

**EEO PUBLIC FILE REPORT**  
**WTLW-CD (TV)**  
**Reporting Period: June 1, 2024-May 31, 2025**

The station did not fill any full-time vacancies during the reporting period.

**Recruiting initiatives:**

	<b>Recruitment Initiative (Menu Selection)</b>	<b>Description</b>
1.	7. Participate in scholarship programs designed to assist students interested in pursuing a career in broadcasting.	In February and March 2025, WTLW advertised and awarded a \$1000 Communications Scholarship to a student from Shawnee High School who plans to pursue a career in TV broadcasting at Ohio State University and Bowling Green State University. The scholarship was established to encourage area students to pursue a degree in broadcasting or a related communications field. The station notified 44 high schools located within the viewing area of the scholarship. The program was administered by our General Manager and the selection committee consisted of our Program Manager, Production Manager and Sports Operations Manager.
2.	8. Establish training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions	WTLW maintains an ongoing training program for part-time employees to acquire additional skills to assist in their career paths. In March and April 2025, a part-time camera operator (holding a degree in film/media communications) was given the opportunity to produce a 30-minute special for broadcast. The general manager served as executive producer and provided the employee with the concept. A senior staff producer and the production manager provided technical guidance throughout the process. The project was completed on April 15, 2025.
3.	14. Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	The Program Director, Director of Marketing and Sports Operations Manager attended the Ohio Association of Broadcaster's "Employment Law Seminar" training webinar on November 6, 2024. The webinar discussed many topics, including rules on overtime, employee marijuana use, accommodations for religion and pregnancy, as well as some updates for employee handbooks. All three managers are either responsible for hiring or have substantial input into hiring.
4.	2. Host at least one job fair.	In August 2024, WTLW advertised and hosted a jobs fair at its Lima studios. Presenters included the Director of Marketing, Sports Operations Manager, Production Manager and Program Manager. Topics included: Station history; sports production techniques; TV job descriptions; master control operations; and a tour of the broadcast facilities.

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5.	5. Establish an internship program designed to assist members of the community to acquire skills need for broadcast employment.	WTLW conducts an ongoing intern program personally designed according to an intern's career interest. During September 2024 through March 2025, a senior from Shawnee High School with plans for a career in sports broadcasting interned with the sports production department. He Interacted with several sports announcers and production staff on six remote productions. The internship was overseen by the Sports Operation Manager.
7.	16. Participate in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who otherwise be unaware of such opportunities.	In October 2024, WTLW hosted students of the Audio Engineering class from the Lima Senior High School "Career & Technical Education" department. Students participated in the production of a mock TV studio broadcast which included learning the job positions of talent, technical director, audio technician, camera operator, producer and floor director.