

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2015 - November 30, 2016

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	Community Engagement Coordinator	Re-opened 12/25/2015 ... and used old pool of applications	1/4/2016	The Forum Newspaper	1	
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				PMBA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate	2	
Employee	1	1				
2	Inside Energy Reporter	4/26/2016	6/10/2016	ND Job Service		
				CPB		
				Prairie Public Broadcasting - Web		
				Prairie Public Broadcasting - Radio		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Employee		
				Did not indicate	3	1
Other: DS @ Earth Fix	1					
3	Editor, Producer, Videographer	5/31/2016	9/8/2016	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	1	1
				Employee		
				Did not indicate	3	

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4	Education Services Associate	6/6/2016	9/26/2016	The Forum Newspaper	1	
				ND Job Service	3	
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	1	1
				Employee		
				Did not indicate		
Total Interviewed and hired				17	4	

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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	2	N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	llanda@jobshq.com		
2	ND Job Service	Job Postings	3	N
	1350 32nd St SW	Phone: 701-239-7324		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie		N
	207 North 5th Street, Fargo ND 58102	Phone: 701-241-6900		
4	Prairie Public Broadcasting Radio	Bill T.		N
	207 North 5th Street, Fargo ND 58102			
5	Production Hub.com, Inc.	Production Hub Classifieds		Y
	801 W. Fairbanks Ave.	Classifeds@productionhub.com		
	Winter Park, FL 32789	1-877-629-4122		
6	Broadcast Employment Services	email: jobs@tvjobs.com		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	darcie.meyer@bismarcktribune.com		N
	707 East Front Ave			
	Bismarck, ND 58502	Phone: 701-250-8237		
8	Jobs HQ/Forum Communications Co	llanda@jobshq.com		N
	Fargo, ND	Phone: 701-780-1165		
9	CPB Job line (Corporation Public Broadcasting)	cpb.org/job_line		N
	On-line			
10	PMBA	info@pmbaonline.org		N
11	NETA	email: netaonline.org		N
12	Indeed (online job postings)	indeed.com	2	
13	Facebook	Marie @ PPB posted announcement		N
14	Craigslist	Pauline @ PPB HR listed announcement		N
15	Internal Posting	Pauline - HR		N
16	Did not indicate		9	N
17	Employee		1	N
Total Interviewed			17	

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Outreach Activities Undertaken

Initiative		Date	Description	Scope of Involvement	Personnel Involved
Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.	1	1/1/2016 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	May 31, 2016	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
	3	February 19 and March 18, 2016	FM CPA'S	Staff member attends luncheons to listen to various topics. This session was on Labor Law and enforcement: Busy vs productive and FM workforce study	* Director of Finance
	4	October 12, 2016	Chamber of Commerce	Staff members attend presentation on FLSA new overtime regulations	* Director of Finance & HR Manager
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.	5	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> : Joshua, Nick, Addy, Larisa, Meghan, Maurice & Jacinta
	6	April 1, 2016	Set up account with Indeed for posting our job openings. Indeed is a search engine for job listings	Indeed is another great source to list our job postings.	* Human Resource Manager
Establishment of Internship Program.	7	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : John * <u>TV Prod</u> : Emily
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	8	9-6-16 & this summer 2 other tours, which included a parent and child(ren)	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	* Japanese exchange students from NDSU * Summer: One mother and her child and another Mom and her children	* Communications Dept
	9	February 16, 2016	Campus News	TV staff member suggesting students get involved with quarterly pledge drives.	* TV Program Manager
	10	March 21, 2016	Job Shadowing	2 Students job shadowing for 1 week	* Director of Radio & staff, and students, Josephine & Michael