

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2014 - November 30, 2015

Full-Time Positions Filled

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	2 - Education Services Associates	10/12/2014	2/9/2015	The Forum Newspaper	1	1
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
			2/27/2015	PMBA		
				Internal Posting		
				Production Hub		
				TV Jobs		
			Did not indicate	2	1	
2	Membership Coordinator	1/14/2015	2/25/2015	The Forum Newspaper	1	
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Employee	2	1
3	Radio Traffic	4/2/2015	4/22/2015	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate	3	1
4	Donor Relations Coordinator	4/23/2015	5/14/2015	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				PMBA		
				Did not indicate	1	
Employee	1	1				

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8	Bismarck Transmitter Engineer	8/14/2015	10/26/2015	Bismarck Tribune		
				ND Job Service	1	
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Craigslist		
				Did not indicate Employee	4	1
9	Membership Manager	9/2/2015	Promoted from within the company 9-21-15	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting	1	1
				Production Hub		
				TV Jobs		
				PMBA		
				Did not indicate Employee		2
10	Data Services Coordinator	9/27/2015	11/2/2015	The Forum Newspaper	1	
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				PMBA		
				Did not indicate Employee	1	
		1	1			
Total Interviewed and hired					34	11

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Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	The Forum Newspaper	Lori @ Employment Sales Specialist	4	N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	llanda@jobshq.com		
2	ND Job Service	Job Postings	1	N
	1350 32nd St SW	Phone: 701-239-7324		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie	0	N
	207 North 5th Street, Fargo ND 58102	Phone: 701-241-6900		
4	Prairie Public Broadcasting Radio	Bill T.	0	N
	207 North 5th Street, Fargo ND 58102			
5	Production Hub.com, Inc.	Production Hub Classifieds	0	Y
	801 W. Fairbanks Ave.	Classifieds@productionhub.com		
	Winter Park, FL 32789	1-877-629-4122		
6	Broadcast Employment Services	email: jobs@tvjobs.com	0	Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalent)	Phone: 760-754-8177		
	PO Box 4116	Fax: 760-754-2115		
	Oceanside, CA 92052			
7	The Bismarck Tribune	darciemeyer@bismarcktribune.com	0	N
	707 East Front Ave			
	Bismarck, ND 58502	Phone: 701-250-8237		
8	Jobs HQ/Forum Communications Co	llanda@jobshq.com	0	N
	Fargo, ND	Phone: 701-780-1165		
9	CPB Job line (Corporation Public Broadcasting)	cpb.org/job_line	0	N
	On-line			
10	PMBA	info@pmbaonline.org	0	N
11	NETA	email: netaonline.org		N
12	Facebook	Marie @ PPB posted announcement	0	N
13	Craigslist	Pauline @ PPB HR listed announcement	0	N
14	National Association of Black Journalist	www.nabi.org	0	N
15	National Association of Hispanic Journalist	www.nahi.org	0	N
16	National Association of Asian American Journalist	www.aaja.org	0	N
17	Internal Posting	Pauline - HR	1	N
18	Did not indicate		20	N
19	Employee		8	N
Total Interviewed			34	

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Outreach Activities Undertaken

Initiative	ID	Date	Description	Scope of Involvement	Personnel Involved
Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.	1	1/1/2015 Ongoing	FMHRA (Local chapter of Human Resources Association)	Staff member continues membership to local chapter of Human Resources Assoc. Members attend monthly luncheons & listen to guest speakers.	* Human Resources Manager
	2	February 6, 2015	FMCPA Training	Staff member attended seminar on Bridging the Generational Divide	* Director of Finance
	3	May 26, 2015	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
Participation in other activities designed by the station to further the goal of disseminating employment opportunity to candidates who might otherwise be unaware of such opportunities.	4	Ongoing	Students hired & given the opportunity to acquire skills needed for employment in broadcasting.	Student employees participate in TV production activities during our pledge/membership drives and for Radio.	* Production Manager * Production Crew, and * <u>New Hires</u> : Nathanel, Jordan, Danielle, Jackson & Shakhzoda
Establishment of Internship Program.	5	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : BOWEI, Christine, Christian, Yarimson, Marit * <u>TV Prod</u> : Jordan * <u>Ed TV</u> : Jambara
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	6	July 24, 2015 & September 16, 2015	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	* 6 people biking across the US - July 2015 * 17 Japanese exchange students from NDSU - September 2015	* Communications Dept
	7	November 18, 2015	Moorhead High School Presentation	Staff member spoke to local high school students about the skills Prairie Public is looking for in high school grads.	* Communications Manager
	9	November 19, 2015	Lunch with student on career opportunities	Staff member and banker had lunch with a student from Hawley who was exploring career opportunities in banking and his interest in pursuing a degree in finance.	* Director of Finance and local banker.
Participation in at least 4 events sponsored by organizations representing groups in community interested in broadcast employment issues.	10	February 26, 2015	Capitol Days	Prairie Public Broadcasting staff members, set up a booth promoting public broadcasting to our state legislators and capital building staff. Posted a notice at the booth to go to the Prairie Public website for job opportunities.	* Many staff members, including the Senior Staff, and middle managers, and volunteers.