



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 (Administración de Rehabilitación 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, 2013 - September 30, 2014**

**Exhibit 2**

<b>JOB TITLE</b>	<b>AMOUNT OF JOB VACANCY</b>	<b>RECRUITMENT SOURCE ("RS") USED TO FILL VACANCY</b>	<b>AMOUNT OF PEOPLE INTERVIEWED</b>	<b>RS THAT REFERREND HIRE</b>
Control Operator (part-time)	1	Resume-Bank of data HRO, Direct Aplication	2	Direct Aplication (1) Resume Bank
Accountant (part-time)	1	Resume-Bank of data HRO, Direct Aplication	3	Direct Aplication (1) Resume Bank

## OUTREACH INITIATIVES

WPUC-FM has at least three students per academic semester who work at the station. Students assist the station's employees in a variety of areas, including production, marketing, programming, traffic, and administration (accounting assistant, secretarial and management). Students working at WPUC-FM are trained and closely supervised by the station's full time employees.

Some students are a part of the University's professional internship program, which provides real world experience to students majoring in Radio Communications, Marketing, Management, Finance or Accounting during their last semester before graduation. These students earn academic credit by interning at WPUC-FM for a minimum of 195 hours over the course of the semester. WPUC-FM also participates in the University's work study program. Through this program, undergraduate students majoring in Radio Communications have the opportunity to work at WPUC-FM, while being paid an hourly wage by the University's Financial Aid Office in order to assist them with their expenses while attending college. Work-study students typically work 30 hours per month in addition to completing their studies.

<b>STUDENT PROGRAM</b>	<b>JOB TITLE</b>	<b>PERIOD</b>
Professional Internship Program	Control & Production Operator	October 2013 - December 2013
Professional Internship Program	Control & Production Operator	October 2013 - December 2013
Station Student Help	Control Operator	October 2013 - December 2013
University Work-Study Program	Administration Assistant	October 2013 - September 2014
Professional Internship Program	Control & Production Operator	January 2014 - May 2014
Professional Internship Program	Control & Production Operator	January 2014 - May 2014
University Work-Study Program	Control & Production Operator	August 2014 - October 2014
Professional Internship Program	Control & Production Operator	August 2014 - October 2014