

**EEO ANNUAL REPORT
FOR
TRIPLE J COMMUNITY BROADCASTING, LLC
DBA WYLN
FOR PERIOD 4/1/2010 THROUGH 3/31/2011**

1. FULL-TIME VACANCIES (W/JOB TITLES) FILLED DURING PRECEDING YEAR:

Operations Manager.....1
Videographer/Reporter.....1

2. RECRUITMENT SOURCES USED TO FILL ABOVE VACANCIES, INCLUDING ORGANIZATIONS THAT REQUESTED NOTIFICATION OF JOB VACANCIES (INCLUDING ADDRESS, CONTACT PERSON & PHONE NUMBER OF EACH SOURCE):

- ❖ The positions were advertised internally on Company Bulletin Board & on Company's Website.
- ❖ The positions were advertised in the Hazleton Standard Speaker Newspaper Classified Ad Section for a combined total of one week.
- ❖ No organizations were in contact with the Station during the above period to request notice of any job openings.

3. RECRUITMENT SOURCE (S) THAT REFERRED PERSONS HIRED FOR EACH FULL-TIME VACANCY:

Hirees indicated they learned of positions available through the paper advertisement and/or through their own initiative of phoning the Station and mailing a resume or delivering a resume in person.

4. NUMBER OF PERSONS INTERVIEWED FOR FULL-TIME VACANCIES & TOTAL NUMBER OF INTERVIEWEES REFERRED BY EACH RECRUITMENT SOURCE.

Total number of persons who applied.....	5
From the strength of resumes, total number interviewed.....	4
Total who applied from Standard Speaker.....	10
Total who applied from Internal Bulletin Board.....	-0-
Total who applied from one's own initiative.....	-0-
Other sources.....	1

5. LIST & BRIEF DESCRIPTION OF OUTREACH ACTIVITIES THAT STAFF WAS INVOLVED IN: As an employment unit with more than five full-time employees located in a smaller market, we are required to participate in two initiatives during the period of this report. We have adopted the following initiatives:

INTERNSHIP PROGRAMS:

- a. We have established an internship program designed to asset members of the community to acquire skills needed for broadcast employment.
- b. WYLN has offered internships to students at various high schools in the WYLN viewing area including, Hazleton, Bishop Hafey, MMI and Berwick, along with Penn State College & Luzerne County Community College through journalism or TV production programs.
 - High school interns..... 2 (on average)
 - College interns..... 2 (on average)
 - Special needs interns..... 2

EDUCATIONAL EVENTS: Participation in at least four events or programs sponsored by educational institution relating to career opportunities in broadcasting:

- **Partners in Education Board Participation:** Partners in Education (PIE) is a Greater Hazleton business and student alliance aimed at forging and maintaining a relationship between the business community, workforce and area schools. WYLN has been a partner of PIE for several years. WYLN News Reporter, Kim Zboray, serves as a Board Member of PIE and a liaison between PIE and WYLN.
- **Partners in Education Career Day:** Partners in Education also hosts a yearly “Career Day” at area schools. WYLN and several of its employees have taken part in this event for the last several years. During the day-long event, WYLN employees speak to several classes of 8th grade students about career opportunities available at our Station, the education needed and answer any questions students may have related to broadcasting.
- **Partners in Education Career Night:** WYLN and its employees participate annually in PIE’s college and Career night, showcasing our Station and the opportunities and education credits available to students and workers.
- **Leadership Hazleton:** Leadership Hazleton is a Hazleton organization comprised of members from every walk of life, representing different professions, interests, backgrounds, and talents. The organization has one goal and that is that they want to see the Greater Hazleton Area become the best it can be in which to live, work, and play. Kim Zboray, WYLN News Reporter, serves as a Facilitator between the Station and Leadership Hazleton.

GENERAL OUTREACH: Participation in community events designed to promote outreach to community in general:

- **Keystone Job Corp:** Keystone Job Corp, Drums, PA houses and teaches students in numerous fields from cities such as Philadelphia and New York City, who have had problems in their past and perhaps cannot afford college or attend high school at their original residence. The Job Corp has created a Community Relations Committee where area businesses have representatives who sit on their council and help place Keystone students in their business for what would be considered an internship. The students who have been placed with the Station have observed and assisted with the daily duties of the News Dept., goint out in the field with a reporter, help write scripts, run graphics, run camera and teleprompter. They intern usually for 6 weeks and they become familiar with television and work hands-on to better prepare themselves when they seek employment. After their internship, our representative fills out an evaluation that is sent to the student’s

Advisor or Community Director at the Job Corp. The students are given points or merits for completing their internship at WYLN. The committee and the internships are all volunteer.

- **Hazlerton Area Career Center Media Department:** WYLN serves as Advisor to the Career Center.
- **Hazleton Area Elementary School:** WYLN serves as a Technical Advisor for Programs at the School.

TRAINING OPPORTUNITIES:

- WYLN offers training to new personnel, which includes procedures in which the Station follows and adheres to. Training is offered to interns as well.

MENTORING:

- Establishment of a mentoring program for Station personnel...Station Owner & Manager accompanies/assists Sales Associates on various appointments and calls.

EEO RESPONSIBILITIES AND MANAGEMENT:

- Station Management consists primarily of the Manager. He is responsible for ensuring vigorous enforcement of the Station's policy of equal opportunity. The Station informs its employees of the equal employment opportunity policy and program in regular meetings and announcements and enlists their cooperation in fulfilling the objectives of the program. However, the Station will communicate its equal employment opportunity policy and program and its employment needs to sources of qualified applicants without regard to race, color, religion, national origin or sex and solicits their recruitment assistance on a continuing basis. All advertisements will specify that the Station is an equal opportunity employer. The Station conducts a continuing program to exclude all unlawful forms of prejudice or discrimination based upon race, color, religion, national origin or sex from its personnel policies, practices and working conditions. The Station conducts a continuing review of job structure and employment practices and adopts positive recruitment, job design and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations and levels of responsibility.

EEO RECRUITMENT PROGRAM UPKEEP:

- The Station Manager regularly analyzes the EEP recruitment program in anticipation of future hires. He solicits feedback from Station employees and explores what approaches are most successful in other business.

BENEFIT REVIEW:

- Of most significance, the Station structures the work environment to make certain that equal opportunity is given the same emphasis as other objectives. In a small work unit, it is essential that each employee pull their own weight. Accordingly, Station Management continually reviews salaries, benefits, seniority practices, promotions and selection techniques and tests to assure the Station provides equal opportunity without a discriminatory effect. There is no employee union at the Station.

RELIGIOUS REFERENCE IN BROADCASTING:

- **WYLN does not have a religious affiliation. WYLN does broadcast three (3) half-hour weekly church service as a paid program and WYLN does broadcast holiday programming with religious undertones.**