

**West Central Minnesota Educational Television Company licensee
DBA Pioneer PBS, KWCM and KSMN (operating as single employment unit)
FCC EEO Annual Public File Report
Reporting Period: December 1, 2018 – November 30, 2019**

1. Full Time Vacancies

A list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title

| Position | Employment Status |
|-------------------------------------------|-------------------|
| | |
| Broadcast Operations/Production Assistant | Full Time |
| Member Services Coordinator | Full Time |
| Administrative Assistant | Full Time |

2. Recruitment Sources Utilized for Each Search

For each such vacancy, the recruitment sources utilized to fill the vacancy, identified by name, address, contact person and telephone number. No recruitment sources have requested notification of vacancies.

Broadcast Operations / Production Assistant

| Recruiting Source | Phone # | Contact | Address | City | State | Zip | Email/Website |
|----------------------------------------------------------------------------|--------------|-------------------|-------------------------------------------------------------------------------------|------------------|-------|-------|----------------------------------------------------------------------|
| Advocate Tribune / Western Peach / Star Advisor | 320-564-2126 | Bev Sommervold | 713 Prentice St. | Granite Falls | MN | 56241 | bsommervold@granitefallsnews.com |
| Montevideo American News | 320-269-2156 | Kim Sorenson | 223 S 1 st Street | Montevideo | MN | 56265 | ksorenson@montenews.com |
| Indeed.com | Online only | Online only | Indeed, Inc. 6433 Champion Grandview Way, Bldg. 1 | Austin, | TX | 78750 | Indeed.com |
| Minnesota Works.net | 651-259-7114 | Online | Minn. Dept. of Employment and Econ. Dev., 332 Minnesota Street, Suite E200 | St. Paul | MN | 55151 | www.minnesotaworks.net |
| Internal / Website www.pioneer.org | 320-289-2918 | Deb Monahan | 1 Pioneer Drive | Granite Falls | MN | 56265 | dmonahan@pioneer.org |
| Internal – Facebook / Twitter | 320-289-2918 | Deb Monahan | 1 Pioneer Drive | Granite Falls | MN | 56265 | dmonahan@pioneer.org |
| LinkedIn website | 320-289-2918 | Online posting | 1 Pioneer Drive | Granite Falls | MN | 56265 | dmonahan@pioneer.org |

| | | | | | | | |
|---------------------------------|--------------|----------------|---------------------------|----------|----|-------|----------------------------------------------------------------------|
| Minnesota Council of Nonprofits | 651-642-1904 | Online posting | 2314 University Ave W #20 | St. Paul | MN | 55114 | minnesotanonprofits.org |
|---------------------------------|--------------|----------------|---------------------------|----------|----|-------|----------------------------------------------------------------------|

Member Services Coordinator

| Recruiting Source | Phone # | Contact | Address | City | State | Zip | Email/Website |
|----------------------------------------------------------------------------|--------------|----------------|----------------------------------------------------------------------------|---------------|-------|-------|----------------------------------------------------------------------|
| Advocate Tribune / Western Peach / Star Advisor | 320-564-2126 | Bev Sommervold | 713 Prentice St. | Granite Falls | MN | 56241 | bsommervold@granitefallsnews.com |
| Montevideo American News | 320-269-2156 | Kim Sorenson | 223 S 1 st Street | Montevideo | MN | 56265 | ksorenson@montenews.com |
| Indeed.com | Online only | Online only | Indeed, Inc. 6433 Champion Grandview Way, Bldg. 1 | Austin, | TX | 78750 | Indeed.com |
| Minnesota Works.net | 651-259-7114 | Online | Minn. Dept. of Employment and Econ. Dev., 332 Minnesota Street, Suite E200 | St. Paul | MN | 55151 | www.minnesotaworks.net |
| Internal / Website www.pioneer.org | 320-289-2918 | Deb Monahan | 1 Pioneer Drive | Granite Falls | MN | 56265 | dmonahan@pioneer.org |
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Administrative Assistant

| Recruiting Source | Phone # | Contact | Address | City | State | Zip | Email/Website |
|----------------------------------------------------------------------------|--------------|----------------|----------------------------------------------------------------------------|---------------|-------|-------|----------------------------------------------------------------------|
| Advocate Tribune / Western Peach / Star Advisor | 320-564-2126 | Bev Sommervold | 713 Prentice St. | Granite Falls | MN | 56241 | bsommervold@granitefallsnews.com |
| Montevideo American News | 320-269-2156 | Kim Sorenson | 223 S 1 st Street | Montevideo | MN | 56265 | ksorenson@montenews.com |
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| LinkedIn website | 320-289-2918 | Online posting | 1 Pioneer Drive | Granite Falls | MN | 56265 | dmonahan@pioneer.org |
| Minnesota Council of Nonprofits | 651-642-1904 | Online posting | 2314 University Ave W #20 | St. Paul | MN | 55114 | minnesotanonprofits.org |

3. Recruitment Sources That Referred Hiree For Each Full Time Position Search

The recruitment source that referred the hiree for each full-time vacancy during the preceding year.

| Position | Recruitment Source for Hire |
|-------------------------------------------|-----------------------------|
| Broadcast Operations/Production Assistant | Pioneer website |
| Member Services Coordinator | Granite Falls Advocate |
| Administrative Assistant | Granite Falls Advocate |

4. Total Number of Persons Interviewed By Each Recruitment Source

Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies.

| Position/Recruitment Source | Number of Interviewed |
|----------------------------------------------------|-----------------------|
| Broadcast Operations / Production Assistant | |
| Pioneer website | 1 |
| Granite Falls Advocate / referral | 2 |
| Total | 3 |

| Position/Recruitment Source | Number of Interviewed |
|------------------------------------|-----------------------|
| Member Services Coordinator | |
| Pioneer website | 1 |
| Referral | 1 |
| Granite Falls Advocate | 4 |
| Total | 6 |

| Position/Recruitment Source | Number of Interviewed |
|-----------------------------|-----------------------|
|-----------------------------|-----------------------|

| | |
|---------------------------------|----------|
| Administrative Assistant | |
| Pioneer Website | 2 |
| Granite Falls Advocate | 1 |
| Montevideo American | 1 |
| LinkedIn | 1 |
| Star Advisor | 1 |
| Minnesota Works.net | 1 |
| Total | 7 |

5. Prong 3 Initiatives

Since Pioneer PBS is classified as a small market station, we are required to implement at least two initiatives every two-year reporting period (December 1, 2017 – November 30, 2019) as is outlined by the FCC. For the EEO reporting period of December 1, 2018 – November 30, 2019, we have met two of the Prong 3 initiatives as follows:

(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Description: Pioneer PBS is committed to ongoing staff development and training. During the past reporting period Pioneer PBS had various staff members participating in the following:

PBS Annual Meeting
 PBS Brand Refresh Seminar
 MN Council of Non-profit HR
 CPB webinars on financial reporting and accounting procedures
 MN Council of Nonprofit Annual Conference

(xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

Description: Prior to recruitment process, managers are trained on diversity and fair hiring practices. Employment ad and interview questions are reviewed to comply with EEO and Pioneer PBS guidelines. Management and supervisory personnel took the Intercultural Development Inventory (IDI) in September 2019, and reviewed results in October 2019 with consultant Tobias Spanier.. All staff also participated in employee harassment awareness training through an online training program from the Corporation for Public Broadcasting.