

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND

All Employment Units

December 1, 2020 - November 30, 2021

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	Maintenance Technician	3/1/2021	5/24/2021	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				CPB		
				Prairie Public Broadcasting - Web		
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				INDEED	1	1
Zip recruiter	1					
2	Gaming Manager	4/21/2021	5/22/2021	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web		
				PMBA		
				NETA		
				Internal Posting	2	1
				Production Hub		
				TV Jobs		
				INDEED	2	
3	Production Assistant	6/1/2021	8/2/2021	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	2	
				Prairie Public Broadcasting - Web		
				Internal Posting	2	
				Zip recruiter		
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	2

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				Employee		
4	Gaming Office Manager	6/14/2021	8/2/2021	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting	1	
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	1	1
				Employee		
5	Education Assoiciate	6/15/2021	9/20/2021	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting	1	
				Zip recruiter	2	1
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	3	1
				Employee		
Total Interviewed and hired					22	7

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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	2	N
	1350 32nd St SW	HR Manager lists position		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie	1	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	4	N
	Fargo, ND	Email Lori @ Forum Communications		
7	CPB Job line (Corporation Public Broadcasting)	cpb.org/job_line		N
8	PMBA	info@pmbaonline.org		N
9	NETA	email: netaonline.org - Lists position byHR Manager		N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	9	N
11	PBS Pledgechat	Director of Development - Ann Clark		N
12	AFP Chapter	Director of Development - Ann Clark		N
13	Internal Posting	Pauline HR Mgr - Sends out email to staff.	2	N
14	Did not indicate			N
15	Zip recruiter		4	N
Total Interviewed			22	

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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	June 1-4th 2021	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
	2	March - Oct 2021	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
Establishment of Internship Program.	4	Spring semester 2021	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	*Radio-Bill
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	5	February 10, 2021	Created a Virtual Tour of Prairie Public due to covid restrictions	*NPR Student Podcast	* Christine-Communications,
	6	February 22, 2021		*Liberty middle school virtual tour	*Tim-Education
		March 5, 2021		*Middle school virtual tour	*Tim-Education
	7	September 14, 2021	Minot State Students	Spoke to 10 to 20 students about broadcast journalism	* Bismarck Radio News Director
	8	April 1, 2021	Concordia College	Taught a class on Broadcast performance and spoke about possible employment opportunities	*Matt Olien- Producer
	9				
	10				