

**EEO PUBLIC FILE REPORT**  
**WTLW, WOIW-LD, WOHW-LD, WNHO-LD**  
Reporting Period June 1, 2020-May 31, 2021

During the one-year period ending on May 31, 2021, the station filled the following full-time vacancies:

<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>RS Referring Hire</b>
Sales Representative	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17	2

The following are the recruitment sources used during the period covered in this report and the cumulative number of interviewees referred by each:

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
1	<b>The Lima News</b> <i>3515 Elida Road, Lima, OH 45807</i> <i>419-223-1010</i>	N	0
2	<b>Indeed.com</b> <i>Indeed, Inc.</i> <i>6433 Champion Grandview Way</i> <i>Building 1</i> <i>Austin, TX 78750</i>	N	3
3	<b>University of Findlay</b> <i>113 Old Main</i> <i>Findlay, Ohio 45840</i>	N	0
4	<b>WTLW-TV Station Website</b> <i>1844 Baty Road, Lima, OH 45807</i> <i>www.wtlw.com</i>	N	0
5	<b>Internal Posting</b>	N	0
6	<b>Word-of-Mouth Referral</b>	N	0
7	<b>Northwest Ohio Literacy Council</b> <i>563 W. Spring St., Lima, OH 45801</i>	N	0
8	<b>Ohio Means Jobs/ Allen County</b> , 1501 S. Dixie Highway, Lima, Ohio 45804 419-999-0367	Y	0

This report was revised in November 2021 to address reporting issues.

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
9	<b>Bradfield Center Community Center</b> 550 S Collett St, Lima, OH 45805	N	0
10	<b>University of Northwestern Ohio</b> 1441 N. Cable Rd. Lima, OH 45805 419-227-3141	N	0
11	<b>Ohio Northern University</b> , Career Services 525 S Main St., Ada, OH 45810	N	0
12	<b>Rhodes State College</b> , 4240 Campus Dr., Lima, Ohio 45840 419-995-8352	Y	0
13	<b>Lima Area Chamber of Commerce</b> 144 South Main St., Suite 100, Lima, OH 45801 419-222-6045	N	0
14	<b>West Ohio Community Action Partnership</b> 540 S. Central Ave. Lima, OH 45804 419-227-2586	N	0
15	<b>YMCA</b> 345 S. Elizabeth St. Lima, OH 45804 419-223-6045	N	0
16	<b>WTLW Facebook Page</b> 1844 Baty Rd. Lima, OH 45807	N	3
17	<b>Handshake.com</b> <a href="http://www.joinhandshake.com">www.joinhandshake.com</a> Ohio State University University of Cincinnati University of Dayton Purdue University of Ft. Wayne University of St. Francis- Ft. Wayne Grace College	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			6

The following lists menu option activities and descriptions undertaken pursuant to the FCC's EEO rules during the time period covered by this report.

	<b>Recruitment Initiative (Menu Selection)</b>	<b>Date</b>	<b>Description</b>
1.	5. Internship Program	Ongoing	WTLW conducts an ongoing intern program with hands-on training of various studio and/or remote equipment with participation in actual productions. WTLW hosted one intern during the current reporting period (January–March, 2021). This intern was a student at University of Northwestern Ohio. He experienced varying aspects of broadcast television including video shooting, editing, digital media strategy and assistant producing. The sports manager supervised the intern.
2.	7. Scholarship Program	February 2021	WTLW awarded a Communications Scholarship for the purpose of encouraging area students to pursue a degree in broadcasting or a related communication field. WTLW notified 44 high schools located within the viewing area of the scholarship, which provided \$1,000 toward college tuition. The 2021 Scholarship was awarded to a Lima student out of 20 applicants. The scholarship program was administered by the General Manager, and the selection committee consisted of the Program Manager and two other employees.
3.	2. Host a Job Fair	April 21, 2021	The Sports Manager, Production Manager and Program Manager organized and hosted a job fair at WTLW studios. The managers explained the various occupations available within broadcast television. At least 10 people attended.
4.	16. Participate in other activities...	January 22, 2021	The Director of Marketing coordinated a career day for home educated students. Participants learned about various production careers and performed skills related to those careers. The students toured the facilities and participated in a question/answer session regarding broadcast careers.
5.	10. Participation in events related to career opportunities in broadcasting sponsored by educational institutions.	February, 2021	The Sports Manager participated in the Delphos Jefferson High School Job Shadow program by allowing a student to job shadow him during the day. The manager explained broadcast career options to the student.

6.	14. Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	January 26, 2021	As part of WTLW's ongoing effort to train management staff in fair and equitable hiring practices, a meeting was held on January 26, 2021 with an independent human resources consultant. Topics included: "How to interview with fairness and multicultural sensitivity" and "How to reach a diverse population in hiring". In attendance was the general manager, program director, sports director, chief engineer and production manager.
7.	14. Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	September 28, 2020	The webinar was hosted by the Legal Counsel for Ohio Association of Broadcasting. It focused on the practical aspects of promoting diversity and inclusion while complying with state and federal legal requirements. Among the issues presented in the webinar were: a review of the basic legal requirements for prohibiting discrimination and harassment; how to address diversity of political expression in the workplace; the recent Supreme Court decision prohibiting workplace sexual orientation discrimination; and disability discrimination issues when accommodating COVID-related absences. In attendance was the general manager, program director, production manager, and sports director.
8.	14. Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	November 11, 2020	A self assessment meeting was held for the dual purpose of: Assessing the performance of WTLW's outreach in educating and informing the community about broadcast TV employment opportunities in our viewing area; and reviewing the WTLW hiring process to insure continued EEO compliance and fair employment practice. Attendees were asked to review the Ohio Association of Broadcasters EEO primer prior to the meeting which was prepared by Brooks, Pierce, McLendon, Humphrey & Leonard LLP, OAB FCC Counsel. The meeting was led by the general manager. Those in attendance were the sports director, chief engineer, program manager, production manager, director of marketing, administrative assistant and sales representative.
9.	14. Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	April 23, 2021 May 19, 2021	Managers attended the OAB and The Fitzpatrick Group "Diversity, Equity, and Inclusion" webinar entitled "Diversity: It's Not Just Black and White". The webinar focused on the challenges and opportunities we face today in valuing Diversity and explores how we all share in the responsibilities of fostering equitable and inclusive work cultures. Among the topics presented in the webinar were building awareness, self-reflection, roles and responsibilities, cultural competence, and action planning. In attendance were the chief engineer, sports director, production manager, program manager and director of marketing.