

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period 12/1/18 to 11/30/19.

- 1) Employment Unit: Atlanta Television Station WUPA Inc.**
- 2) Unit Members (Stations and Communities of License): WUPA-TV Atlanta, GA**
- 3) EEO Contact Information for Unit Member:**

Mailing Address: 2700 Northeast Expressway Building A Atlanta, GA 30345	Telephone Number: 404-325-6969
	Contact Person: Keisha Lancelin
	E-mail Address: krlancelin@cwatlantatv.com

I. FULL TIME VACANCIES (identified by Job Title)

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hire
Sales Assistant	1,2,3,4,8,9,11,17,20	11
Account Executive	1,2,3,4,8,9,11,17,20	20
Controller	1,2,3,4,5,8,9,11,20	3
Promotion Coordinator	1,2,3,4,5,6,8,9,11,13,14	11
Credit & Collections Analyst	1,2,3,4,5,8,9,11,20	9
Administrative Assistant	1,2,3,4,8,9,11	2
Account Executive	1,2,3,4,8,9,11,17,20	20
Account Executive	1,2,3,4,8,9,11,17,20	2
Director Broadcast Engineering	1,2,3,4,5,6,7,8,9,11,13	11
Sales Assistant	1,2,3,4,8,9,11,17,20	2
Engineer	1,2,3,4,5,6,7,8,9,11,13	11

II. MASTER RECRUITMENT SOURCE LIST

Code	Name of Organization Notified of Job Vacancy:	Contact Person:	Address:	Phone Number:	Notification Request? (Yes or No)	Interviewed:
1	Internal Station Posting	Keisha Lancelin	2700 Northeast Expressway Building A Atlanta, GA 30345	404.325.6969	Yes	3
2	CBS Corporation website	Kathleen Kelly	513 W 57th St New York, NY 10019	212.975.5713	Yes	13
3	First Advantage America's job exchange Indeed.com Simplyhired.com Glassdoor.com Vetsuccess.com Disabledperson.com Asianhires.com Allhispanicjobs.com Africanamericanhires.com	Kathleen Kelly	513 W 57th St New York, NY 10019	212.975.5713	Yes	14
4	GA Department of Labor	Theresa Austin Theresa.austin@dol.state.ga.us	2943 North Druid Hills Rd Atlanta, GA 30329-3909 www.dol.state.ga.us	404.679.5200	Yes	
5	GAB Georgia Association of Broadcasters	Donna Highberger dhighberger@gab.org	8046 Roswell Road, Ste 100 A Atlanta, GA 30350 www.careerpage.org www.gab.org	770.395.7200	No	
6	NAB National Association of Broadcasters	Romana Sultana Rsultana@nab.org	1771 N St. NW Washington, DC 20036 www.nab.org or www.nabef.org	202.429.5428	No	
7	Society of Broadcast Engineers	Scott Jones kjones@sbe.org	9102 N. Meridian St. Suite 150 Indianapolis, IN 46260	317.846.9000	No	
8	Latin American Association	main@latinamericanassoc.org	2750 Buford Hwy Atlanta, GA 30324 www.latinamericanassoc.org	404.638.1800	No	
9	Business Referrals	Various	Various	Various	Yes	1
10	TVjobs.com	Mark Holloway markch@tvjobs.com	PO BOX 4116 Oceanside, CA 92052	760.754.8177	No	
11	Employee Referral	Various	Various	Various	Yes	10
12	Art Institute of Atlanta	Nicole Bradford nbradford@aia.edu	6600 Peachtree Dunwoody Rd. 100 Embassy Row Atlanta, GA 30328 www.aia.artinstitutes.edu	770.689.4870	Yes	
13	NATAS National Academy of TV Arts & Sciences	Cathy Bailly natasadmin@natassoutheast.tv	PO BOX 11613 Atlanta, GA 30355	404.386.1818	No	
14	SCAD Savannah College of Art & Design	Lynn Barrett lbarrett@scad.edu	1600 Peachtree St. Atlanta, GA 30309	404.307.1449	Yes	

15	NABJ National Association of Black Journalists	April O. Turner aturner@nabj.org	1100 Knight Hall, Ste. 3100 College Park, MD 20742 www.nabj.org	301.405.2592 866.476.NABJ	Yes	
16	AAJA Asian American Journalists Association	Marcia Santillan marcias@aja.org	5 Third Street, Ste. 1108 San Francisco, CA 94103 www.aja.org	415.346.2051 x 107	No	
17	Spots-n-Dots	Dai A. Korba dai@spotsndots.com	1635 Old Highway 41 NW, Ste. 112-338 Kennesaw, Ga 30152 www.spotsndots.com	888.884.2630	No	
18	PROMAX	Emily Little Emily@promaxbda.org	1522e Cloverfield Blvd. Santa Monica, CA 90404	310.789.1525	No	
19	Monster.com	Ronald Prater Ronald.prater@monster.com		843.773.3628		
20	Linked-In	Keisha Lancelin krlancelin@cbs.com	2700 NE Expressway Bldg. A-700 Atlanta, GA 30345	404.325.6969	Yes	7

Candidates Interviewed 11/30/18 – 12/1/19	48
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III. SUPPLEMENTAL RECRUITMENT MEASURES

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Clark Atlanta University - WUPA participated in this career fair for CAU students and alumni.	3/27/19	Keisha Lancelin, Public Affairs Director
2. Congressman David Scott Job fair – The 6 th District of Georgia annual career fair for veterans, unemployed and under-employed constituents.	4/12/19	Keisha Lancelin, Public Affairs Director
3. Chattahoochee Technical College Career Fair – WUPA participated in this career expo for students and alumni seeking employment.	4/18/19	Keisha Lancelin, Public Affairs Director
4. Fulton County Hiring Event- WUPA participated in this career fair for district 4 residents of Fulton County.	8/14/19	Keisha Lancelin, Public Affairs Director

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Public and Private University intern posting – WUPA has established an intern program for students enrolled in accredited colleges and/or universities. In 2019 the Public Affairs and Creative Services Departments hired 2 paid interns.	3 rd Qtr. 2019	Keisha Lancelin, Public Affairs Director Laura Hale, Creative Services Director

(c) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Kennesaw State Career Panel – Participated in career panel discussion to expose students to opportunities in broadcasting.	2/21/19	Keisha Lancelin, Public Affairs Director
Henry County High School - Participated in career day to expose students to opportunities in broadcasting.	3/07/19	Keisha Lancelin, Public Affairs Director
Morehouse College - The National Association of Black Owned Broadcasters Telecommunications Education and Management Foundation (NABOB) sponsored the 4th Annual Media Sales Institute (MSI) at the Atlanta University Center.	6/11 – 6/12/19	Jim Perry Local Sales Manager Tim Bennett CBS Sales Management
Georgia Perimeter College – Broadcast students took a tour of WUPA and engaged with management and staff.	8/7/19	Keisha Lancelin, Public Affairs Director
INROADS Atlanta – Participated in meet & greet with college students interested in media, broadcasting and PR careers.	9/19/19	Keisha Lancelin, Public Affairs Director

(d) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved:	Describe Training:
1. CBS Information Security Awareness December 2018	Robin Bona CBS Television Stations Group	CBS Web based training
2. CBS Diversity: Unconscious Bias May 2019	Jessica Hurst CBS Television Stations Group	CBS Web Based training
3. CBS Privacy Essentials September 2019	Jessica Hurst CBS Television Stations Group	CBS Web based training
4. CBS Maintaining a Respectful Work Environment October 2019	Jessica Hurst CBS Television Stations Group	CBS Web based training