

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
 All Employment Units
 December 1, 2018 - November 30, 2019

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	HR/Payroll Manager	6/27/2019	9/3/2019	The Forum Newspaper		
				ND Job Service	1	
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web		
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				INDEED	3	1
Total Interviewed and hired					4	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	0	N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	llanda@jobshq.com		
2	ND Job Service	ND Job Service Web site	1	N
	1350 32nd St SW	HR Manager lists position		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie	0	N
	207 North 5th Street, Fargo ND 58102	Communications Manager lists position		
4	Production Hub.com, Inc.	Production Hub Classifieds	0	Y
	801 W. Fairbanks Ave.	Classifieds@productionhub.com		
	Winter Park, FL 32789			
5	Broadcast Employment Services	email: jobs@tvjobs.com	0	Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalent.tv)			
	PO Box 4116			
	Oceanside, CA 92052			
6	Jobs HQ/Forum Communications Co	llanda@jobshq.com	0	N
	Fargo, ND	Email Lori @ Forum Communications		
7	CPB Job line (Corporation Public Broadcasting)	cpb.org/job_line	0	N
8	PMBA	info@pmbaonline.org	0	N
9	NETA	email: netaonline.org - Lists position byHR M	0	N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	3	N
11	PBS Pledgechat	Director of Development - Troy Davis	0	N
12	AFP Chapter	Director of Development - Troy Davis	0	N
13	Internal Posting	Pauline HR Mgr - Sends out email to staff.	0	N
14	Did not indicate		0	N
15	Employee		0	N
Total Interviewed			4	

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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	5/14/2019-5/17/2019	PBMA Conference	* Director of Finance	
	2	December - October 2019	CPB	* Mandatory - 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.	3	Ongoing	Students hired & given the opportunity to acquire skills needed for employment in broadcasting.	* Production Manager * Production Crew, and * <u>New Hires:</u>	
Establishment of Internship Program.	4	Summer 2019	Expose college students to broadcasting environment.	* <u>RADIO</u> : Chris	
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	5	December 14, 2018	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	*Liberty Middle School 8th Graders	* Christine-Communications,
	6	October 17, 2019		*Fargo/MHD/West Fargo MOS Group	* Christine-Communications
	7	September 4, 2019		*NDSU 11 student	*Radio
	8	February 9, 2019	Presentation at Fargo Air Museum Aviation Camp	300 grade school children	*Radio
	9	March-May 2019	Liberty Middle School Students	Worked with 4 students and they presented to Prairie Public on May 14th	* Darcy- Education department
	10	June 17-18 2019	Teacher Training on media work	13 teacher participated in the training	* Radio, TV, and education
	11	October 1, 2019	MSUM	Presentation to 10 to 15 students.	*Matt - Producer
	12	April 24, 2019	UND Publishing Practicum	Presentation to 14 students.	*Radio

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	13	May 14, 2019	Liberty Middle School Students podcaster	Presentation to 10 to 15 students.	* Radio and TV
	14	October 15, 2019	Capstone class at Concordia College	Presentation to 6 students	*Radio