



## Annual EEO Public File Report June 1, 2008 – May 31, 2009

Date Placed in Public File:

*MAY 29, 2009*

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Signature:

*Carrie S. Peltz*

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Posted on the WUTB/My24 website:

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*Carrie S. Peltz*

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## Annual EEO Public File Report

**The purpose of this EEO Public File Report /Website Report (“Report”) 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 stations: WTTG/FOX5 & WDCA/My20, Washington DC. This information is required to be placed in the above station’s public file and posted on their website. The information contained in this Report covers the time period June 1, 2008 – May 31, 2009. The FCC’s 2002 EEO Rule requires that this Report contain the following information:**

- A list of all full-time vacancies filled by the Stations comprising the Station Employment Unit;
- For each such vacancy, the recruitment source(s) 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;
- The recruitment source that referred the hiree for each full-time vacancy during the applicable Period.
- 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 connections with such vacancies; and
- A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC Rules.

## **WUTB/My24 Baltimore, MD**

### **Job Fairs**

Our Stations regularly participate in local and national career/job fairs. Job Fairs provide applicants and potential candidates with the opportunity to learn about Fox Television Stations and the job opportunities and internship/mentoring programs available within our group. A list of current job openings and station contact information is available upon request. Examples for the period June 1, 2008 through May 31, 2009:

- Howard University Job Fair – The communications department at Howard University host an annual job fair for communications students in the Metro DC area. Fox Television Stations Inc participated in the job fair and representatives from several NewsCorp companies attended. This job fair was held October 23-24, 2008, on the Howard University Campus, Washington DC.
- Morgan State University Career Fair – The School of Communications Career Fair - April 9, 2009, Baltimore, MD
- Unity Job Fair July 23-27, 2008, Chicago, IL - UNITY: Journalist of Color Convention - UNITY hosts a joint convention of 4 minority journalist associations including Asian American Journalists Association (AAJA), National Association of Black Journalists (NABJ), National Association of Hispanic Journalists (NAHJ), and the Native American Journalists Association (NAJA).
- Take Back Your Neighborhood Phoenix, Job Fair, June 17 & 19, 2008, Phoenix, AZ
- Walter Cronkite School of Journalism – Media Night and Job Fair, January 27, 2009, Phoenix, AZ
- The Imagen Foundation's Entertainment Industry Job Fair, March 28, 2009, Glendale, CA
- Fordham University Career Day, October 2, 2008, New York, NY
- California State University Northridge Career Fair
- Santa Monica College Job Fair
- CUNY Career Fair Graduate Center, October 3, 2008, New York, NY
- South Asian Journalist Association Job Fair, June 20, 2008, New York, NY
- Congressional District Economic Recovery Exposition May 29, 2009, Atlanta. GA

### **Internship Program (Exhibit 1, 1A, 1B)**

**Description:** WUTB/My24 continues to offer an academic credit internship program for college/university, junior, senior and graduate students. Generally, internships are available in the Community Affairs and Sales departments.

The objectives of the program are to:

- Provide students majoring in journalism, communications, media and related disciplines the opportunity to receive on-site exposure to and training from experienced television broadcast professionals who are in job positions to which students aspire.
- Provide students majoring in journalism, communications, and media and related disciplines the opportunity to garner practical application experience and exposure to a work environment in their desired career.

- Identify students for the Station's job applicant pool for employment opportunities.
- The Station regularly distributes internship information to colleges, universities, and other education programs either through email or by posting directly on the websites / list services as requested by the organization.

**Eligibility Criteria:**

- College junior and senior, and graduate students
- Receipt of academic credit

**Benjamin L. Hooks Fellowship Award**

Fox Television Stations, Inc. in conjunction with the New York University Tisch School of the Arts provides an annual monetary award to eight (8) minority students who are majoring in a media-related field. This grant is used towards the cost of tuition.

**Training Programs**

The Human Resources Department provides Management Training on a continual basis including training in Conflict Management and Performance Management.

Fox Stations Sales, an in-house national sales organization, maintains a program to train new sales account executives. This program consists of both coursework and hands-on training. At the end of the program, individuals are assigned to the Company's television Stations and sales offices throughout the United States.

**Minority & Women Referral Sources (Exhibit 2)**

WUTB/My24 regularly sends a list of current employment opportunities (attached) to minority and women organizations as part of its recruitment initiatives designed to increase the pool of minority and female applicants. The list of job opportunities is either emailed to, or posted directly on the websites / list services of the identified organizations, or as directed by the organizations.

**Web Site**

WUTB/My24 maintains and regularly updates a twenty-four (24) hour, seven (7) day a week web site that provides a brief description of the Stations current employment opportunities. The website address is [www.My24WUTB.com](http://www.My24WUTB.com). The Stations' may also use monster.com, TVjobs.com, spotsndots.com, tvspy.com, bcfm.com and other applicable websites to advertise job postings. The Stations' outreach efforts include utilizing organizations that regularly link the Stations' job postings to their websites.

**Minority & Women Referral Sources (Exhibit 2)**

WUTB 24 regularly sends a list of current employment opportunities (attached) to minority and women organizations as part of its recruitment initiatives designed to increase the pool of minority and female applicants.



INTERNSHIP PROGRAM

*We are sure that this experience will be mutually rewarding!*

**1. Eligibility**

You must be enrolled in a broadcast television, business management or sales/marketing related curriculum and need the internship for college credit. You are required to submit all appropriate college documentation to the station. Your internship evaluation will be submitted as a cumulative ascertainment of your total performance and we will use the college evaluation forms if that is required. Interns receive no pay.

**2. Schedule**

We require a consistent schedule so we can utilize your time efficiently. We prefer at least one full working day per week, Monday - Friday, 9am to 5pm and scheduled weekends for special events. If a project requires time beyond the regularly scheduled time we can be flexible and switch days or hours if given advance notice. If you are to be out for any reason, you are required to call in prior to your shift to give notice. You are required to sign in and out in the intern log at the front desk. Interns are expected to be dependable.

**3. Internship Opportunities**

**Learn by doing is our internship philosophy in these concentrated areas:**

**A. Production**

You will be assisting in all aspects of video production: from idea to air! Writing, producing, field shoots, studio productions and post-production of PSA's, promos, commercials and special projects.

**B. Sales and Marketing**

You will be assisting in the sales and marketing of the station. Learn how the broadcast business works and how to promote the station. Sales and marketing are essential in the success of a broadcast station

*We wish you all the best in this phase of your media journey!*

Exhibit 1A continued



TO: College Internship Directors  
FROM: Bonnie McCausey  
Director of Community Affairs and Production  
DATE:  
RE: Internships now available!

WUTB is committed to affording young people with the practical work experience that will give them a competitive edge over other candidates entering the television business. We are now accepting internships for (spring, summer or fall). Enclosed is a flyer that can be posted in the appropriate department and a more detailed description of our program. We are a small station, and offer a limited number of internship that fill up early. We do urge students to research their internship options so that they can choose which program will be most beneficial to their goals. Please note that internships are unpaid.

Please call or email me to review potential interns for this fabulous program.

## College & University Internship Referral Sources

Name of College/University	Contact	Address	Phone Number	Website
Alabama University	The Career Center	751 Campus Drive 330 Ferguson Center Tuscaloosa, AL 35487-0293	(205) 348-5848	<a href="http://www.ua.edu">www.ua.edu</a> <a href="http://www.uacc.ua.edu">www.uacc.ua.edu</a>
American University	Career Center	5th Floor, Butler Pavilion 4400 Massachusetts Avenue, NW Washington, DC 20016-8033	(202) 885-1804	<a href="http://www.american.edu/careercenter">www.american.edu/careercenter</a>
American University - Washington Semester Program	Amy Morrill Bijeau, Assistant Dean for Experiential Learning  Elizabeth Litchfield, Coordinator for Experiential Learning	Constitution 100 4400 Massachusetts Avenue, NW Washington, DC 20016-8083	(202) 895-4967  (202) 885-5934	<a href="http://www.american.edu/washingtonsemester">www.american.edu/washingtonsemester</a>
Catholic University of America	Career Services	Przybyla Center, Room 202 620 Michigan Avenue, NE Washington, DC 20064	(202) 319-5623	<a href="http://www.cua.edu">www.cua.edu</a> <a href="http://careers.cua.edu">http://careers.cua.edu</a>
Elon University	Career Center	Duke 101 2020 Campus Box Elon, NC 27244-2010	(336) 278-6538	<a href="http://www.elon.edu">www.elon.edu</a> <a href="http://www.elon.edu/e-web/students/career_center">www.elon.edu/e-web/students/career_center</a>
George Mason University	University Career Services	SUB, Room 348, MSN 3B6 4400 University Drive Fairfax, VA 22030-4444	(703) 993-2370	<a href="http://www.gmu.edu">www.gmu.edu</a> <a href="http://careers.gmu.edu">http://careers.gmu.edu</a>
Georgetown University	Career Education Center	One Leavey Center Box 571086 Washington, DC 20057-1086	(202) 687-3493	<a href="http://www.georgetown.edu">www.georgetown.edu</a> <a href="http://careerweb.georgetown.edu">http://careerweb.georgetown.edu</a>
Howard University	Career Services	Room 206, C B Powell Building 525 Bryant Street, NW Washington, DC 20059	(202) 806-7513	<a href="http://www.howard.edu">www.howard.edu</a> <a href="http://www.howard.edu/careerservices">www.howard.edu/careerservices</a>
Institute on Political Journalism The Fund for American Studies (M) Internweb.com	Joseph Starrs, Director  Jake Grove	1706 New Hampshire Avenue, NW Washington, DC 20009  3833 64th Street, E Inner Grove Heights, MN 55076	(202) 986-0384 ext. 249  (651) 645-7550	<a href="http://www.dcenternews.org.ipi">www.dcenternews.org.ipi</a>  <a href="http://www.internweb.com">www.internweb.com</a>
Lutheran College Washington Semester	Alyssa Wehr, Director of Internships	1025 Arlington Boulevard Arlington, VA 22209	(703) 525-5292	<a href="http://www.washingtonsemester.org">www.washingtonsemester.org</a>
Morgan State University (M)	Center for Career Development	1700 East Cold Spring Lane Baltimore, MD 21251	(443) 885-3110	<a href="http://www.morgan.edu/home.asp">www.morgan.edu/home.asp</a> <a href="http://careers.morgan.edu">http://careers.morgan.edu</a>
Radford University	Experiential Learning & Career Services	P.O. Box 6901 Walker 279 Radford, VA 24142	(540) 831-5373	<a href="http://www.runet.edu">www.runet.edu</a> <a href="http://careers.asp.radford.edu">http://careers.asp.radford.edu</a>
Salisbury University	Career Services	Guerrieri University Center Room 133 Salisbury, MD 21801	(410) 543-6075	<a href="http://www.salisbury.edu">www.salisbury.edu</a> <a href="http://www.salisbury.edu/careerservices">www.salisbury.edu/careerservices</a>

## College &amp; University Internship Referral Sources

Name of College/University	Contact	Address	Phone Number	Website
Shenandoah University	Career Services	202 Cooley Hall 1460 University Drive Winchester, VA 22601	(540) 665-5412	<a href="http://www.su.edu/studaffs/careerservices">www.su.edu/studaffs/careerservices</a>
Syracuse University	Center for Career Services	235 Schine Student Center 303 University Place Syracuse, NY 13244	(315) 443-3616	<a href="http://students.syr.edu/careerservices">http://students.syr.edu/careerservices</a>
The George Washington University	GW Career Center	Old Main 1922 F Street, NW Washington, DC 20052	(202) 994-6595	<a href="http://gwired.gwu.edu/career">http://gwired.gwu.edu/career</a>
The National Journalism Center (M)	Lauren Smith, Program Officer	529 14th Street, NW Suite #937 Washington, DC 20045	(202) 628-1490	<a href="http://njc.yaf.org">http://njc.yaf.org</a>
The Washington Center for Internships & Academic Seminars (M)	Melissa Sigler, Senior Manager-Academic Programs	1333 16th Street, NW Washington, DC 20036	(800) 486-8921 (202) 238-7928	<a href="http://www.twc.edu">www.twc.edu</a>
The Washington Internship Program (M)	Dr. Linda Bayer, Director	7906 16th Street, NW Washington, DC 20012	(202) 829-5364	<a href="http://www.washingtoninternship.com">www.washingtoninternship.com</a>
Towson University	The Career Center	8000 York Road, Suite #206 Towson, MD 21252	(410) 704-2233	<a href="http://www.towson.edu">www.towson.edu</a> <a href="http://www.towson.edu/careercenter">www.towson.edu/careercenter</a> <a href="http://www.summerinternships.com">www.summerinternships.com</a>
University of Dreams	Ammar Shalal, Internship Coordinator	2010 Broadway Street Redwood City, CA 94063	(202) 657-6705	
University of Maryland	Career Center	3100 Hombake Library College Park, MD 20742	(301) 314-7225	<a href="http://www.umd.edu">www.umd.edu</a> <a href="http://www.careercenter.umd.edu">www.careercenter.umd.edu</a> <a href="http://www.journalism.umd.edu">www.journalism.umd.edu</a>
University of Maryland - Phillip Merrill College of Journalism	Penny Bender Fuchs, Director, Career Placement & Professional Development-PMCJ	1117 Journalism Building Room 3116 College Park, MD 20742	(301) 405-2796	
Virginia Tech	Career Services	Smith Career Center Corner of Washington Street & West Campus Drive Virginia Tech (0128) Blacksburg, VA 24061	(540) 231-6241	<a href="http://www.vt.edu">www.vt.edu</a> <a href="http://www.career.vt.edu">www.career.vt.edu</a>
Washington Internship Institute (M)	Shane Brown, Program Coordinator	1015 18th Street, NW Suite #1101 Washington, DC 20036	(800) 435-0770 (202) 833-8580	<a href="http://iieinet.org">http://iieinet.org</a>

(M) Manual referral from resource (referral in printed form for applicants).

**Internship Program Participants**  
**June 1, 2008 – May 31, 2009**

Name: John Broadwater  
Department: Public Affairs/ Production  
Supervisor: Bonnie McCausey  
Commencement Date: 8/24/08  
Completion Date: 11/19/08

Name: Mike Palien  
Department: Public Affairs/ Production  
Supervisor: Bonnie McCausey  
Commencement Date: 9/24/08  
Completion Date: 12/12/08

Organizations Receiving Job Opportunity Notifications Including Women & Minorities

Minority & Women Posting Services	Address	City	State	Phone Number	Website
40Plus of Greater Washington	1718 P Street, NW, Suite T-2	Washington	DC	20036 202-387-1582	<a href="http://www.40plus-dc.org">www.40plus-dc.org</a>
America's Job Bank / DC Dept. of Employment Services	1500 Franklin St. NE	Washington	DC	20018 202-576-3085	<a href="http://www.ajb.org">www.ajb.org</a>
Montgomery Works	701 Russell Ave. E 205	Gaithersburg	MD	20877 (301) 519-8253	<a href="http://www.montgomeryworks.com/employers.asp">www.montgomeryworks.com/employers.asp</a>
National Association of Hispanic Journalists	529 14th Street NW	Washington	DC	20045 (202) 662-7145	<a href="http://www.nahj.com">www.nahj.com</a>
National Diversity Newspaper Job Bank	PO Box 936	Augusta	GA	30903 800-622-6358 x3310	<a href="http://www.newsjobs.com">www.newsjobs.com</a>
National Lesbian & Gay Journalist Association	1420 K Street Suite 910	Washington	DC	20005 202-588-9888	<a href="http://www.nlga.org">www.nlga.org</a>
Second Chance Employment Services	818 18th St. N.W., Suite 420	Washington	DC	20006 202-331-7451	<a href="http://www.scsenet.org">www.scsenet.org</a>
Uplift Community Foundation Job Referral Services	PO Box 36484	Washington	DC	20040 202-291-4688	<a href="http://www.upliftfoundation.org/index.html">www.upliftfoundation.org/index.html</a>
WIDER Opportunities for Women	1001 Connecticut Avenue, NW, Suite 930	Washington	DC	20036 202-464-1596	<a href="http://www.womenline.org">www.womenline.org</a>
Asian American Journalist Association	1765 Sutter Street Suite 100	San Francisco	CA	94115 415-346-2051	<a href="http://www.aaja.org">www.aaja.org</a>
Business & Professional Women / USA	1620 Eye Street NW, Suite 210	Washington	DC	20006 202-293-1100	<a href="http://www.bpwusa.org">www.bpwusa.org</a>
National Association of Black Journalists (NABJ)	8701-A Adelphi Road	Adelphi	MD	20783 866-479-6225	<a href="http://www.nabi.org">www.nabi.org</a>
<b>Industry / Trade Posting Services</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Phone Number</b>	<b>Website</b>
Broadcast Employment Services	P.O. Box 4116	Oceanside	CA	92052 (760) 745-8177	<a href="http://www.tvjobs.com">www.tvjobs.com</a>
Creative Cow					<a href="http://www.creativecow.net">www.creativecow.net</a>
Creative Planet Communities	865 South Figueroa St. Ste. 2330	Los Angeles	CA	90017 (213) 228-0381	<a href="http://www.designinmotion.com">www.designinmotion.com</a>
Graeme Newell- 602 Marketing Ideanet Newsletter	6839 Charter Hills Road	Charlotte	NC	28877 (704) 543-1426	<a href="http://www.602communications.com">www.602communications.com</a>
Medialine	Box 51909	Pacific Grove	CA	93950 (800) 237-8073	<a href="http://www.medialine.com">www.medialine.com</a>
NATAS - National Capital Chesapeake Bay	9405 Russell Road	Silver Spring	MD	20910 301-587-3993	<a href="http://www.capitalemmys.tv">www.capitalemmys.tv</a>
National Association of Broadcasters	1771 N St., NW	Washington	DC	20036	<a href="http://www.nab.org">www.nab.org</a>
National Press Photographers Association	3200 Crossdale Dr. Ste 306	Durham	NC	27705 919-383-7246	<a href="http://www.nppa.org">www.nppa.org</a>
Promax/BDA	9000 W. Sunset Blvd Suite 900	Los Angeles	CA	90069 301-788-7600	<a href="http://forums.promax.tv/index.php?&amp;act=SF&amp;F=6">http://forums.promax.tv/index.php?&amp;act=SF&amp;F=6</a>
Society of Broadcast Engineers	9102 North Meridian Street Suite 150	Indianapolis	IN	46260 (317) 846-9000	<a href="http://www.sbe.org">www.sbe.org</a>
TV Jobs	Broadcast Employment Services				<a href="mailto:jobs@tvjobs.com">jobs@tvjobs.com</a>
Tvgisonline	2233 Wisconsin Avenue NW 400	Washington	DC	20007 202-965-1100	<a href="http://www.maslowmedia.com">www.maslowmedia.com</a>
Broadcast Engineering Magazine	9800 Metcalf	Overland Park	KS	66212	<a href="http://www.broadcastengineering.com">www.broadcastengineering.com</a>
Broadcasting and Cable Magazine	PO Box 15157	North Hollywood	CA	91615 323-965-2089	
Craigslis	P.O. Box 225159	San Francisco	CA	94122	<a href="http://www.craigslis.com">www.craigslis.com</a>
Cynopsis Media LLC	One Corporate Drive Suite 724	Shelton	CT	06484 202-926-9878	<a href="http://www.cynopsis.com">www.cynopsis.com</a>
Monster.com	5 Clock Tower Place, Ste 500	Maynard	MA	01754 919-264-6016	<a href="http://www.monster.com">www.monster.com</a>
Newsroom jobs					<a href="http://www.newsroomjobs.com">www.newsroomjobs.com</a>
Spots n Dots	167 Oakdale Road	Johnson City	NY	13790	<a href="http://www.spotsndots.com">www.spotsndots.com</a>
TV Technology	IMAS Publishing (USA) Inc. PB Box 1214	Falls Church	VA	22041	<a href="http://www.tvtechnology.com">www.tvtechnology.com</a>
Washington Post	1150 15th Street NW	Washington	DC	20071 202-334-6000	<a href="http://www.washingtonpost.com">www.washingtonpost.com</a>



Exhibit 2A

## **WUTB - My24 • Baltimore, MD**

The following represents brief/broad position descriptions. It is not intended, nor should it be construed, to represent a comprehensive and/or exhaustive description of all duties/responsibilities and requisite skills of each position.

### **TRAFFIC COORDINATOR (Log Editor): Regular Full-Time**

Traffic Coordinator ensures proper and exact timing of the daily log, as well as proper placement and advertiser separation. Responsible to maximize all commercial inventory and check daily program timing sheets for accuracy. Also transfers logs from Traffic to Master Control. Successful candidate must have excellent communication, organization and multi-tasking skills and an ability to work well under deadline pressure. Previous Traffic experience and knowledge of Enterprise Traffic software preferred. Experience with a high volume data entry is helpful. Must be detail oriented with an ability to adhere to mandatory deadlines with high level of accuracy.

For consideration, please forward resume and letter of interest to: Human Resources, WTTG & WDCA FOX Television Stations, Inc., 5151 Wisconsin Avenue, NW, Washington, D.C. 20016. Fax: 202-895-3286 email: [WTTG-HR@foxtv.com](mailto:WTTG-HR@foxtv.com) Web site: [www.My24WUTB.com](http://www.My24WUTB.com) NO PHONE CALLS PLEASE. EOE/M/F/D/V

**Posted 07/25/08**

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R

# Recruitment Reconciliation Form

**Station:** WUTB **Date Position Filled:** 8/19/2008  
**Position/Job Title:** Traffic Coordinator **Job Classification:** Admin Support  
**Recruitment Source 1 :** Craigslist  
**Contact Person:** On Line Posting Service  
**Address:** 1381 9th Avenue  
San Francisco, CA 94122  
**Phone #:** N/A  
**Total # of Interviewees:** 3

Referral Sources 2	No. of Interviewees
<b>Name:</b> Craigslist <b>Contact Person:</b> On Line Posting Service <b>Phone #:</b> N/A <b>Address:</b> 1381 9th Avenue <b>City:</b> San Francisco <b>State:</b> CA <b>Zipcode:</b> 94122	2
<b>Name:</b> WUTB Employee - Traffic Manager <b>Contact Person:</b> E. Zuniga <b>Phone #:</b> 410-585-2400 <b>Address:</b> 4820 Seton Drive Suite M-N <b>City:</b> Batlimore <b>State:</b> MD <b>Zipcode:</b> 21215	1
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	
<b>Name:</b> <b>Contact Person:</b> <b>Phone #:</b> <b>Address:</b> <b>City:</b> <b>State:</b> <b>Zipcode:</b>	

<sup>1</sup> **Recruitment Source:** Identify by name the source that referred the successful job candidate.

<sup>2</sup> **Referral Source:** Identify the organization, agency, person(s), etc. that referred the interviewees.

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# Recruitment Summary Form

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Reporting Period: 06/01/08 to 05/31/09

Total Hires Reporting Period: 1

<b>Position/Job Title</b>	<b>Job Classification</b>	<b>Referral Source</b>
Traffic Coordinator (8/19/08)	Administrative Support	Craigslis.com, 1381 9 <sup>th</sup> Avenue, San Francisco, CA 94122