



**FEDERAL COMMUNICATIONS COMMISSION
EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES REPORT
APRIL 1, 2016 – MARCH 31, 2017
Stations: WITF-TV, WITF-FM, Harrisburg, PA**

Open Positions:

Attached please find a spreadsheet listing all the open positions and the recruiting sources used to fill these vacancies from the time period of April 1, 2016 through March 31, 2017. Also, please find a list of the data reflecting the total number of persons interviewed and the recruiting sources used from the time period of April 1, 2016 through March 31, 2017.

Recruiting Contacts:

Attached please find a listing of the contact information for the recruiting sources used by WITF from the time period of April 1, 2016 through March 31, 2017.

Job Fairs

Individuals with significant hiring responsibility; Alan Wadsworth, current Human Resources Manager; job fairs are listed under attached Community Outreach listings.

Community Outreach

A summary of all Community Outreach activities is attached.

The purpose of the EEO Public Report form is to comply with Section 73.2080(c) (6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station: WITF and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in the Report covers the time period beginning April 1, 2016 to and including March 31, 2017.

The FCC's EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station comprising the Station Employment Unit during the Applicable Period;
2. For each vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080 (c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c) (2) of the FCC rules.

Appendix 1 has been designed to provide the required information.

For the purposes of the Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer.

WITF Recruiting Source Contact Information
No Sources Requested for all job openings
For the period covering April 1, 2016 to March 31, 2017

Association for Fundraising Professionals
2039 Bernays Drive
York, PA 17404
717.433.0113

Harrisburg Regional Chamber of Commerce
(thelifeyouwant.org)
3211 North Front Street, Suite 201
Harrisburg, PA 17110
717.232.4099

LinkedIn.com
2029 Stierlin Court Suite 200
Mountain View, CA 94043
650.906.9456

National Association of Black Journalists
1100 Knight Hall, Suite 3100
College Park, MD 20742
301.405.0248

The Patriot News/pennlive.com
Nichole Foster
812 Market Street
Harrisburg, PA 17101
717.255.8100

Shippensburg University of Pennsylvania
1871 Old Main Drive
Shippensburg, PA 17257
717.477.7447

Susquehanna Valley Planned Giving Council
100 Pine Street, P.O. Box 1166
Harrisburg, PA 17108-1166

witf.org
4801 Lindle Road
Harrisburg, PA 17111
717.704.3000

York College of Pennsylvania
443 Country Club Road
York, PA 17403
717.846.7788

Appendix 1 to Annual EEO Public File Report Form

Covering the period from April 1, 2016 to March 31, 2017

Stations Comprising Station Employment Unit WITF-TV, WITF-FM

Section 1: Vacancy Information, Recruitment Source Information

*Please refer to Recruiting Source List for Name, Address, Telephone Number and/or Website/Contact Person

Available Position Title	Location of Recruitment	# of Interviews	Date of Hire or Status
Associate Director of Major Giving	witf.org		
	Patriot News/Pennlive.com		
	Association for Fundraising Professionals	1	
	Susquehanna Valley Planned Giving Council		
	LinkedIn		
	Career Builder (picked up)	1	8/31/2016
	Other	1	
Part Time Smart Talk Producer	witf.org	1	
	Patriot News/Pennlive.com		
	Indeed (picked up)	1	
	Indeed (picked up)	1	9/6/2016
	Employee Referral	2	
Account Executive	witf.org		
	Patriot News/Pennlive.com	1	
	Employee Referral	1	6/27/2016
Temporary Development Outreach Speciali	witf.org		
	Patriot News/Pennline.com		
	Employee Referral	1	6/8/2016
State Capitol Bureau Chief	witf.org		
	Patriot News/Pennlive.com		
	LinkedIn		
	National Association of Black Journalists		
	Employee Referral	1	6/23/2016
	Facebook (picked up)	1	
	Other	1	
Receptionist	witf.org		
	Patriot News/Pennlive.com	3	
	Internal Applicant	1	
	Harrisburg Regional Chamber		
	Indeed (picked up)	6	5/2/2016
Billing and Payroll Assistant	witf.org		
	Patriot News/Pennlive.com		
	Harrisburg Chamber/thelifeyouwant.org		

	Employee Referral	1	4/26/2016
IT Manager	witf.org		
	Patriot News/Pennlive.com	1	
	Employee Referral	1	4/11/2016
	Indeed (picked up)	1	
	LinkedIn	1	
Part Time Production Crew (5 openings)	York College		
	Shippensburg University		
	Employee Referral	2	
	Patriot News/Pennlive.com	1	12/29/2016
	Other	1	12/12/2016
	Indeed (picked up)	3	7/20/2016 (2); 8/18/2016
Web / Digital Analyst	Indeed (picked up)	2	10/3/2016
	LinkedIn		
	Patriot News/Pennlive.com		
	witf.org		
Senior Maintenance Engineer	witf.org	1	9/9/2016
	LinkedIn		
	Patriot News/Pennlive.com		
Production Coordinator	witf.org		
	Patriot News/Pennlive.com		
	Internal Hire	1	3/15/2017

COMMUNITY OUTREACH ACTIVITIES

WITF engaged in the following initiatives from the period beginning April 1, 2016 through March 31, 2017.

Internship Program

WITF has an extensive student internship program. College and High School students participate in internships in their field of interest and/or major, typically for credit hours. This past year, we had the following:

- 2 Radio Interns during the Spring 2016 semester
- 2 Radio Interns during the Summer 2016 semester
- 1 Development intern during the Summer 2016 semester
- 1 News intern during the Fall 2016 semester
- 1 Human Resource intern during the Fall 2016 semester
- 1 Human Resource intern during the Spring 2017 semester

These students came from the following colleges and universities:

- Lynchburg College
- Arizona State University
- Ithaca College
- Duquesne University
- Red Land HS
- Shippensburg University
- Millersville University

Job Fairs

Human Resources attended the following job fairs:

Shippensburg University Career Fair

Location: Recreation Center, Shippensburg, PA

Date: 8/4/2016

Elizabethtown College Career Fair

Location: Recreation Center, Elizabethtown, PA

Date: 11/4/2016

Penn State Spring Career Fair

Location: Bryce Jordan Center, State College, PA

Date: 2/14/2017

Penn State Harrisburg Spring Career Fair

Location: Olmsted Building, Middletown, PA

Date: 3/28/2017

Events or programs with educational institutions relating to career opportunities in broadcasting:

Alan Wadsworth, HR Manager, presented information on the Human Resources and Broadcasting professions to the Shippensburg University Student SHRM chapter on October 13, 2016.

Community Events designed to inform and educate members of the public as to employment opportunities in broadcasting

WITF conducted 24 tours which primarily included education facilities. Tours were given to Boy & Girl Scout groups (4), public/private elementary & middle schools (8), and career exploration days with church/social/service groups (12). The tour program hosted approximately 395 individuals between all of the groups during this period.

Training as to methods of equal employment opportunity

WITF has purchased new diversity and harassment training materials, and will be conducting training with new and current staff on an on-going basis.

The Human Resources Manager attended Training Classes with Mazzitti & Sullivan once, attended the annual Legal & Legislative Conference hosted by the PA State Council of SHRM, and a legal conference hosted by McNees, Wallace, and Nurick during the specified period.

Conducted individual training sessions with new managers on recruitment, hiring, and EEO legislation.