

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period September 23, 2019 – September 22, 2020.

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. Edition Producer	Wapa TV Website
2. Reporter	Internal Referral
3. Exterior Producer	Wapa TV Website
4. Editor (2)	Internal Candidate
5. Administrative Asst	Internal Referral
6. HR Coordinator	Internal Referral
7. Senior Purchasing & Fleet Manager	Internal Referral
8. Credit & Collections Coordinator	Wapa TV Website
9. Associate Producer	Wapa TV Website
10. Reporter	Wapa TV Website
11. Cameraman	Internal Candidate
12. Telecam Technician	Internal Candidate
13. Assignment Desk	Wapa TV Website
14. Master Control Operator	Internal Candidate
15. Graphic Artist	Internal Candidate
16. Editor	Internal Candidate

4) Recruitment Sources Notified of Job Vacancy

Job Title: Edition Producer
Job #1

Source That Referred the Person Hired: Wapa TV Website

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	2	No
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	4	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No

Job Title: Reporter
Job # 2

Source That Referred the Person Hired: Internal 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)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	5	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No

Job Title: Exterior Producer
Job #3

Source That Referred the Person Hired: Wapa TV Website

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)
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	4	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No

Job Title: Editor (2)
Job #4

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	www.wapa.tv	(787) 792-4444	4	No

Job Title: Administrative Assistant
Job #5

Source That Referred the Person Hired: Internal 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)
Internal Candidate	Wapa TV	www.wapa.tv	787-792-4444	1	No
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No

Job Title: HR Coordinator
Job #6

Source That Referred the Person Hired: Internal 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)
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	2	No
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	2	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No
Job Fair – Ana G. Mendez University	Lyza Montalvo	Rio Grande Road, Juncos, Gurabo 00777	(787) 743-7979	2	No

Job Title: Senior Purchasing & Fleet Manager
Job #7

Source That Referred the Person Hired: Internal 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)
Adecco	Marcelo Torres	The Hato Rey Center, 268 Avenida de la Constitución, San Juan, 00918	(787) 764-0268	1	No

Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	2	No
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**Job Title: Credit and Collections
Coordinator
Job #8**

Source That Referred the Person Hired: Wapa TV Website

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	No
Indeed.com	Julio Casanova	Website posting	Website posting	1	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	2	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No

**Job Title: Associate Producer
Job #9**

Source That Referred the Person Hired: Wapa TV Website

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	No
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	4	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No

**Job Title: Reporter
Job #10**

Source That Referred the Person Hired: Wapa TV Website

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	www.wapa.tv	(787) 792-4444	1	No
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	5	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No

**Job Title: Cameraman
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	www.wapa.tv	(787) 792-4444	8	No
Wapa TV internal and union postings	Julio Casanova	www.wapa.tv	(787) 792-4444	4	No

**Job Title: Telecam Technician
Job #12**

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	www.wapa.tv	(787) 792-4444	4	No
Wapa TV internal and union postings	Julio Casanova	www.wapa.tv	(787) 792-4444	3	No

**Job Title: Assignment Desk
Job #13**

Source That Referred the Person Hired: Wapa TV Website

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)
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	3	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No
Internal Referral	Wapa TV	www.wapa.tv	(787) 792-4444	1	No

**Job Title: Master Control Operator
Job #14**

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	www.wapa.tv	(787) 792-4444	1	No
Wapa TV internal and union postings	Julio Casanova	www.wapa.tv	(787) 792-4444	3	No

**Job Title: Graphic Artist
Job #15**

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	www.wapa.tv	(787) 792-4444	1	No
Indeed.com	Julio Casanova	Website posting	Website posting	0	No
WAPA-TV website	Julio Casanova	www.wapa.tv	(787) 792-4444	6	No
USAJobs.com	Julio Casanova	Website posting	Website posting	0	No

**Job Title: Editor
Job #16**

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	www.wapa.tv	(787) 792-4444	4	No
Wapa TV internal and union postings	Julio Casanova	www.wapa.tv	(787) 792-4444	3	No

5) Total Number of Interviewees: For the period from September 23, 2019, through September 21, 2020, the Employment Unit interviewed 88 persons for full-time job vacancies.

6) Supplemental Recruitment Initiatives.

1) Initiative: Participation in Job Fairs

October 16, 2019 – HR Team attended a Job Fair in Ana G. Mendez University – Gurabo Campus where we were able to make a talent bank for future job opportunities and internships.

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

1. September 27, 2019 – Students from the Advanced Journalism Workshop of Ana G. Méndez University visited the premises for an educational tour. They were interested on how the behind the scenes of a television station takes place.

2. September 29, 2019 – 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.

3. October 7 to 13, 2019- “Pabellon del Tiempo”. The NotiCentro team offered this educational experience free of cost, through the Time Pavilion. NotiCentro's Weather Pavilion integrates an earthquake simulator, in which a 4.7 magnitude seismic movement is recreated in everyday settings such as home, school and office. In addition, visitors will be able to become reporters of weather conditions in NotiCentro's Weather Study. Citizens had the opportunity to orient themselves and learn about what to do in the event of an earthquake. The Time Pavilion was in the south corridor of Plaza Las Américas.

4. October 4, 11, and 18, 2019- Tour Happy Kids Homeschool. A group of 61 students divided in three educational tours. They were interested on how the behind the scenes of a television station takes place.

5. October 21 to 27, 2019- “Pabellon del Tiempo”. The NotiCentro team offered this educational experience free of cost, through the Time Pavilion. NotiCentro's Weather Pavilion integrates an earthquake simulator, in which a 4.7 magnitude seismic movement is recreated in everyday settings such as home, school and office. In addition, visitors will be able to become reporters of weather conditions in NotiCentro's Weather Study. Citizens had the opportunity to orient themselves and learn about what to do in the event of an earthquake. The Time Pavilion was in Aguadilla Mall.

6. October 25, 2019- Students of the school Mariano Abril Ostalo School from San German, PR visited Wapa TV. They 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.

7. November 1, 2019- The Association of Generation of Student Communicators visited the premises with the purpose of have the opportunity and experience of being able to observe and capture how they work within a live program on the channel and see different facets in the field of communication.

8. November 9, 2019- Assemblywoman of New York State, Carmen E. Arroyo, President and founder of the organization “Entre Nosotras”, recognized WAPA-TV journalist and weather anchor Deborah Martorell for being an educator during Hurricane María.

9. November 15, 2019- Students from Pre-Electronics Engineering workshop from Dra. María S. Lacot Vocational School of Guayama, PR visited the premises to learn about the Engineering Department and how a TV Station works.

10. November 22, 2019- The Association of Students from the Communications Department of the UPR, Humacao Campus visited the premises for an educational tour.

11. December 6, 2019- Mi Patria Educational Center visited the premises with the purpose of watching a live show, since several students want to study technology and television careers.

12. January 24, 2020- Students from Francisco Oller High School of Cataño, PR visited the premises for an educational tour. They were interested on how the behind the scenes of a television station takes place.

13. January 31, 2020- Students of journalistic and advertising writing class from República de Costa Rica High School of Caguas, PR visited the News Department.

14. February 14, 2020- Students from Señora del Carmen Catholic School of Villalba, PR visited the premises for a report to the school newspaper “La Voz Estudiantil”.

15. February 21, 2020- 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. Also, 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.

16. September 14, 2020- WAPA-TV’s Public Relations Officer gave an interview to a student from the Universidad del Sagrado Corazón about careers in public relations.

*For health and safety reasons due to COVID-19 pandemic, participation in events and educational tours is suspended since March 2020 until further notice.

3) 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) – Río Piedras Campus, Arecibo Campus
- Sacred Heart University; San Juan, PR
- Pontifical Catholic University of Puerto Rico; Ponce
- Interamerican University of Puerto Rico; Bayamon
- Escuela Esp. Dr. Juan José Osuna; Trujillo Alto, in the following departments:

1. October to December 2019

- Production (for Viva la Tarde) – 3
- News – 2
- Guerreros- 4

2. January to March 2020*

- Digital – 11 (Serie del Caribe Digital Internship)
- Production (for Sanco Productions) – 1
- News- 2
- Guerreros-4

*For health and safety reasons due to COVID-19 pandemic, the internship program is suspended since April 2020 until further notice.