

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period September 23, 2018 – September 22, 2019.

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:

María Elena Crespo, Human Resources Director

E-mail Address:

maria.crespo@wapa-tv.com

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

Job Title of Vacancy Filled	Recruitment Source That Referred The Person Who Was Hired
1. Assignment Desk	Internal Candidate
2. Assignment Desk Assistant	Employee Referral
3. Assignment Desk Manager	Adecco (Agency)
4. Assignment Desk Manager	Employee Referral
5. Assistant News Producer	Sagradojobs
6. Associate Producer	Walk-In (Recursos.humanos@wapa-tv.com)
7. Digital Sales Assistant	Wapa TV (Balancetrack)
8. Electrician	Clasificados Online
9. Handyman	Wapa TV (Balancetrack)
10. HR Specialist	Employee Referral
11. Media Asset Specialist	Internal Candidate
12. News Producer	Employee Referral
13. News Producer Asst.	Walk-In (Recursos.humanos@wapa-tv.com)
14. Reporter	Employee Referral

- 15. Reporter Walk-In (Recursos.humanos@wapa-tv.com)
- 16. Web Designer Atlantic University
- 17. Web Social Manager Wapa TV (Balancetrack)

4) Recruitment Sources Notified of Job Vacancy

**Job Title: Assignment Desk
Job #1**

Source That Referred The Person Hired: Internal Candidate

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 Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes
Clasificados Online	N/A	www.clasificadosonline.com	(787) 792-4444	5	No

**Job Title: Assignment Desk Assistant
Job # 2**

Source That Referred The Person Hired: Employee 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)
Employee Referral	Wapa TV	www.wapa.tv	(787) 792-4444	2	Yes

**Job Title: Assignment Desk Manager
Job #3**

Source That Referred The Person Hired: Adecco (Agency)

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 (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	0	Yes
Adecco (Agency)	Francheska León Rivera	Hato Rey Center, 268 Avenida Juan Ponce de León	(787) 764-0268	7	Yes
Clasificadosonline.com	N/A	www.clasificadosonline.com	N/A	1	No

**Job Title: Assignment Desk Manager
Job #4**

Source That Referred The Person Hired: Employee 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)
Employee Referral	Wapa TV	www.wapa.tv	787-664-2298	2	Yes
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	0	Yes

**Job Title: Assistant News Producer
Job #5**

Source That Referred The Person Hired: Sagradojobs

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 Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes
Clasificadosonline.com	N/A	www.clasificadosonline.com	N/A	0	No
Sagradojobs	N/A	www.sagrado.edu	N/A	3	No

**Job Title: Associate Producer
Job #6**

**Source That Referred The Person Hired: Walk-In
(Recursos.humanos@wapa-tv.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)
Walk-in (recursos.humanos@wapa-tv.com)	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes

**Job Title: Digital Sales Assistant
Job #7**

Source That Referred The Person Hired: Wapa TV (Balancetrack)

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 (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	1	Yes

**Job Title: Electrician
Job #8**

Source That Referred The Person Hired: Clasificados Online

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)
Clasificadosonline.com	N/A	www.clasificadosonline.com	N/A	3	No
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	0	Yes

**Job Title: Handyman
Job #9**

Source That Referred The Person Hired: Wapa TV (Balancetrack)

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 (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	2	Yes
Clasificadosonline.com	N/A	www.clasificadosonline.com	N/A	0	No
Internal Referral	Wapa TV	www.wapa.tv	787-664-2298	1	Yes
Internal Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	1	Yes

**Job Title: HR Specialist
Job #10**

Source That Referred The Person Hired: Employee 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)
Employee Referral	Wapa TV	www.wapa.tv	(787) 792-4444	2	Yes
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	1	Yes

**Job Title: Media Asset Specialist
Job #11**

Source That Referred The Person Hired: Internal Candidate

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 Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes
Clasificados Online	N/A	www.clasificadosonline.com	N/A	2	No
Sagradojobs	N/A	www.sagrado.edu	N/A	0	No

**Job Title: News Producer
Job #12**

Source That Referred The Person Hired: Employee 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)
Employee Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	Yes
Internal Candidate	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	2	Yes

**Job Title: News Producer Assist.
Job #13**

**Source That Referred The Person Hired: Walk-In
(Recursos.humanos@wapa-tv.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)
Walk-in (recursos.humanos@wapa-tv.com)	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	4	Yes
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	Yes

**Job Title: Reporter
Job #14**

Source That Referred The Person Hired: Employee 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)
Employee Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	Yes
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	1	Yes

**Job Title: Reporter
Job #15**

**Source That Referred The Person Hired: Walk-In
(Recursos.humanos@wapa-tv.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)
Walk-in (recursos.humanos@wapa-tv.com)	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	5	Yes
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	3	Yes

**Job Title: Web Designer
Job #16**

Source That Referred The Person Hired: Atlantic University

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)
Atlantic University	Bianca Pagan	www.wapa.tv	(787) 792-4444	1	Yes
Clasificados Online	N/A	www.clasificadosonline.com	N/A	2	No
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	2	Yes

**Job Title: Web Social Manager
Job #17**

Source That Referred The Person Hired: Wapa TV (Balancetrack)

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	www.wapa.tv	(787) 792-4444	1	Yes
Wapa TV (Balancetrack)	Suzette Rivera	www.wapa.tv	(787) 792-4444	3	Yes

Walk-in (recursos.humanos@wapa- tv.com)	Wapa TV	PO Box 362050 San Juan, PR 00936-2050	(787) 792-4444	3	Yes
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5) Total Number of Interviewees: For the period from September 23, 2017, through September 21, 2018, the Employment Unit interviewed 67 persons for full-time job vacancies.

6) Supplemental Recruitment Initiatives.

(a) Initiative: Participation in Job Fairs

This year, on February 28, 2019 we attended a job fair in the Sacred Heart University where we were able to make a talent bank for future job opportunities and internships.

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

1. September 28, 2018 – The Association of Mothers and Fathers from the San Agustin College in Cabo Rojo visited the premises for an educational tour for their students. They were interested on how the behind the scenes of a television station takes place.
2. October 12, 2018 – Students from the Sacred Heart University visited the premises as part of their class: Introduction to Radio and Communications, to learn of the different positions a TV Station offers.
3. October 19, 2018 – The Association of Students of the communications school Ferré Rangel wanted to give their students a chance to tour the premises of Wapa TV so that they can gain knowledge on how the cameras, the stage, and how the presentation of a live TV program comes to life.
4. October 26, 2018 - The students of the Bilingual Montessori program of the school Bonifacio Sanchez Jimenez of Aibonito, came to the premises to receive an administrative orientation about the job opportunities, requirements, benefits, salaries, among others of Wapa TV.
5. December 7, 2018 – Students of the school Academia del Perpetuo Socorro visited Wapa TV to see the premises and learn about the different departments of a TV Station for their journalism class.
6. December 21, 2018 – 15 Girls Scouts from Troop 66 visited the premises to observe the process of nighttime news production for their Night Owl badge.
7. January 11, 2019 – Jairomar Rivera Santiago and his mother, Marangelie Santiago wanted to meet the reporters of our news department and learn the behind the scenes of how we make out news programs.

8. January 18, 2019 – 25 people including students and teachers from the Mariano Abril School in San Germán visited the premises to learn what it takes to inform and entertain Puerto Rico from the behind the scenes of the different programs Wapa TV has to offer.
9. January 25, 2019 and February 15, 2019 – The School of Ines Maria Mendoza and the School of Germán Rieckehoff Morales de Vieques visited the premises to learn about the studies and the process of how the production of a live program works.
10. February 1, 2019 – The students of the Presbyterian College Rehma from Hormigueros visited the premises so that their students could learn about the production of the news department as part of their journalism course in which they will be working on a school news program.
11. February 8, 2019 – Students from a homeschool program visited the premises to learn how the image is brought to all the viewers in their homes.
12. February 22, 2019 – Students that will be taken part in a program called “We are journalist” came to the premises to have an experience of he day of a journalist in Wapa TV.
13. March 1, 2019 – Sacred Heart University students came to Wapa TV to learn about the studies and production of the news department.
14. March 7, 2019 – Artists and reporters volunteered in Race for the Cure in benefit of the Susan G. Komen Organization for the prevention, detection and treatment of breast cancer. The event took place in the Puerto Rico Coliseum.
15. April 5,2019 – The Robotics club from Discipulos de Cristo Academy in Manatí visited the premises to experience how it was to make a news program and to spend time with the reporters to learn about the different roles of the reporters.
16. April 28, 2019 – The airplane “Caza Huracanes” visited the airport “José Aponte de la Torre” located in Ceiba, PR. More than 30,000 people visited the airport. Meteorologist, Deborah Martorell was in site and gave educational material for the hurricane season and how to rebuild our homes.
17. June 7, 2019 – Make Up students from Century College visited our Make-Up Department to study and learn about how our professionals prepare our talent to the different programs that Wapa TV offers.
18. June 23, 2019 – Talents of all productions and news reporters volunteered in “Teletón de SER” in the “Coliseo de Puerto Rico”. Wapa employees also did voluntary work in the activity.
19. August 2-5, 2019 – The meteorologist, Deborah Martorell, participated in an event called “Casa Segura” to orient the public about the importance of being

educated and prepared in the Hurricane season in the “Plaza Las Américas” mall located in San Juan, PR.

20. August 30 – September 2, 2019: The meteorologist, Deborah Martorell, participated in an event called “Casa Segura” to orient the public about the importance of being educated and prepared in the Hurricane season in the “Plaza Del Caribe” mall located in Ponce, PR.
21. September 12, 2019 – Our reporter Aixa Vázquez, represented the non-profit organization Mumas Renaciendo Corp. that believes in the empowerment and economic development of communities with a social disadvantage focusing on women and mothers of various towns.

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 (UPR) – Arecibo Campus,
- Sacred Heart University; San Juan, PR
- Atlantic University College, PR
- Interamerican University of Puerto Rico; Bayamon
- and Escuela Esp. Dr. Juan José Osuna; Trujillo Alto, in the following departments:

1. January to May 2019

- Digital - 3
- Production (for Sanco Productions) – 6
- Production (for Viva la Tarde) – 3
- News- 2

2. August to Present 2019

- Production (for Sanco Productions) – 1
- Promotions Department – 1
- News – 4
- Digital/Interactive – 1
- Guerreros - 3