

EEO PUBLIC FILE REPORT

Reporting Period: April 1, 2017 - March 31, 2018

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
Common Sources					
C1	Employee Referral				13
C2	Internal Candidate / WorkLife				24
C3	Scripps.com	312 Walnut St Ste 2800 Cincinnati, OH 45202			141
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	
C19	National Association of Black Journalists	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	2
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	
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
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	
C44	JournalismJobs.com	SmartPost job board aggregator	Melissa Costales SmartPost Director of Client Care melissa.costales@hodes.com	808-260-9055	1
C69	Yahoo	701 First Avenue Sunnyvale, CA 94089	www.yahoo.com		
C95	Facebook	1 Hacker Way Menlo Park, CA 94025	www.facebook.com		
C97	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	www.linkedin.com		60
C98	Twitter	1355 Market Street Suite 900 San Francisco, CA 94103	www.twitter.com		
C100	Tvjobs.com	PO Box 4116 Oceanside, CA 92052	www.tvjobs.com	760-754-8177	18
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

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C131	Agency/Search Firm				5
C132	Bing	One Microsoft Way Redmond, WA 98052-7329			
C134	Indeed	6433 Champion Grandview Way Building 1 Austin, TX 78750	www.indeed.com		43
C163	JobCase.com	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	https://myinterfase.com/anu/employer	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	http://www.mtsu.edu/career/LCL.php	615-898-2500	
L9	Nashville State Community College *	120 White Bridge Rd. Nashville, TN 37209	Lisa Fletcher cec@nsc.edu	615-353-3248	
L10	Nat'L Academy of Arts & Sciences	27 Music Square East Nashville, TN 37203	Geneva Brignolo emmyonash@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	www.tabtn.org	615-365-1840	
L13	TN State University Career Center*	3500 John Merritt Blvd Nashville, TN 37209	https://tnstate-csm.symplicity.com/employers	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 https://www.tvjobs.com	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	https://wku-csm.symplicity.com/employers	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	
L20	Vanderbilt University Career Center*	310 25th Ave S, Ste 220 Nashville, TN 37240-7780	Penny Baga penny.baga@vanderbilt.edu www.vanderbilt.edu/career	(615) 322-2750	

Total Number of Interviewees Referred: 340

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II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Account Exec, Integrated [12585]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C43, C69, C97, C116, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	Code Number: C130 Start Date: 2017-06-19
Account Exec, Integrated [13285]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C116, C130, C131, C132, C134, C163, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C1 Start Date: 2017-11-27
Account Exec, Integrated [13672]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C116, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C2 Start Date: 2018-01-29
Assignment Editor [13834]	C1, C2, C3, C5, C19, C69, C97, C98, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C3 Start Date: 2018-02-12
Assoc Account Exec, TV [13591]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C116, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C3 Start Date: 2018-02-05
Assoc Producer [13021]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C130 Start Date: 2017-05-26
Assoc Producer [13263]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C100, C130, C131, C132, C134, C163, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C3 Start Date: 2017-08-14
Assoc Producer [13263]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C100, C130, C131, C132, C134, C163, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C3 Start Date: 2017-08-21
Editor II [13604]	C1, C2, C3, C5, C37, 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, L20	Code Number: C97 Start Date: 2018-01-22
Exec Producer [13330]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C26, 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, L20	Code Number: C1 Start Date: 2018-01-08
Ignite Operator II [12750]	C1, C2, C3, C5, C69, C97, C98, C100, C130, C131, C132, C134, L1, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18	Code Number: C5 Start Date: 2017-05-15
Master Control Tech II [12823]	C1, C2, C3, C5, C69, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	Code Number: C3 Start Date: 2017-04-24
Meteorologist, Weekend [12861]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C95, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	Code Number: C130 Start Date: 2017-08-14

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II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Mgr, Assignment [13764]	C1, C2, C3, C5, C8, C15, C19, 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, L20	Code Number: C2 Start Date: 2018-03-26
Morning Anchor, MMJ [13722]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C19, C27, C44, 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, L20	Code Number: C2 Start Date: 2018-02-12
Multimedia Journalist [12545]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, 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	Code Number: C131 Start Date: 2017-05-15
Multimedia Journalist [12729]	C1, C2, C3, C5, C44, 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	Code Number: C100 Start Date: 2017-04-17
Photographer II [13145]	C1, C2, C3, C5, C69, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C3 Start Date: 2017-08-14
Photographer II [13503]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C130 Start Date: 2017-10-16
Producer [13264]	C1, C2, C3, C5, C69, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C2 Start Date: 2017-08-14
Producer [13510]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19, L20	Code Number: C2 Start Date: 2017-10-23
Producer [13932]	C1, C2, C3, C5, C69, C97, C100, C130, C131, C132, C134	Code Number: C1 Start Date: 2018-03-19
Reporter [12712]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, 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	Code Number: C2 Start Date: 2017-06-05
Reporter [12712]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, 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	Code Number: C3 Start Date: 2017-07-10
Reporter [12713]	C1, C2, C3, C5, C6, C9, C10, C11, C12, C13, C14, C15, C69, C97, C98, C100, C130, C131, C132, C134, L2, L3, L4, L5, L6, L7, L8, L9, L10, L11, L12, L13, L14, L15, L16, L17, L18, L19	Code Number: C131 Start Date: 2017-05-01

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

<p>Participate in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.</p>	<p>March 25, 2017 - Human Resources Business Partner Justin Harris participated in the TAB/NATPE Career Day, Job Fair at Belmont University educating prospective employees on current and future openings with WTVF-Nashville/NewsChannel 5. Confirmation is attached.</p>
	<p>May 22, 2017, NewsChannel5 sponsored its annual Career Fair with David Lipscomb University, held in the Allen Arena on the campus. The fair was attended by job seekers and representatives from several industries. HR Business Partner Justin Harris was in attendance representing NC5, speaking to potential candidates about current and future openings. Pictures attached.</p>
	<p>March 25, 2017 - Account Executive Linda Sneed participated as a panelist in the TAB/NATPE Career Day, Job Fair at Belmont University educating prospective employees on aspects of her role with WTVF-Nashville/NewsChannel 5, advertising and marketing.</p>
	<p>March 27, 2018 - Assistant News Director Michelle Bonnett attending the Tennessee State University Mass Communications Career Showcase on the campus of TSU. Employers were invited to recruit our students for your internships and other employment opportunities. The areas of interest include, but are not limited to: broadcasting, media arts, journalism, advertising, and music.</p>
<p>Hosting at least one job fair.</p>	<p>May 22, 2017, NewsChannel5 sponsored its annual Career Fair with David Lipscomb University, held in the Allen Arena on the campus. The fair was attended by job seekers and representatives from several industries. HR Business Partner Justin Harris was in attendance representing NC5, speaking to potential candidates about current and future openings. Pictures attached.</p>
<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>April 30, 2017: Lelan Statom participated in the Youth Leadership Maury County, Ag Day where he spoke to graduating seniors about careers in Weather and TV News.</p>
<p>Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.</p>	<p>Summer 2017: Hosted Scripps Howard Foundation intern, Raichelle Privette, from Hampton University. Raichelle assisted the news department full time with the assignment desk. Confirmation attached.</p>

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

<p>Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.</p>	<p>Continuation of 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 1: 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, pre-emptions, 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>
<p>Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.</p>	<p>July 27, 2017: Meteorologist Lelan Statom spoke to Metro Nashville Public School administrators at Trevecca University about his career, how to use data, correlating predicting weather with predicting student learning.</p> <p>April 4, 2017: Director of Operations participated in a Panel Discussion at the TN Department of Education on the topic of Arts, A/V Technology & Communication. (Attachment)</p> <p>January 29, 2018: Casie Mason spoke to undergraduates at Belmont University about NewsChannel5 and her position as a MMJ and Host. (Attachment)</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>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>

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

	<p>May 24, 2017 - Talk of the Town staff producers and on-talent spoke to Tennessee 4-H'ers about careers, day-to-day duties and show production. Participants toured NewsChannel5 and watched a live production of Talk of the Town.</p>
	<p>May 25, 2017 - Career talk/Panel Discussion with FiftyForward Organization.</p>
	<p>May 24, 2017: NewsChannel 5 and Talk of the Town employees hosted 4H participants and adult leaders as a part of the 4H High School Council.</p>
	<p>February 16, 2018: Meteorologist Lelan Statom hosted students from Pope John Paul High School and Tennessee State University in a job shadow at the station.</p>
<p>Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.</p>	<p>April 2017 - Human Resources Business Partner, Justin Harris, participated in and attended the Tennessee Society of Human Resources Strategic Leadership Conference in Nashville, TN. Topics included but not limited to business acumen, succession planning and recruiting, company culture, management development and human capital strategy.</p>