

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
 All Employment Units
 December 1, 2019 - November 30, 2020

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	Membership Manager	5/28/2020	7/20/2020	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web	2	
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
TV Jobs						
INDEED	4	1				
Total Interviewed and hired					6	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 101 5th Street North Fargo, ND 58102	Lori @ Employment Sales Specialist Phone: 701-780-1165 llanda@jobshq.com	0	N
2	ND Job Service 1350 32nd St SW Fargo, ND 58103	ND Job Service Web site HR Manager lists position	0	N
3	Prairie Public Broadcasting Web 207 North 5th Street, Fargo ND 58102	Marie Communications Manager lists position	2	N
4	Production Hub.com, Inc. 801 W. Fairbanks Ave. Winter Park, FL 32789	Production Hub Classifieds Classifieds@productionhub.com	0	Y
5	Broadcast Employment Services (TV Jobs.com/AMFM Jobs.com/DigitalTalent.tv) PO Box 4116 Oceanside, CA 92052	email: jobs@tvjobs.com	0	Y
6	Jobs HQ/Forum Communications Co Fargo, ND	llanda@jobshq.com Email Lori @ Forum Communications	0	N
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 Manager	0	N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	4	N
11	PBS Pledgechat	Director of Development - Troy Davis	0	N
12	AFP Chapter	Director of Development - Troy Davis	0	N
13	Internal Posting	Jeni HR Mgr - Sends out email to staff.	0	N
14	Did not indicate		0	N
15	Employee		0	N
Total Interviewed			6	

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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	5/26/2020-5/29/2020	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance and HR attended
	2	December - October 2020	CPB	All staff viewed a video on Harassment Prevention Training	* 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.	Student employees participate in TV production activities during our pledge/membership drives and for Radio.	* Production Manager * Production Crew, and * <u>New Hires:</u>
Establishment of Internship Program.	4	May through August	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : Patrick
Establishment of Internship Program.	5	October to current	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : Emma and Annie
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	6	January - March 2020	MSUM	Worked with 10-20 students teaching a class	*Matt - Production
	7	February 26 2020	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	*Circle of Nations School	*Christine - Communication
	8	March 1, 2020	MSUM student tour	Was scheduled to have tour with 10 students but Covid hit and had to postpone until 2021	*Matt - Production
	9	September 3 2020	NDSU virtual job fair for part time employment	10-15 NDSU students	*Radio