EEO Regulations for Broadcasters Public File

The FCC’s updated equal employment opportunity regulations emphasize broad outreach and recruitment. The following EEO worksheets are designed to assist and illustrate that WUCF TV and FM are in compliance with the Commission’s current EEO rules, policies, and record-keeping requirements.

WUCF TV and FM are licensed to the University of Central Florida. Accordingly, UCF is responsible for the station’s hiring and EEO activities. UCF is an equal opportunity employer. In compliance with UCF Human Resources guidelines, applicants are asked to provide referral sources on an optional/voluntary basis.

Updated as of September 2023
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Date Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPS Viewer &amp; Member Services Associate</td>
<td>11/17/2022</td>
</tr>
<tr>
<td>FM Program Manager</td>
<td>11/18/2022</td>
</tr>
<tr>
<td>Education &amp; Community Engagement Manager</td>
<td>01/06/2023</td>
</tr>
<tr>
<td>Manager, Stewardship Programs</td>
<td>01/13/2023</td>
</tr>
<tr>
<td>Broadcast Production Manager</td>
<td>01/27/2023</td>
</tr>
<tr>
<td>OPS Broadcast Production Spec I</td>
<td>02/03/2023</td>
</tr>
<tr>
<td>Broadcast Production Spec III</td>
<td>02/10/2023</td>
</tr>
<tr>
<td>Traffic &amp; Scheduling Manager</td>
<td>02/17/2023</td>
</tr>
<tr>
<td>Communications Manager</td>
<td>04/24/2023</td>
</tr>
<tr>
<td>Marketing Coordinator II</td>
<td>05/26/2023</td>
</tr>
<tr>
<td>Broadcast Production Spec II</td>
<td>06/05/2023</td>
</tr>
<tr>
<td>Director of Content</td>
<td>07/06/2023</td>
</tr>
<tr>
<td>Education &amp; Community Engagement Coor</td>
<td>08/23/2023</td>
</tr>
<tr>
<td>Donor Relations Coordinator</td>
<td>09/25/2023</td>
</tr>
</tbody>
</table>
Yearly Totals for Number of Interviewees by Referral Source

Recruitment Sources:

UCF Website: 29
Employee Referral: 8
Indeed: 10
LinkedIn: 20
HigherEd: 2
Other Job Board: 4

Total Number of Interviewees: 73
List of Recruitment Sources Used to Fill Each Vacancy

**Job title for Vacancy:** OPS Viewer & Member Services Associate  
**Date Filled:** 11/17/2022

**Posting dates:** 08/30/2022 – 09/22/2022

**Recruitment Source for Actual Hire:** Employee Referral

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**Recruitment Sources Utilized for Vacancies:**

- African American Chamber of Commerce
- Asian American Chamber of Commerce
- Corporation for Public Broadcasting– cpb.org
- HigherEd jobs
- Hispanic Chamber of Commerce
- LinkedIn
- NETAOnline.org
- UCF Veterans Resource Center
- University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
- WUCF Facebook page
- WUCF Internal Announcement (Newsletter)
- WUCF LinkedIn
- WUCF Twitter
- WUCF website

**Number of candidates interviewed:** 3

**Recruitment Referral Sources:**
- UCF Career Website: 3

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

**Job title for Vacancy:** FM Program Manager  
**Date Filled:** 11/18/2022

**Posting dates:** 09/08/2022 – 09/27/2022

**Recruitment Source for Actual Hire:** Other Job Board

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**Recruitment Sources Utilized for Vacancies:**

- African American Chamber of Commerce
- All Access Radio
- Asian American Chamber of Commerce
- CareerSource
- CareerBuilder
- Corporation for Public Broadcasting -CPB.org
- Current for People in Public Media
- HigherEd Jobs
- Hispanic American Chamber of Commerce
- LinkedIn
- NETAonline.org
- The Broadcasting Education Association
- UCF Veterans Resource Center
- University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
- WUCF Facebook page
- WUCF Internal Announcement (Newsletter)
- WUCF LinkedIn
- WUCF Twitter
- WUCF website

**Number of candidates interviewed:** 4

**Recruitment Sources:**

- UCF Website: 1
- LinkedIn: 1
- Other Job Board: 2

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Education & Community Engagement Manager  Date Filled: 01/06/2023

Posting dates: 09/02/2022 – 09/27/2022

Recruitment Source for Actual Hire: Linkedin

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Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Association of Fundraising Professionals
Career Source
CareerBuilder
Corporation for Public Broadcasting -CPB.org
Current for People in Public Media
HigherEd jobs
Hispanic Chamber of Commerce
Indeed
MyPBS.org
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement  (Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 7

Recruitment Referral Sources:
UCF Career Website: 3
LinkedIn: 3
Employee Referral: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Manager, Stewardship Programs       Date Filled: 01/13/2023
Posting dates: 10/12/2022 – 12/13/2022

Recruitment Source for Actual Hire: Employee Referral

Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Association of Fundraising Professionals
Career Source
CareerBuilder
Corporation for Public Broadcasting -CPB.org
HigherEd jobs
Hispanic Chamber of Commerce
Indeed
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement (Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 3

Recruitment Referral Sources:
UCF Website: 1
LinkedIn: 1
Employee Referral: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Broadcast Production Manager  Date Filled: 01/27/2023

Posting dates: 09/26/2022 – 12/19/2023

Recruitment Source for Actual Hire: LinkedIn

Recruitment Sources Utilized for Vacancies:

- African American Chamber of Commerce
- Asian American Chamber of Commerce
- CareerBuilder
- Current for People in Public Media
- Corp for Public Broadcasting -CPB.org
- HigherEd jobs
- Hispanic American Chamber of Commerce
- Indeed
- NETAOnline.org
- University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
- WUCF Facebook page
- WUCF Internal Announcement (Newsletter)
- WUCF LinkedIn
- WUCF Twitter
- WUCF website

Number of candidates interviewed: 6

Recruitment Referral Sources:
- UCF Website: 2
- Indeed: 1
- LinkedIn: 2
- Other Job Board: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: OPS Broadcast Production Specialist 1                  Date Filled: 02/03/2023

Posting dates: 09/14/2022 – 09/27/2022

Recruitment Source for Actual Hire: Employee Referral

Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Corporation for Public Broadcasting -CPB.org
Higher ed jobs
Hispanic Chamber of Commerce
Indeed
NETAOnline.org
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement (Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 5

Recruitment Sources:
UCF Website: 1
Indeed: 2
Employee Referral: 1
LinkedIn: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Broadcast Production Spec III  Date Filled: 02/03/2023
Posting dates: 10/28/2022 – 01/13/2023
Recruitment Source for Actual Hire: UCF Website

Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Corporation for Public Broadcasting CPB.org
Career Builder
Career Source
Facebook – East Central Florida Area Job Search
Facebook – Public Media Women in Leadership
Current for People in Public Media
Hispanic Chamber of Commerce of Metro Orlando
MyPBS.org
NETAOnline.org
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF TV Facebook page
WUCF Staff Newsletter
WUCF TV website
WUCF LinkedIn
WUCF Twitter
Indeed
HigherEd Jobs

Number of candidates interviewed: 5

Recruitment Sources:
UCF Website: 3
Indeed: 2

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Traffic & Scheduling Manager  Date Filled: 03/17/2022

Posting dates: 02/01/2023 – 02/17/2023

Recruitment Source for Actual Hire: Employee Referral

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Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Corporation for Public Broadcasting -CPB.org
HigherEd jobs
Hispanic Chamber of Commerce
Indeed
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement(Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 3

Recruitment Sources:
Employee Referral: 1
LinkedIn: 1
Other Job Board: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Communications Manager I  Date Filled: 04/24/2023

Posting dates: 01/05/2023 – 01/23/2022

Recruitment Source for Actual Hire: UCF Website

Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Association of Fundraising Professionals Central Florida Chapter
Career Source
CareerBuilder
Current for People in Public Media
Corporation for Public Broadcasting -CPB.org
Edyth Bush Institute for Philanthropy & Nonprofit Leadership
Hispanic Chamber of Commerce
Indeed
NETAOnline.org
UCF Veterans Resource Center
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement (Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 10

Recruitment Sources:
UCF Website: 3
Employee Referral: 2
Indeed: 1
LinkedIn: 4

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Marketing Coordinator II  
Date Filled: 05/26/2023

Posting dates: 04/11/2023 – 04/30/2023

Recruitment Source for Actual Hire: Employee Referral

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Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Corporation for Public Broadcasting -CPB.org
Hispanic Chamber of Commerce
HigherED Jobs
Indeed
NETAOnline.org
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement(Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 3

Recruitment Sources:
UCF Website: 2
Employee Referral: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Broadcast Prod Spec II  Date Filled: 06/05/2023

Posting dates: 3/27/23-4/07/23

Recruitment Source for Actual Hire: Indeed

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Recruitment Sources Utilized for Vacancies:

- African American Chamber of Commerce
- Asian American Chamber of Commerce
- Corporation for Public Broadcasting -CPB.org
- Current for People in Public Media
- Hispanic Chamber of Commerce
- MyPBS.org
- NETA Online.Com
- University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
- WUCF Facebook page
- WUCF Internal Announcement(Newsletter)
- WUCF LinkedIn
- WUCF Twitter
- WUCF website

Number of candidates interviewed: 3

Recruitment Referral Sources:
- UCF Website: 1
- Indeed: 1
- HigherEd Jobs: 1

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

**Job title for Vacancy:** Director of Content  
**Date Filled:** 07/06/2023

**Posting dates:** 03/01/2023 – 03/15/2023

**Recruitment Source for Actual Hire:** UCF Website

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**Recruitment Sources Utilized for Vacancies:**

African American Chamber of Commerce
Asian American Chamber of Commerce
Corporation for Public Broadcasting -CPB.org
Current for People in Public Media
HigherEd jobs
Hispanic Chamber of Commerce
Indeed
NETA Online.Com
MyPBS.org
Public Media Jobs
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement (Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

**Number of candidates interviewed:** 6

**Recruitment Referral Sources:**
UCF Website: 3
HigherEd Jobs: 1
LinkedIn: 2

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

Job title for Vacancy: Education & Engagement Coordinator               Date Filled: 08/23/2023

Posting dates: 05/23/2023 – 06/21/2023

Recruitment Source for Actual Hire: UCF Website

Recruitment Sources Utilized for Vacancies:

African American Chamber of Commerce
Asian American Chamber of Commerce
Corporation for Public Broadcasting -CPB.org
HigherEd Jobs
Hispanic Chamber of Commerce
MyPBS.org
NETA Online.Com
University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
WUCF Facebook page
WUCF Internal Announcement (Newsletter)
WUCF LinkedIn
WUCF Twitter
WUCF website

Number of candidates interviewed: 7

Recruitment Referral Sources:

Employee Referral: 2
Indeed: 1
LinkedIn: 4

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
List of Recruitment Sources Used to Fill Each Vacancy

**Job title for Vacancy:** Donor Relations Coordinator  
**Date Filled:** 9/25/23

**Posting dates:** 07/03/2023 – 07/23/2023

**Recruitment Source for Actual Hire:** UCF Website

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**Recruitment Sources Utilized for Vacancies:**

- African American Chamber of Commerce
- Asian American Chamber of Commerce
- Association of Fundraising Professionals Central Florida Chapter
- Corporation for Public Broadcasting -CPB.org
- Edyth Bush Institute for Philanthropy & Nonprofit Leadership
- Hispanic Chamber of Commerce
- MyPBS.org
- NETA Online.com
- University of Central Florida Human Resources Employment Opportunities Website: www.jobswithucf.com
- WUCF Facebook page
- WUCF Internal Announcement (Newsletter)
- WUCF LinkedIn
- WUCF Twitter
- WUCF website

**Number of candidates interviewed:** 8

**Recruitment Referral Sources:**

- UCF Website: 4
- Employee Referral: 1
- Linkedin: 1
- Indeed: 2

*A complete listing of all recruitment sources with specific contact information is compiled in the section, Recruitment Sources Contact Information.*
<table>
<thead>
<tr>
<th>Contact Information for Recruitment Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization/Department/Project</strong></td>
</tr>
<tr>
<td>African American Chamber of Commerce</td>
</tr>
<tr>
<td>Hispanic Chamber of Commerce</td>
</tr>
<tr>
<td>Asian American Chamber of Commerce</td>
</tr>
<tr>
<td>Association of Fundraising Professionals Central Florida Chapter</td>
</tr>
<tr>
<td>Career Source</td>
</tr>
<tr>
<td>Diversity Jobs</td>
</tr>
<tr>
<td>Florida Public Relations Association</td>
</tr>
<tr>
<td>Greater Jobs</td>
</tr>
<tr>
<td>Hispanic Chamber of Commerce</td>
</tr>
<tr>
<td>Indeed</td>
</tr>
<tr>
<td>MyPBS</td>
</tr>
<tr>
<td>Florida Public Relations Association</td>
</tr>
<tr>
<td>University of Central Florida Career Source</td>
</tr>
<tr>
<td>University of Central Florida Jobsite</td>
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<tr>
<td>WUCF Website</td>
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<tr>
<td>WUCF Facebook page</td>
</tr>
<tr>
<td>WUCF Internal Announcement (newsletter)</td>
</tr>
<tr>
<td>WUCF LinkedIn Post</td>
</tr>
<tr>
<td>WUCF website</td>
</tr>
</tbody>
</table>

**Facebook Pages**

- Contact Name: Jen Cook
- https://www.facebook.com/PublicMediaWIL
- https://www.facebook.com/FPARfieldoffice/
- https://www.facebook.com/PubMediaWomenLeadership
- https://www.facebook.com/FlPRAssociation
- https://www.facebook.com/NAHJCentralFL
- https://www.facebook.com/CFABJOrlando
- https://www.facebook.com/PRSAOrlando
- https://www.facebook.com/AVCFLLinkedInPost/
# Prong 3 Longer-Term Recruitment Initiatives

**October 1, 2022– September 30, 2023**

**Implemented During Previous Year**

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Date</th>
<th>Initiative</th>
<th>Description</th>
<th>Scope of Involvement</th>
<th>Personnel Involved</th>
</tr>
</thead>
</table>
| 1   | College Internship Program        | Oct 2022 to Present | College Intern Program          | Intern opportunities to expose students to careers in broadcasting, radio, IT, and production, to give them real-world experience in the field, and help build their portfolio of work. | Students work with staff on station projects, giving them experience in the broadcasting industry. All students receive direct supervision and training from experienced professionals. | Janice Sante, Education & Community Engagement Coordinator  
Kayonne Riley, Director of Radio  
Kristen Donnelly, Broadcast Production Specialist  
Stephen Mort, Executive Producer  
Evan Valle, Membership Manager |
<table>
<thead>
<tr>
<th></th>
<th>Listing of each upper-level category opening in a job bank of trade group whose membership includes substantial participation of women and minorities</th>
<th>Oct 2022 to Present</th>
<th>Job Bank Posting of each opening in a job bank whose membership includes substantial participation of women and minorities</th>
<th>WUCF posts job announcements on the Orlando Women in Film &amp; Television, African American, Asian and Hispanic Chambers of Commerce</th>
<th>Deborah Pease, Executive Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Events with educational institutions related to broadcasting career opportunities</td>
<td>Fall 2022 and Spring 2023</td>
<td>Instructor</td>
<td>Instruct students on skills necessary in broadcasting careers.</td>
<td>Professor of RTV 4561, Radio Programming and Production</td>
</tr>
<tr>
<td>4</td>
<td>Events with educational institutions related to broadcasting career opportunities</td>
<td>Fall 2022 and Spring 2023</td>
<td>Practicum Class</td>
<td>Class requires students to have observations with professionals in editing, studio, field production, education outreach, promotions, and pledge.</td>
<td>Teach students about public media and television operations during the class.</td>
</tr>
<tr>
<td></td>
<td>Online CPB Harassment Prevention Training Program for interns and staff</td>
<td>May 2023 to Present</td>
<td>Inclusive Communication</td>
<td>To train personnel to recognize, avoid and report workplace discrimination including harassment.</td>
<td>All WUCF staff and interns were required to participate in the training.</td>
</tr>
</tbody>
</table>