one (1) Job Fairs given at the Sacred Heart University, with the purpose of giving job and internship opportunities to the students. The employees who attended the Job Fairs were Qimmy Contreras from the Human Resources Department.

1. Thursday, April 27, 2017 from 10:00 a.m. to 3:00 p.m. – Sacred Heart University

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

1. October 14, 2016 – A group of students from 6<sup>th</sup> grade from *Mariano Abril* in San German. The purpose of the visit was for children to learn what it is to inform and entertain a country. They wanted to see what happened behind the scenes.
2. October 21, 2016 – Students from *Pontificia Catolica at Mayaguez campus*, they visit WAPA TV as part of a communication class.
3. October 28, 2016 – 32 fifth grade elementary students from the *University Of Puerto Rico School* visit the news department studio as part of a final meteorological project. They visit Jorge Gelpi at the studio while he was live.
4. November 1, 2016 – The news producer Quiomarie Vera was invited to a communication class at *the University of Puerto Rico, Rio Piedras Campus*. She shared her experiences as a news producer as well as the technological changes in the television industry. She presented it videos of the different jobs that the news department did. The students were very happy.
5. November 4, 2016 – 31 students from the *Bonifacio Sanchez Jimenez School* in Aibonito came to visit Wapa to investigate about the structure and operations of media enterprises.

6. November 4, 2016 –2 students from *Natividad Rodriguez Gonzalez High School* visited the studio Luis Vigoreaux and wanted to know the reason behind that name. They were also present in the program “Juntos en la Mañana”.
7. November 11, 2016 –The professor Nora Soto of the University of Puerto Rico, Rio Piedras campus was visiting WAPA with her (20) students from the class of Communications with the purpose of learning and seeing the operation of the morning news.
8. November 14, 2016 – Children’s from the Justice Department’s Preschool Education Center celebrated with us the Public Welfare Week at WAPA. They visited the news studio and they talk and meet with the reporters.
9. November 18, 2016 – 25 students from the Upward-Bound program of the Inter-American University of Puerto Rico, Barraquitas Campus. Participated in a tour through all the facilities of Wapa in which they received information and guide of WAPA. This educational program helps students complete their studies.
10. December 2, 2016 – 25 students from the Upward-Bound program of the Inter-American University of Puerto Rico, Barraquitas Campus. Participated in a tour through all the facilities of Wapa in which they received information and guide of WAPA. This educational program helps students complete their studies.
11. December 9, 2016 – The Rosa Bell School in Guaynabo has a Digital production course which is composed of 11 students. These students visited Wapa so the students had the experience behind the cameras and with the production.
12. January 20, 2017 – 12 students from Cristo Rey academy visited WAPA as a requirement for the course Introduction to communications.
13. January 23, 2017 – 20 Students for the student organization “Estudiantes Comunicadores del Sur” (ECOS) attached to the communications program of the Interamerican University of Puerto Rico, Ponce campus, visited our facilities to know about the operation of the channel, to know its departments and to observe how WAPA works.
14. February 8, 2017 – The “ *Alianza para un Puerto Rico sin Drogas*” bring a group of students to Wapa from different schools around the island for a 4<sup>th</sup> time in row as an initiative call “**Reporteros Positivos**” to develop and strengthen life skills for children and help them promote the common good in their communities and keep them away from drugs.
15. February 17, 2017 - The Puerto Rico Preparatory School introduced a new class called "Lights, Camera, Action" to the curriculum and they visited us for the purpose of broadening students' knowledge and having an experience of the communications environment.

16. March 14, 2017 – For being the Girls Scout week, Calvin School with its 33 students and 4 teachers wanted to visit WAPA to learn about the internal development of the media and its social function in PR.
17. March 15, 2017 - Troop 334 of the girls scout visited WAPA as they dedicated their week to the communications. They visited Noticentro and its live performance.
18. March 17, 2017 – A group of 28 students of the vocational school Carlos Escobar Lopez visited the facilities of WAPA TV with the purpose of learning about the television, journalistic and cultural management of the country.
19. March 31, 2017 - The Playa Grande School in the municipality of Vieques created a Club called! I value myself, because I accept myself and I love myself! this club is an initiative to offer life tools that cover both emotional and social needs for girls. The group that visited WAPA was 30 including the teachers. They were in the Juntos en la mañana program.
20. April 19, 2017 – 4 students from the University of Communications of the University of the Sacred Heart, had a WAPA tour with the purpose of completing a final project. They had the opportunity to interview one of my reporters as well as the digital staff.
21. April 24, 2017 - 11 Students of the Perpetual Socorro Academy were talking to journalist Rafael Lenin while they were visiting the facilities.
22. April 28, 2017 – The Association of Communication Students from the Universidad Pontificia Catolica Ponce campus, attended the program "Juntos en la Mañana" This participation was for educational purpose and to observe the live programming.
23. Mayo 3, 2017 – A professor at the University of the Sacred Heart in her final class of Electronic Media brought her students to Noticentro to see the logistics of the program and to see everything learned in class.
24. Mayo 17, 2017 – The Professor Marisol Ocasio of the Isidro A. Sanchez High School in the municipality of Luquillo, she give a class of electronic publications and in that class the students create a newspaper and make press releases for that reason 30 students visited our news department.
25. June 8, 2017 - The RAD camp, of the Margarita Janer Palacios High School of Guaynabo, provides students with different academic teachings and integrates them into recreational activities. The objectives of the camp are that students can develop their talents and explore different university careers, to be able to become professionals. For this purpose of exploring the area of communications, 28 students from the school visited WAPA.

26. June 27, 2017 - 10 students from the Upward-Bound program of the Inter-American University of Puerto Rico, Ponce Campus. Participated in a tour through all the facilities of Wapa in which they received information and guide of WAPA. This educational program helps students complete their studies.
27. July 7, 2017 - The company Anexo Group create a summer camp called Digital Adventure Camp with the purpose of collaborating in the development of a better society using the digital media as a tool of impulse and innovation. The camp is aimed at children between the ages of 10 and 17 in which its objective is to develop entrepreneurship, integrating technological applications such as graphic arts, web development, social networks, and video animation and so on. For a productive individual in our society, teamwork, critical thinking, creativity and others are also developed. As part of the learning process these students visited our facilities and had a tour around the channel.

**(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 – Arecibo, Mayagüez and Río Piedras Campus;
  - *Escuela Especializada en Producción de Radio y Televisión – Dr. José J. Osuna*;
  - Sacred Heart University;
  - *Colegio de Cinematografía, Artes y Televisión (C.C.A.T.)*;
  - American University;
  - Interamerican University, Bayamón, Ponce and Cupey Campus;
  - Turabo University;
  - Emerson College;
  - Syracuse University;
- in the following departments:

**1. October to December 2016**

- News – 3
- Production (Ganas con Ganas) – 4
- Production Assistant (for Sanco Productions) - 4
- Production (for Viva la Tarde) – 4

**2. January to May 2017**

- News – 3
- Production Assistant (for Viva la Tarde) – 2
- Production Assistant – (for Sanco Productions) 1
- Production WAPA – 1
- Promotions WAPA 2-1
- WAPA 2-1

### **3. Summer 2017**

- News – 2
- Digital/Interactive – 1
- Production Assistant (for Such is life) – 3
- Production Assistant – (for Sanco Productions) 1