

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
All Employment Units
December 1, 2016 - November 30, 2017

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	Teacher Ambassador	10/16/2016	6/5/2017	The Forum Newspaper		
				ND Job Service	2	
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web		
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				INDEED	1	
				Employee	1	1
2	Director of Development	6/23/2017	10/16/2017	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Current		
				Prairie Public Broadcasting - Web		
				Internal Posting	2	
				Production Hub		
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed		
				Employee	1	1
				Memchat		
				PBS Pledgechat	1	
AFP Chapter	1					

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3	Education Services Associate	8/17/2017	9/25/2017	The Forum Newspaper		
				ND Job Service	2	1
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	
				Employee		
				Did not indicate		
			Total Interviewed and hired	14	3	

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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		N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	llanda@jobshq.com		
2	ND Job Service	ND Job Service Web site	4	N
	1350 32nd St SW	HR Manager lists position		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie		N
	207 North 5th Street, Fargo ND 58102	Communications Manager lists position		
4	Production Hub.com, Inc.	Production Hub Classifieds		Y
	801 W. Fairbanks Ave.	Classifieds@productionhub.com		
	Winter Park, FL 32789			
5	Broadcast Employment Services	email: jobs@tvjobs.com		Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalent.tv)			
	PO Box 4116			
6	Jobs HQ/Forum Communications Co	llanda@jobshq.com	1	N
	Fargo, ND	Email Lori @ Forum Communications		
7	CPB Job line (Corporation Public Broadcasting)	cpb.org/job_line		N
8	PMBA	info@pmbaonline.org		N
9	NETA	email: netaonline.org - Lists position byHR Manager		N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	3	
11	PBS Pledgechat	Director of Development - Ann Clark	1	N
12	AFP Chapter	Director of Development - Ann Clark	1	N
13	Internal Posting	Pauline HR Mgr - Sends out email to staff.	2	N
14	Did not indicate			N
15	Employee		2	N
Total Interviewed			14	

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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	1/1/2017 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 30, 2017	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
	3	November 3, 2016	NETA	Staff member attends session on FLSA is changing. Are you ready.	* Director of Finance
	4	January 30, 2017	APTS	Compliance with CPB requirements	* 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.	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> : Cory, Sophia, Mollie, & Alessandro
Establishment of Internship Program.	6	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : Dima, Brittany, John
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	7	May 1, 2017	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	* MSUM film students toured the station. Spoke with TV & Radio staff.	* Christine-Communications, Barb-TV, and Bill-Radio
	8	June 14, 2017		* South Dakota Public Broadcasting, Membership team toured the station.	* Bobbi, Siobhan-Membership Dept, and Christine-Communications.
	9	June 21, 2017		* Two Prairie Public Broadcasting Members	*Christine-Communications
	10	August 22, 2017		* Woman and her 6 year old son.	* Communications Dept
	11	September 5, 2017		* Approx 20 NDSU exchange students	* Director of Radio
	12	November 9, 2017		* Approx 12 Bismarck state students, toured the Bismarck radio station.	* Bismarck inside energy reporter
	13	Spring 2017	Concordia College	Employee taught a 8 week course called "Broadcast Performance".	* Matt - TV Producer
	14	October 2017	MSUM	Staff member spoke @ local college	* Communications Manager
	15	Mar, Sept, Nov, 2017	Minot State Students	Presentation to 10 to 15 students	* Bismarck Radio News Director