**Appendix 1 to**

**Annual EEO Public File Report**

**Covering the Period from 4/1/24 to 3/31/25**

**WQLN**

**Section 1 – Vacancy Information**

| Full-time Positions Filled by Job Title | Recruitment Source of Hiree | Total # of Interviewees from All Sources for This Position |
|---|---|---|
| Development Associate | Indeed | 2 |
| Content Creator | Indeed | 4 |
| Corporate Support Specialist | Indeed | 5 |
| Fundraising Events Coordinator | Indeed | 6 |
| Traffic Coordinator | Indeed | 5 |
| Marketing Coordinator | Indeed | 5 |

**Total Number of Persons Interviewed During Applicable Period – 27**

**Appendix 2 to**

**Annual EEO Public File Report**

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**WQLN**

**Section 2: Recruitment Source Information**

| Recruitment Source | Total # of Interviewees From This Source | Full-time Positions for Which This Source Utilized |
|---|---|---|
| Indeed.com | 27 | #1, #2, #3, #4, #5, #6 |
| NonProfit Partnership, 609 Walnut Street, Erie, PA 16502 | 0 | #1, #2, #3, #4, #5, #6 |
| Facebook | 0 | #1, #2, #3, #4, #5, #6 |
| Friend | 0 | #1, #2, #3, #4, #5, #6 |
| WQLN Website | 0 | #1, #2, #3, #4, #5, #6 |
| Hispanic-American Council Center, 554 E. 10th Street., Erie, PA 16503 (814) 455-0212 | | #1 - #6 |
| Greater Calvary Full Gospel Church, 2624 German St., Erie, PA 16504 (814) 459-1787 | | #1 - #6 |
| Greater Bethlehem Temple Church, 4102 Washington Ave., Erie, PA 16509 (814) 864-7300 | | #1 - #6 |
| Heavenly Pentacostal Mission, P.O. Box 345, Erie, PA 16512 (814) 459-4969 | | #1 - #6 |
| Iglesia Fuente De Salvacion, 154 East 21st St., Erie, PA 16503 (814) 456-3117 | | #1 - #6 |
| John F. Kennedy Center, 2021 East 20th St., Erie, PA 16510 (814) 897-1751 | | #1 - #6 |
| Iglesia Eben-Ezer Church, 1701 Chestnut St., Erie, PA 16502, (814) 455-4633 | | #1 - #6 |
| Booker T. Washington Center, 1720 Holland St., Erie, PA 16503, (814) 452-0667 | | #1 - #6 |
| Martin Luther King Center, 312 Chestnut St., Erie, PA 16507 (814) 459-2761 | | #1 - #6 |
| Tenth Street United Methodist Church, 538 East 10th St., Erie, PA 16503 (814) 459-3131 | | #1 - #6 |
| San Juan United Methodist Church, 1430 Buffalo Rd., Erie, PA 16503 (814) 455-6326 | | #1 - #6 |
| First Good Samaritan Church, 3209 Pennsylvania Ave., Erie, PA 16504, (814) 455-5622 | | #1 - #6 |
| St. James African Methodist Church, 236 East 11th St., Erie, PA 16503, (814) 456-4011 | | #1 - #6 |
| Interfaith Worship Center, 149 East 21st St., Erie, PA 16503, (814) 824-6142 | | #1 - #6 |
| Shiloh Baptist Church, 901 East 5th St., Erie, PA 16507, (814) 453-4909 | | #1 - #6 |
| Second Baptist Church, 757 East 26th St., Erie, PA 16504, (814) 456-6874 | | #1 - #6 |
| Morning Star Baptist Church, 327 East 23rd St., Erie, PA 16503, (814) 454-4309 | | #1 - #6 |
| Quality of Life Learning Center, 2046 East 19th St., Erie, PA 16501, (814) 898-3633 | | #1 - #6 |
| Family Worship Center, 1201 Parade St., Erie, PA 16503, (814) 455-7730 | | #1 - #6 |
| Holy Trinity Church of God, 1703 Holland St., Erie, PA 16503, (814) 452-2351 | | #1 - #6 |
| The Salvation Army, 1022 Liberty St., Erie, PA 16502, (814) 454-6497 | | #1 - #6 |
| Abundant Life Chuch of Erie, 2247 East 19th St., Erie, PA 16510, (814) 898-2638 | | #1 - #6 |
| First Born Apostolic Faith Church, 1221 E. 19th St., Erie, PA 16503, (814) 456-5829 | | #1 - #6 |
| Grace Calvary Baptist Church, 5542 Perry Highway., Erie, PA 16509, (814) 866-4747 | | #1 - #6 |
| Community Missionary Baptist, 301 E. 10th St., Erie, PA 16503, (814) 459-7003 | | #1 - #6 |
| Grace Gospel Church, 3218 Tuttle Ave., Erie, PA 16504, (814) 459-8882 | | #1 - #6 |
| Victory Christian Church, 660 Hess Avenue, Erie, PA 16503, (814) 455-0256 | | #1 - #6 |
| Iglesia Mission Celestial, 1612 Sassafras St., Erie, PA 16502, (814) 459-4969 | | #1 - #6 |
| Abundant Life Ministries, 806 Parade Street, Erie, PA 16503 (814) 461-8970 | | #1 - #6 |

**Appendix 3 to**

**Annual EEO Public File Report**

**Covering Period from 4/1/24 to 3/31/25**

**WQLN**

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WQLN

WQLN remains committed to ensuring that employment practices are conducted in a manner that will not discriminate against any employee or applicant because of race, color, religion, national origin, age, sex, or disability and/or as provided for by applicable Federal, State and Local laws and regulations. Our policy on non-discriminatory employment includes, but is not limited to, hiring, placement, promotions, transfer or demotion, recruitment, advertising, solicitation of employment, lay-offs, terminations, compensation, benefit programs, and training and educational opportunities. Our employment decisions will be based on attitude, merit, qualifications, and competence. WQLN also reviewed and updated, as needed, our existing Diversity, Equity, and Inclusion policy.

WQLN has a relatively small staff, but we had to hire 6 full-time positions in the past year. In April 2024, we created a new full time position and hired an employee as a Development Associate. We also created a new position, Content Creator, and hired for the position in June 2024. In August 2024 we hired a Corporate Support Specialist to replace an employee who took a position with another organization. In January 2025, we hired 2 full-time positions, Traffic Coordinator and Fundraising Events Coordinator, to replace employees who resigned, and, in February 2025, we replaced our Marketing Coordinator with a new full-time hire. When full-time job openings occur, WQLN uses a variety of methods to disseminate information regarding each employment opportunity to the local and regional community (as listed in Exhibit 2 of the EEO public file reports). WQLN utilizes various websites like Indeed, Facebook, LinkedIn, and our own, WQLN.org. We also posted all the job opportunities on the NonProfit Partnership of Erie website. We added an additional method of announcing the job openings of many positions by running spots on both WQLN TV and WQLN FM. In addition, WQLN also sends letters to religious and community organizations in minority areas listing all full-time job openings available at the station and encouraging them to post the job openings in their building for their members to apply.

WQLN works with the local colleges, universities, business, and technical schools to provide internship opportunities for undergraduate students. In July 2021, we updated our internship policy to include paid internships. WQLN usually has 1 - 3 interns each year working in various departments within the station. This past year, we had 2 part-time interns for 8 weeks in our Television Production department working with one of

our volunteer hosts. Our interns are exposed to a variety of opportunities and learning experiences which will help them acquire many of the skills needed for broadcast employment.

WQLN continues offering leadership training courses to the entire staff as they become available. The training courses are only mandatory for senior leaders. Staff may attend on a voluntary basis. The entire staff at WQLN participates in an annual online training presented by the Corporation for Public Broadcasting on Harassment and Discrimination. The station continues to be a member of NETA, and employees are encouraged to participate in as many training sessions that they see relevant to their jobs. WQLN's President/CEO attends regular online webinars on a variety of topics including management, diversity and inclusion, and human resource topics. All the training courses this year were offered online as webinars. The station is a member of the Manufacturer's and Business Association of Erie and participates in online and in-person employment seminars offered through them. The station is also a member of the Nonprofit Partnership of Erie. Information is provided by this organization and passed on to the directors and managers as training resources. We also participate in an annual HR Hot Topics Seminar if it is offered by our local insurance agency. WQLN staff is also kept informed of EEO matters through the station's employee handbook.

WQLN did not participate in any job fairs because there were not any offered in the area – virtually or in-person. The Erie area has not offered any job fairs since the Covid pandemic. I am hoping that our annual job fair, sponsored by the Erie Times News, will be offered again.

WQLN continues to be committed to maintaining and updating their EEO program. As mentioned above, we reviewed our Diversity, Equity, and Inclusion policy this year and made updates as needed. We believe that we have the proper policies and procedures in place to ensure that we are EEO compliant.