

# EEO Public File Report

Station: WDEF-TV, Inc.

Renewal Filing Deadline: 4/1/21

Anniversary of Renewal Application Filing Deadline: 4/1/29

Year: 4/1/21 - 3/31/22

This report is a complete listing of all full-time jobs filled by station's employment unit during previous year, identified by title

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill vacancy (including organizations entitled to notification)*	Number Hired	Recruitment Source for Hire
1	Multi Media Journalist	04/23/21 & 06/01/21	06/01/21 & 06/07/21	Recruitment Source List (see attached)	2	WDEF.com (Both)
2	Sales and Traffic Assistant	6/30/2021	7/13/2021	Recruitment Source List (see attached)	1	WDEF.com
3	AE - New Business Development Specialist	6/1/2021	08/09/21 & 09/21/21	Recruitment Source List (see attached)	2	Indeed.Com & Personal Referral
4	Producer/MMJ	7/29/2021	08/30/21 & 09/13/21	Recruitment Source List (see attached)	2	TV Jobs (Both)
5	Master Control Operator	9/16/2021	12/2/2021	Recruitment Source List (see attached)	1	WDEF.com
6	AE - New Business Development Specialist	9/23/2021	10/26/2021	Recruitment Source List (see attached)	1	WDEF.com
7	Custodian	10/04/221	10/18/2021	Recruitment Source List (see attached)	1	Internal Promotion
8	Multi Media Journalist	10/15/2021	12/01/21 & 01/05/22 & 01/17/22	Recruitment Source List (see attached)	3	LinkedIn, WDEF.com & Indeed

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9	Traffic Manager	10/22/2021	11/19/2021	Recruitment Source List (see attached)	1	WDEF.com
10	Sales & Traffic Assistant	10/22/2021	11/1/2021	Recruitment Source List (see attached)	1	WDEF.com
11	Sales & Traffic Assistant	12/06/211	1/4/2022	Recruitment Source List (see attached)	1	WDEF.com
12	Account Executive	1/3/2022	3/1/2022	Recruitment Source List (see attached)	1	WDEF.com
13	Director	1/3/2022	2/13/2022	Recruitment Source List (see attached)	1	WDEF.com
14	Newscast Producer	2/23/2022	3/14/2022	Recruitment Source List (see attached)	1	JazzHr
<b>Total</b>					<b>19</b>	

# Recruitment Source Analysis

This form is to be placed in the public file annually

Station: **WDEF-TV, Inc.**

Year: 4/1/21 - 3/31/22

Total No. of Persons  
Interviewed for full-time  
vacancies

54

## Recruitment Source Information

Recruitment Source	Address	Contact Person	Telephone No.	Total Interviewed by Source	Entitled to Notification
Benedict College	1600 Harden St., Columbia, SC 29204	David Swinton	803-253-5201		N
Bethune-Cookman College	640 Dr. Mary McLeod Bethune Blvd. Daytona Beach, FL 32114-3099	Claudine McKee	904-252-8667		N
Chatt. EEOC Office	City Hall Annex E. 11th St., Chatt., TN 37402	Wade Hinton	423-209-6144		N
Chatt. St. Tech. Comm. Coll.	4501 Amnicola Hwy., Chatt., TN 37406	Fredia Jennings	423-697-4400		N
"	<a href="mailto:chris.willis@chattanoogaastate.edu">chris.willis@chattanoogaastate.edu</a>	Dr. Chris Willis			N
Chatt. Times Free Press	117 E. 10th St, Chatt., TN 37402	Classified Dept.	423-756-6208		N
Clark Atlanta University	James P. Brawley Dr. @ Fair St., Atlanta, GA 30314	Diedre McDonald	404-880-8500		N
Cleveland St. Comm. Coll.	<a href="http://www.collegecentral.com/clevelandstateecc">www.collegecentral.com/clevelandstateecc</a>	Job Placement	423-478-6221		N
"	<a href="mailto:araburn@clevelandstate.com">araburn@clevelandstate.com</a>	Ashley Raburn	423-478-6221		N
"	<a href="mailto:smirza@clevelandstate.com">smirza@clevelandstate.com</a>	Sal Mirza	423-478-6221		N
"	<a href="mailto:lburns@clevelandstate.com">lburns@clevelandstate.com</a>	Larry Burns	423-478-6221		N
Community Services	101 E. 11th Street, Chattanooga, Tn	Rayburn Traughber	423-757-5133		N
Dalton State College	<a href="https://www.myinterfase.com/daltonstate/employer/">https://www.myinterfase.com/daltonstate/employer/</a>	ACE Center	706-272-4429		N
Facebook	<a href="http://www.facebook.com">www.facebook.com</a>	Online Help	Online Help		N
"	<a href="mailto:jlittlefield@daltonstate.edu">jlittlefield@daltonstate.edu</a>	J Littlefield	706-272-4436		N
GA Dept. of Labor	#1 Sousa & Williams St., Rossville, GA 30741	Al Abernathy	706-861-1990	1	N
Good Neighbors	735 E. 10th St., Chatt., TN 37403	Edward Fletcher	423-266-1772		N
Hamilton County EEOC Office	317 Clark Street, Chattanooga Tn	Kenneth Jordan	423-209-6144		N
HR On Air Advertisements	<a href="mailto:hr@wdef.com">hr@wdef.com</a>	Lisa Murphy	423-785-1200		N
In - House Interview/Internal Referrals	WDEF TV, 3300 Broad St., Chatt., TN 37408	Lisa Murphy	423-785-1200	8	N
Internship Program	WDEF TV, 3300 Broad St., Chatt., TN 37408	Lisa Murphy	423-785-1201		N
JazzHr	Jazzhr.com(LinkedIn, Indeed, ZipRecruiter, Monster, Exchange, Salesforce)	Online Help	888-885-5299	15	N
Johnson C. Smith Univ.	100 Beatties Ford Rd., Charlotte, NC 28216	Barbara Wilks	706-378-1007		N
Lee University	1120 N. Ocoee St., Cleveland, TN 37311	Dr. Debbie White	423-614-8162		N
"	<a href="mailto:dthompson@leeuniversity.edu">dthompson@leeuniversity.edu</a>	D. Thompson	423-614-8162		N

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LeMoyne-Owen College	807 Walker Ave., Memphis, TN 38126	Michael Washington	901-942-7360		N
Middle. TN St. Univ.	<a href="https://mtsu-csm.symplicity.com/employers/index">https://mtsu-csm.symplicity.com/employers/index</a>	Robert Jasso	615-898-2500		N
"	<a href="mailto:MrRobert.Jasso@mtsu.edu">MrRobert.Jasso@mtsu.edu</a>	Robert Jasso	615-898-2500		N
Morris College	100 W. College St., Sumter, SC 29150-3599	Dr. Gloria Wright	803-775-9371		N
Morris Network, Inc.	301 Poplar Street, Macon, GA 31201	Station GM's	912-233-1281		
MTSU	<a href="http://www.mtsu.com">www.mtsu.com</a>	Mar garet Bailey	615-898-2500	1	N
NAACP	601 Martin Luther King Blvd., Chatt., TN 37403	Valorie Armstrong	423-267-5637		N
NW Tech. Institute	P.O. Box 569, Rock Springs, GA 30739	Diane Guinn	706-764-3550		N
Paine College	1235 15th St., Augusta, GA 30901	Willie Mae Allen	706-821-8230		N
Penn State	<a href="http://www.psu-csm.symplicity.com">www.psu-csm.symplicity.com</a>	Online Help	814-865-4700		N
Shaw University	118 E. S. St., Raleigh, NC 27601	Paul Vandergrift, III	919-546-8280		N
Southern. Adventist Univ.	P.O. Box 370, Collegedale, TN 37315	Jeremy Moore	423-238-3159	1	N
St. Paul's College	115 College Dr., Lawrenceville, VA 23868-9988	Tammy Jolley	804-848-4917		N
TAB	<a href="http://www.tab.com">www.tab.com</a>	Online Help	615-365-1840		N
TN Career Center	1105 E. 10th Street, Chattanooga, Tn	Andrea Witt	423-894-5354		N
TN Human Rights Comm.	540 McCallie Ave., Chatt., TN 37402	Susannah Berry	800-251-3589		N
Tuskegee University	Carnegie Hall, 3rd Fl., Tuskegee, AL 36088	Sarah Stringer	334-727-8294		N
TV Jobs	<a href="http://www.tvjobs.com">www.tvjobs.com</a>	Mark Holloway	760-754-8177	6	N
Univ. of TN at Chatt.	651 Vine St., Chatt., TN 37403	Ms. Jean Dake	423-755-4184		N
"	<a href="mailto:betsy-alderman@utc.edu">betsy-alderman@utc.edu</a>	Betsy Alderman	423-425-4111		N
University of TN @ Knoxville	<a href="mailto:sanswan@utk.com">sanswan@utk.com</a>	Sam Swan	865-974-1000		N
Urban League	P.O. Box 11106, Chattanooga, TN 37401	Julie Andrews	423-756-1762		N
Walk Ins	WDEF TV, 3300 Broad St., Chatt., TN 37408	Lisa Murphy	423-785-1201		N
Walker Co. Chamber	<a href="http://www.chamberlogin.com">www.chamberlogin.com</a>	Stephanie Snodgrass	706-375-7702		N
WDEF Web Page	<a href="http://www.wdef.com">www.wdef.com</a>	Lisa Murphy	423-785-1201	22	N
Western KY University	<a href="mailto:dick.taylor@wku.edu">dick.taylor@wku.edu</a>	Dick Taylor	270-745-0111		N
			Total	<u>54</u>	

\* additional contacts - same Recruitment Source

# Supplemental Outreach Initiatives

This form is to be placed in the Public File Annually

Station: WDEF-TV, Inc.  
 Year: 4/1/21 - 3/31/22

	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
1)	Internet Job Banks	Job postings of open positions for employment on WDEF.com, TVjobs.com, JazzHR, MTSU, Chatt. State, Cleveland State, CCSTS, Dalton State, Lee University, University of TN at Chattanooga, University of TN at Knoxville, Walker County Chamber of Commerce and Tennessee Association of Broadcasters websites	On-going	Assistant Business Manager/HR Manager	All open positions are posted on internet web sites specifically to reach and recruit a broad spectrum of qualified broadcasting and digital applicants. Any recruitment efforts (i.e. job/career fairs) by station personnel encourage the public to apply in person at the station or online at www.wdef.com.
2)	Human Resources Job Opportunities TV Advertisement	WDEF-TV uses its broadcast signal and website to advertise current employment opportunities that invite viewers to interact with and respond to our human resource department. These announcements will appear in the form of :30 second TV spot ads produced and updated as positions become available.	On-going	Business Manager, Assistant Business Manager/HR Manager HR Manager, Marketing/Creative Services Manager	WDEF-TV provides and produces entertainment and community programming, public service announcements and advertising messages for the local market audience on air at WDEF.com and on mobile devices. Our mission is to build bridges that serve the community through a variety of programming outlets and content areas. Advertising WDEF-TV's current openings on air provides employment notification to the viewing audience and equal opportunities throughout the communities we serve as well as directing them to the WDEF.com website for openings at any given time.
3)	Intern and Job Shadow Programs	Introduce eligible high school and college students to the broadcasting environment	On-going	News Director, Anchor, Chief Meteorologist, Anchor/Reporter, Anchor	College and high school students in Mass Com or Journalism or Meteorology programs work one-on-one with news department staff. Two students participated in this program. One from UTC, one from Tyner High School.

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	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
4a)	Training Programs	Training employees to expand working knowledge and enhance skills	On-going plus new equipment and technologies	VP/GM, News Director, Operations Manager, Business Manager, Chief Engineer, Marketing Director, Assistant Business Manager/HR Manager, Staff member in all departments.	<p>GENERAL All station -Employees in all departments are continuously trained and cross trained to develop skills which enable them to obtain internal promotions or transfers to larger markets. Weekly meetings in and between departments across the station provide information and collaboration for employees. General staff training includes new hire orientation, safety, and as adopted by corporate management we have manager and staff training provided by Kantola Productions which include; anti-harassment, ethics, social media etiquette, drug free workplace and several managerial topics. All staff are encouraged to attend job related seminars for personal skills improvement. Operational and technological advances, industry trends and broadcasters issues information from TN Assoc. Broadcasters, weekly Morris Station Group GM calls and Morris Network meetings are shared appropriately with staff and local management. ACCOUNTING - This dept. is responsible for Financials, Budgets, Payroll &amp; Benefits, EEO hiring &amp; Recruitment, A/R, A/P processing, filing of numerous Quarterly and Annual FCC reports, Safety, Drivers Safety &amp; Kantola Trainings, and other Human Resources functions on a daily basis. UKG payroll system required extensive training during 2021. Assistant Business Manager manages and supervises responsibilities for Receptionist employees. Receptionists mails billing invoices/statements, FCC Quarterly reporting, EEO record keeping, all outside job postings and other Business office functions as appropriate. Receptionists are kept up to date on latest information on FCC/EEO reporting functions. We continually train/cross train Business Manager and Assistant Business Manager on Business Office responsibilities.</p>

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	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
4b)	Training Programs (cont.)	Training employees to expand working knowledge and enhance skills	On-going plus new equipment and technologies	News Director, Marketing Director, Chief Engineer, Operations Manager	<p>NEWS -The news department continually trains employees to improve skills at their current job and to advance their skills into other areas. Our chief photographer reviews in house stories to critique production skills including camera use, audio levels, and digital editing. The News Director holds writing sessions and storytelling sessions with reporters, anchors, and producers at least once per quarter and in most cases, on a daily basis. During sessions they coach people on better writing and story telling skills and take place one-on-one and in groups. We train all staff on social media skills, and use of cellular live equipment. All staff receive training on website posting, writing, and some technical knowledge of web-workings.</p> <p>MARKETING - Skill developing training continues in the marketing department encompassing several different areas of Marketing, Creative Services &amp; Digital Media. Which include: Video production skills improvement using on-demand training through Skill Share.</p> <p>TECHNICAL - Staff is trained to improve current skills and to advance skills for constantly changing technology including very important safety training. New equipment training this year included, ongoing MCR automation, Chyron REMOTE/WEB commissioning &amp; configuration / Tech IT Training, Chyron Operator Live WEB Sessions to train Operators and Producers on MOS/Luci, DBi on site installing/configuring/training. Also, continue staff cross training for better support of Marketing on Web issues and Technical Dept. general equipment repair and maintenance functions.</p> <p>OPERATIONS -Training initiatives within the Operations Department are mandated by technological advancements that require new skill acquisition in order to remain competitive in the industry, MCR &amp; Director training, prepare staff for promotions as well as keeping FCC compliant. New skill acquisition in Operations focuses primarily on the implementation of techniques required to use and convert HD and SD video files, graphics, and feeds for use in the newscast and master control operations via video servers, FTP and graphics servers.</p>

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	Initiative	Description	Date	Personnel Involved by Title	Scope of Station Participation
4c)	Training Programs (cont.)	Training employees to expand working knowledge and enhance skills	On-going plus new equipment and technologies	General Sales Manager, and staff in the respective departments.	SALES -The sales staff has weekly meetings which cover general business and selling techniques. Most meetings have training components specific to the Television industry. These consist of subjects such as: traits needed to be successful in sales, negotiation strategies, closing techniques, addressing client objections, presentation methods, ChartLocal Internet sales products and strategies, Mobile App applications, order entry procedures, competitive information, WDEF program changes, sales promotions, and weekly Sales training videos. Separate weekly individual AE meetings, take place with the GSM, LSM / DSM to provide direction in individual areas of need. These meetings also serve as targeted account strategy planning sessions. Our most important training initiative for new Account Execs. is DOYLE ON DEMAND Sale Series; an on-line video sales training course with hundreds of modules designed to educate Account Executives about the advertising industry, TV and Digital advertising, along with the basics of several industries with which we do a considerable amount of business. These include Restaurant, Auto, Furniture, Real Estate, Healthcare and more. The Sales Managers and all of our AE's take this course as a group as a part of regular sales meetings. New AE's are assigned additional units as an orientation to the industry.
5)	Career Fair	TAB Virtual Job Fair	04/26/21 - 04/30/21	Asst. BM/HR Manager	WDEF News 12 Participated with other broadcast stations in the virtual job fair. Discussed openings with participants via online chat sessions and directed them to complete online job applications at WDEF.com. Spoke with more than 15 participants.
6)	Webinar Training	EEOC Public Hearing	4/28/2021	Asst, Business Manager	Virtual Commission hearing to consider the impact of the COVID-19 pandemic on workers, the difficulties faced by employers in navigating potential employment discrimination issues raised by COVID-19, and future challenges the pandemic may present for employees and employers.
7)	Career Fair	TAB Virtual Job Fair	08/02/21- 08/06/21	Asst. BM/HR Manager	WDEF News 12 Participated with other broadcast stations in the TAB virtual career fair. Discussed careers via online chat sessions and directed participants to complete online job applications at WDEF.com. Spoke with 23 participants.
8)	Career Fair	"Meet the Firms" Career Fair Southern Adventist University	2/24/2022	News Director	WDEF News 12 Interviewed perspective employees and interns. Outlined educational and other training needed for future employment at WDEF or other television stations.

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