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## Annual EEO Public File Report Form

WTVZ/Norfolk

### Annual EEO Public File Report

The purpose of the EEO Public File 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 station: WTVZ/Norfolk, VA and is required to be placed in the public inspection files of this stations, and posted on its web site, if it has a web site.

The information contained in this Report covers the time period beginning June 1, 2008 to and including May 31, 2009 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Stations comprising the Station Employment Unit during the Applicable Period;
2. 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 by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. 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 connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Sections 73.2080(c)(2) of the FCC rules.

Appendices 1, 2, and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitle "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For the purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer, and started in the position. A person was deemed "interviewed" when he or she was interviewed in person or over the phone.

Appendix 1 to

Annual EEO Public File Report Form

Covering the Period from June 1, 2008 to May 31, 2009

Station(s) Comprising Station Employment Unit: WTVZ – NORFOLK, VA

Section 1: Vacancy Information

	Full-time Positions Filled By job Title	Recruitment Source of Hiree	Total Number of Interviewees from All sources for This Position
	Sales Account Executive	Employee Referral (1)	1
	Master Control Operator	CareerBuilder.com (1) SBG website (1)	10
	Sales Account Executive	CareerBuilder.com (1)	4
	Sales Account Executive	CareerBuilder.com (1)	9
	Local Sales Assistant	Old Dominion Univ. (1)	6

Total Number of Persons Interviewed During Applicable Period: 30

Appendix 2 to

Annual EEO Public File Report Form

Covering the Period from 6/1/08 to 05/31/09

Station(s) Comprising Station Employment Unit: WTVZ - NORFOLK

Section 2: Recruitment Source Information

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized
1	Averett University 11742 Jefferson Avenue Newport News, VA 23606-4407	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
2	Broadcasting & Cable Jon Kemp 225 Wyman Street Waltham, MA 02451	0 1 0	Master Control Operator Sales Account Executive Local Sales Assistant
3	Bryant & Stratton College Angela Haywood Career Services 301 Centre Pointe Drive Virginia Beach, VA 23462 757-499-7900	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
4	Cambridge College 1403 Greenbrier Parkway Chesapeake, VA 23320-0614	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
5	Career Development Fay Taylor Office of Human Affairs P.O. Box 37 Newport News, VA 23607	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
6	Careerbuilder.com Allison Weitzman 1750 Tyson's Blvd., 4 <sup>th</sup> Floor McLean, VA 22102 301-801-0468	3 7 2	Master Control Operator Sales Account Executive Local Sales Assistant

7	Centura College (formerly Tidewater Technical Institute) Judy Palmer Placement Department 2697 Dean Drive Suite 100 Virginia Beach, VA 23452 757-340-2121	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
8	Centura College (formerly Tidewater Technical Institute) Becky Wilson Placement Department 932 Ventures Way Cheseapeake, VA 23320 757-549-2121	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
9	Centura College (formerly Tidewater Technical Institute) Cynthia Foster Placement Department 616 Denbigh Boulevard Newport News, VA 23608 757-874-2121	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
10	Centura College (formerly Tidewater Technical Institute) Lillian Bruins Placement Department 7020 N. Military Highway Norfolk, VA 23513 757-853-2121	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
11	Christopher Newport University Becky Tupper Career Counseling Department 50 Show Lane Newport News, VA 23606 757-594-7000	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
12	Craiglist.org 1381 9 <sup>th</sup> Avenue San Francisco, CA 94122 (800) 664-0633	0 ↓	
13	Department of Veteran's Affairs Herb Wright Medical Center Building #71, Room #202 Hampton, VA 23667 757-441-6762	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
14	ECPI College of Technology Pat Mirani 5555 Greenwich Road Virginia Beach, VA 23462-6554	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant

15	ECPI College of Technology 1001 Omni Blvd Newport News, VA 23606-4298	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
16	Employee Referral Kim Poyner 900 Granby Street Norfolk, VA 23510 (757) 622-3333	2 1 1	Master Control Operator Sales Account Executive Local Sales Assistant
17	Hampton Roads Black Media Professionals P.O. Box 2622 Norfolk, VA 23501	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
18	Hampton University Job Board Ms. Amilia Mitchell 100 East Queen Street Hampton, VA 23668	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
19	Indeed.com Indeed 470 West Avenue, Suite 2002 Stamford, CT 06902	1	Sales Account Executive (Applicant listed as source. However, station does not utilize)
20	Internal Applicants Kim Poyner 900 Granby Street Norfolk, VA 23510 757-622-3333	2 0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
21	ITT Technical Institute 863 Glenrock Road Suite 100 Norfolk, VA 23502-3701	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
22	Louise W. Eggleston Center Fran Anderson Employment Service Division 1161 Ingleside Road Norfolk, Va 23502-5608	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
23	Monster.com Monster Judy Fonda 5 Clock Tower Place-Ste 500 Maynard, MA 01754-9940	1	Sales Account executive (Applicant listed as source. However, station does not utilize)
24	Ms. Foundation for Women 12 MetroTech Center, 26 <sup>th</sup> Floor Brooklyn, NY 11201	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant

25	NAACP Meoinease Hutchinson 909-B Marshall Avenue Norfolk, VA 23504 757-627-1096	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
26	NAACP PO Box 25427 Raleigh, NC 27611	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
27	NAMIC, Inc. Human Resources 320 West 37 <sup>th</sup> Street 8 <sup>th</sup> Floor New York, NY 10018	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
28	National Association of Black College Broadcasters HBCU.com Lo Jelks PO Box 3191 Atlanta, Georgia 30302	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
29	National Association of Black Journalist University of Maryland 8701-A Adelphi Road Adelphi, MD 20783-1716	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
30	National Association of Broadcasters Karen Hunter Human Resource Development 1771 N Street, NW Washington, DC 20036 202-429-5496	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
31	National Association of Hispanic Journalists Guillen 1000 National Press Building 529 14 <sup>th</sup> St, NW Washington, DC 20045-2100	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
32	National Black MBA Association 180 N. Michigan Avenue Suite 1515 Chicago, IL 60601	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
33	National Hispanic Media Coalition Alex Nogales 2514 South Grand Avenue PO Box 25331 Raleigh, NC 27611	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
34	National Organization for Women PO Box 25331 Raleigh, NC 27611	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant

35	National Urban League of Central Carolinas, Inc. 740 W 5 Street PO Box 34686 Charlotte, NC 28234-4686	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
36	Native American Journalists Association 395 W. Lindsey Norman Oklahoma City, OK 73019-4201	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
37	Native American Public Telecommunications Frank Blyth PO Box 83111 Lincoln, NE 68501	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
38	Norfolk State University Benjamin Ellis, Jr. Student Employment Services 2401 Corpew Ave Norfolk, VA 23504 757-823-8462	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
39	Old Dominion University Fran O'Connell Student Employment Services 2202 Webb University Center Norfolk, VA 23529 757-683-5398	0 0 2	Master Control Operator Sales Account Executive Local Sales Assistant
40	Regent University Dawn Wright School of Comm & Arts 1000 Regent University-Comm 2 Virginia Beach, VA 23464-9800	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
41	Saint Leo University Human Resources Naval Amphibious Base Norfolk, VA 23521-2498	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
42	Salesjobs.com 1624 Franklin Street Penthouse Oakland, CA 93950 (800) 237-8073	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
43	Senior Job Bank Human Resources 50 South Main Street-Room 216 West Hartford, CT 06107	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant

44	Sinclair Broadcast Group <a href="http://www.sbgi.net">www.sbgi.net</a> Sharon Pickeral 10706 Beaver Dam Rd Cockeysville, MD 21030 418-568-1517	1 1 1	Master Control Operator Sales Account Executive Local Sales Assistant
45	Spots-n-Dots Fax 607-729-7331 167 Oakdale Road Johnson City, NY 13790 888-884-2630 <a href="http://www.spotsndots.com">www.spotsndots.com</a>	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
46	Station Website <a href="http://www.mytvz.com">www.mytvz.com</a> Kim Poyner 900 Granby Street Norfolk, VA 23510 757-622-3333	1 1 0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
47	Strayer University 700 Independence Parkway Chesapeake, VA 23320-5186	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
48	Strayer University 813 Diligence Drive Newport News, VA 23606-4237	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
49	Thomas Nelson Community College Anne Stein Career Services P.O. Box 9407 Hampton, VA 23607 <a href="http://www.ecampusrecruiter.com/cnu">www.ecampusrecruiter.com/cnu</a> 757-825-2993	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
50	Tidewater Community College Babi Brock Student Employment Office 1700 College Crescent Drive Virginia Beach, VA 23456 757-822-1234	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
51	Troy University Norfolk Regional Office 5425 Robin Hood Road, Ste 1B Norfolk, VA 23513	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
52	Urban League of Hampton Roads Patrice Tiggs Workforce Development PO Box 2176 Norfolk, VA 23501-2176 757-627-0864	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant

53	Virginia Association of Broadcasters Human Resources 600 Peter Jefferson Pkwy Ste 300 Charlottesville, VA 22911 <a href="http://www.vabonline.com">www.vabonline.com</a> 434-977-3716	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
54	Virginia Job Placement Service 5900 E. Virginia Beach Blvd Norfolk, VA 23502-2402	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
55	Virginia Wesleyan College Deborah Hicks Career Services Wesleyan Drive Norfolk, VA 23502 757-461-7967	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
56	Virginian Pilot Newspaper Marie Bogue P.O. Box 1388 Norfolk, VA 23501-1388 757-446-4660	1	Sales Account Executive (Candidate listed as source. However, station did not utilize this souce)
57	Women's Information Network Job Placement Office 300 Connecticut Ave. NW-Ste 101 Washington, DC 20008	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
58	WTVZ-Station Commercial 900 Granby Street Norfolk, VA 23510 (757) 622-3333	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
59	<a href="http://www.medialine.com">www.medialine.com</a> Mark Shilstone Box 51909 Pacific Grove, CA 93950 800-237-8073	0 ↓	
60	<a href="http://www.tvandradijobs.com">www.tvandradijobs.com</a> Hal Abrams Mgr P.O. Box 129 Kanab, UT 84741 435-644-5992	0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant
61	<a href="http://www.tvjobs.com">www.tvjobs.com</a> Broadcast Employment Services Mr. Mark C. Holloway P.O. Box 4116 Oceanside, CA 92052 877-988-9808	1 0 ↓	Master Control Operator Sales Account Executive Local Sales Assistant

\*The station broadcasts and publishes notices asking organizations that want to be notified of job vacancies to contact us, however at this time the station has yet to receive such requests.

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Appendix 3 to

Annual EEO Public File Report Form

Covering the Period from 6-01-08 to 05-31-09

Station(s) Comprising Station Employment Unit: WTVZ-NORFOLK

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

**1. Job/Career Fair**

1. Activity: **Old Dominion University Job Fair**

Date of Station Participation: **October 2, 2008**

Participating Employees: **W. Barber, Chief Engineer and P. Simpson, Local Sales Manager**

Host/Sponsor of Activity: **Old Dominion University, Norfolk VA**

Brief Description of Activity and Station Participation: Represented WTVZ and spoke to Old Dominion University students, recent graduates, and other attendees. Topics of discussion were employment opportunities and career paths within Broadcasting, both at WTVZ, Inc. and within the Sinclair Corporate system.

2. Activity: **ITT Technical Institute/Spring Career Fair**

Date of Station Participation: **March 18, 2009**

Participating Employees: **W. Barber, Chief Engineer**

Host/Sponsor of Activity: **ITT Technical Institute, Norfolk VA.**

Brief Description of Activity and Station Participation: Spoke with more than 40 ITT tech students and graduates—answered questions about Broadcast employment, distributed information about Sinclair Broadcast Group employment, including benefits, job responsibilities and internship possibilities; provided all with the information to access the employment portion of the Sinclair Broadcast Group website.

3. Activity: **Old Dominion University/Spring 2009 Career Fair**

Date of Station Participation: **March 18, 2009**

Participating Employees: **P. Rossi/GSM and D. Lowe/Promotions Mngr.**

Host/Sponsor of Activity: **Old Dominion University/WTVZ, Inc. (Co-Sponsored)**

Brief Description of Activity and Station Participation: Co-Sponsored the job fair with Old Dominion University. Represented WTVZ and spoke to Old Dominion University Students, recent graduates, and other attendees about internship possibilities. Offered college students, interested in broadcasting, a general overview of day-to-day operations at the station. Directed people to the Sinclair Broadcast Group website for further employment opportunities.

**2. Educational Event**

1. Activity: **Station Tour**

Date of Station Participation: **November 3, 2008**

Participating Employees: **J. Doughtie, Production Mngr.**

Host/Sponsor of Activity: **Cub Scout Troop 392**

Brief Description of Activity and Station Participation: Station tour and demonstration of basic production elements. Six members of Cub Scout Troop 392, with adult chaperones, received a tour and explanation of Master Control operations, the studio, and the Avid edit suite. Green screen footage was shot in the studio with the scouts in order to demonstrate chroma-key techniques using their own footage within the Avid edit system.

### **3. EEO Training**

#### **1. Activity: Sexual Harassment – Recognizing & Preventing – Essentials 3.0**

Date of Station Participation: June '08 – May '09

Participating Employees: Zeltman, Cook, Herzog, Tvrdik, Mason, Robinson

Brief Description of Activity and Station Participation: This course covers major forms of sexual harassment and illustrates how to reduce exposure to personal and corporate liability by discussing how to recognize and prevent the occurrence of sexual harassment in the workplace. It contains up-to-date information on federal law and discusses key steps that may help reduce employer liability such as: (a) training employees to recognize and understand sexual harassment, (b) communicating the organization's policy against sexual harassment, and (c) providing internal contacts and resources to employees in the event they have a complaint.

#### **Sinclair Broadcast Group Code of Business Conduct and Ethics**

Participating Employees: Zeltman, Cook, Herzog, Tvrdik, Mason, Robinson

Brief Description of Activity and Station Participation: This course educates employees on the importance of ethical behavior, responsibility to comply with regulations, EEO and employee conduct. The course also educates employees on reporting procedures, both anonymous and identifiable, and concerns of possible violations. Employees are tested by multimedia interactions and real-life scenarios to ensure their understanding and ability to apply the SBG Code of Business Conduct and Ethics Policy on the job.