



Pontifical Catholic University of Puerto Rico Service Association
Human Resources Office (Administrative Employees)
2250 Las Americas Ave Suite 516
Ponce, PR 00717-9997
Phone: 787-841-2000 (Ext. 1281)

PROCEDURES FOR SELECTING AND RECRUITING
CANDIDATES FOR EMPLOYMENT IN
THE PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
SERVICE ASSOCIATION (**PCUSA**)

1. The Executive Director of the PCUSA approves the hiring to fill a vacant or newly-created position.
2. The office with the vacant position submits a request with the Human Resources Office of PCUSA.
3. The vacant position will be announced internally to all PCUSA personnel.
4. Qualified candidates are interviewed. The chosen candidate will be offered the vacant position after all references are verified.
5. When no internal candidate is found, the PCUSA will search for outside candidates, using the Resumes Bank maintained by the Human Resources Office, and other public service offices, such as the Department of Labor (Administracion de Rehabilitacion Vocacional), Veteran Office (Vocational and Employment Program), Women's Affair Office (Oficina de Asuntos de la Mujer), the internet, radio and television. Qualified candidates will be interviewed, selected and offered the vacant position after all references are verified.

ADDENDUM

WPUC-FM as part of Pontifical Catholic University of Puerto Rico Service Association (**PCUSA**) had considered and considers qualifications of all applicants and employees without discrimination based on applicant's or employee's race, color, sex, national origin, age, nor handicap. However, the U.S. Civil Rights law which prohibits certain employment discriminatory practices (42 U.S. Code Section 200 e-2) does not apply to religious educational institutions with respect to the employment of persons of a said religion to work on those exempt institutions (42 U.S. Code Section 200 e-1). The text to the law regarding the exemption aforementioned reads as follows: "This subchapter shall not apply to an employees with respect to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities".

All applicants for employment and the employees are warned that the Pontifical Catholic University of Puerto Rico Service Association is entitled to and will require of its personnel to live and conduct themselves according to the doctrine and laws of Roman Catholic Apostolic Church.

The Pontifical Catholic University of Puerto Rico Service Association as an entity of the Roman Catholic and Apostolic Church, cannot contract the service of persons who are excommunicated or whose situation is canonically irregular, or who does not fulfill the requirements of integrity of doctrine and probity of life as required by the doctrine and laws of the Roman Catholic and Apostolic Church. It is understood that if the person contracted as administrative personnel has given false information concerning the aforementioned conditions in order that the PCUSA and the Employee will loose all benefits accrued under his/her contract.

Pontifical Catholic University of Puerto Rico Service Association
WPUC - 88.9 FM
FCC EEO PUBLIC REPORT
FOR THE PERIOD October 1, 2008 - September 30, 2009

Exhibit 1

JOB TITLE	AMOUNT OF JOB VACANCY	RECRUITMENT SOURCE ("RS") USED TO FILL VACANCY	AMOUNT OF PEOPLE INTERVIEWED	RS THAT REFERREND HIRE
Control Operator (full-time)	1	Resume-Bank of data HRO, Direct Application	1	Direct Aplication (1) Resume Bank (1)