

## EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND  
 All Employment Units  
 December 1, 2010 - November 30, 2011

### 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	Education Services Associate	11/28/2010	4/25/2011	The Forum Newspaper	1	1
				ND Job Service		
				Jobs HQ	1	
				PPB Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate Employee	1	
2	Education Services Associate	1/28/2011	5/16/2011	The Forum Newspaper	1	
				ND Job Service	1	
				Jobs HQ		
				PPB Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate Employee		1
3	Education Services Associate	4/19/2011	7/25/2011	The Forum Newspaper	1	1
				ND Job Service	1	
				Jobs HQ		
				PPB Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate Employee	1	
4	Bingo Hall Manager	4/8/2011	6/13/2011	Bismarck Tribune		
				Jamestown Sun		
				Minot Daily News		
				Dickinson		
				ND Job Service		
				Internal Posting		
				Did not indicate Employee	3	1

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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	3	N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	<a href="mailto:llanda@jobshq.com">llanda@jobshq.com</a>		
2	ND Job Service	Job Postings	2	N
	1350 32nd St SW	Phone: 701-239-7324		
	Fargo, ND 58103	Fax: 701-239-7350		
3	PPB Web	Marie	0	N
	207 North 5th Street	Phone: 701-241-6900		
	Fargo, ND 58102	Fax: 701-239-7650		
4	Production Hub.com, Inc.	Production Hub Classifieds	0	Y
	801 W. Fairbanks Ave.	<a href="mailto:Classifeds@productionhub.com">Classifeds@productionhub.com</a>		
	Winter Park, FL 32789	1-877-629-4122		
5	Broadcast Employment Services	Mark C. Holloway	0	Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalent.com)	Phone: 760-754-8177		
	PO Box 4116	Fax: 760-754-2115		
6	The Bismarck Tribune	<a href="mailto:Shonda.Baumgartner@bismarcktribune.com">Shonda.Baumgartner@bismarcktribune.com</a>	0	N
	707 East Front Ave			
	Bismarck, ND 58502	Phone: 701-250-8237		
7	Jobs HQ/Forum Communications Co	<a href="mailto:llanda@jobshq.com">llanda@jobshq.com</a>	1	N
		Phone: 701-780-1165		
	Fargo, ND	Fax: 701-780-1157		
8	The Jamestown Sun		0	N
	121 3rd St NW			
	Jamestown, ND 58401-1760	Phone: 701-252-3120		
9	Minot Daily News		0	N
	301 4th St SE			
	Minot, ND 58702	Phone: 701-857-1900		
10	The Dickinson Press		0	N
	1815 1st Street West			
	Dickinson, ND 58602	Phone: 701-225-8111		
11	Internal Posting	Pauline - HR	0	N
12	Did not indicate		5	N
13	Employee		1	N

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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	1/1/2011 Ongoing	FMHRA (Local chapter of Human Resources Association)	Staff member continues membership to the local chapter of Human Resources Assoc where members attend monthly luncheons & listen to guest speakers. Members can also ask questions, share policies & ideas thru group emails.	Human Resources Manager
	2	June 1, 2011	PBMA Conference	Staff members attended various seminars with HR emphasis, at the PBMA annual conference.	President 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.	3	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.	Production Manager Production Crew, and New Hires: Eric , Evan, Jordan, & Lisa.
Establishment of Internship Program.	4	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	Interns ... <u>HR</u> : Katie , <u>ED TV</u> : Crystal, Yeri, & Kiara, <u>RADIO</u> : Jared, Megan, Suzanne, & Lezlie
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	5	February 17, 2011	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	Tour - Special needs adults.	Communications Dept
Participation in at least 4 events sponsored by organizations representing groups in community interested in broadcast employment issues.	6	June 17, 2011	Midwest Kid Fest in Fargo	Booth/Tent ... Event is free & attracts several thousand kids & their families. Many of whom would not attend if an admission fee was charged. Prairie Public Television crew sets up & puts kids in front of the camera, to inspire young broadcasters.	RTL - PSTV - TV - Programming