

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
All Employment Units
December 1, 2011 - November 30, 2012

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	Executive Administratiave Assistant	1/3/2012	2/6/2012	The Forum Newspaper	3	1
				ND Job Service	3	
				Jobs HQ		
				PPB Web		
				Internal Posting	1	
				Production Hub		
				TV Jobs		
				Did not indicate	5	
	Employee					
2	Master Control Operator	1/3/2012	2/15/2012	The Forum Newspaper	2	
				ND Job Service	3	
				Jobs HQ		
				PPB Web	1	
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate	1	
	Employee	2	1			
3	Production Assistant	5/24/2012	6/4/2012	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				PPB Web		
				Internal Posting	2	1
				Production Hub		
				TV Jobs		
				Did not indicate	1	
	Employee					
4	Videographer	5/24/2012	7/16/2012	The Forum Newspaper	1	
				ND Job Service		
				Jobs HQ		
				PPB Web	1	1
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate	3	
	Employee					

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5	Radio Host	6/17/2012	10/1/2012	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				PPB Web		
				Internal Posting	1	
				Production Hub		
				TV Jobs		
				Did not indicate	5	1
				Employee	2	
				Public Radio		
				CPB	2	
6	Education Services Associate (RTL)	7/15/2012	8/27/2012	The Forum Newspaper	3	
				ND Job Service	1	
				Jobs HQ		
				PPB Web		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Did not indicate		
				Employee	1	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	9	N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	llanda@jobshq.com		
2	ND Job Service	Job Postings	7	N
	1350 32nd St SW	Phone: 701-239-7324		
	Fargo, ND 58103	Fax: 701-239-7350		
3	PPB Web	Marie	2	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.	Classifieds@productionhub.com		
	Winter Park, FL 32789	1-877-629-4122		
5	Broadcast Employment Services	Mark C. Holloway	0	Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalk)	Phone: 760-754-8177		
	PO Box 4116	Fax: 760-754-2115		
	Oceanside, CA 92052	email: jobs@tvjobs.com		
6	Jobs HQ/Forum Communications Co	llanda@jobshq.com	0	N
	Fargo, ND	Phone: 701-780-1165		
7	CPB Jobline (Corporation Public Broadcasting)	cpb.org/jobline	2	N
	On-line			
8	Internal Posting	Pauline - HR	4	N
9	Did not indicate		15	N
10	Employee		5	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	1/1/2012 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 29, 2012	PBMA Conference	Staff members attended various seminars with HR emphasis, at the PBMA annual conference.	* President * Director of Finance
	3	August 28, 2012	ND Job Service Workshop	Staff member attend workshop on Wage & Hr & ADA	* Human Resources Manager
	4	October 1, 2012	Diversity Policy	June - CPB Webinar on creating a Diversity Policy. July searched for samples, Sept/Oct completed policy.	* President * Executive Administrative Assistant * Human Resource Manager
	5	November 5, 2012	Diversity Presentation	All Staff Meeting/Presentation	* ALL STAFF
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.	6	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: Yu Young & Carter.
Establishment of Internship Program.	7	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>ED TV</u> : Yeri, Burhan, Xuting, * <u>RADIO</u> : Eric, Mike, Kaia, Daniel, Hayley, Jordan & Jacob
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	8	July 24, 2012	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	Daycare group tour	* Communications Dept
	9	August 1, 2012		Norwegian Travel group tour	
	10	August 22, 2012		Daycare group tour	
Participation in at least 4 events sponsored by organizations representing groups in community interested in broadcast employment issues.	11	June 15, 2012	Midwest Kid Fest in Fargo	Booth ... Event attracts several thousand kids & their families. Prairie Public pass out balloons, stickers, family resources and also assist the children in an educational activity. Exposure hopefully will inspire young broadcasters.	RTL - PSTV - TV - Programming