

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
All Employment Units
December 1, 2021 - November 30, 2022

Full-Time Positions Filled

4	Major Gifts Manager	8/15/2022	10/3/2022	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Prairie Public Broadcasting - Web		
				Internal Posting	1	1
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	1	
Employee						
5	Production Assistant	9/15/2022	11/2/2022	The Forum Newspaper	1	
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting	1	1
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	1	
Employee						
6	Main Street Cohost	10/10/2022	Still open	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Zip recruiter		
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed		
Employee						
Total Interviewed and hired				20	4	

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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	2	N
2	ND Job Service 1350 32nd St SW Fargo, ND 58103	ND Job Service Web site HR Manager lists position	1	N
3	Prairie Public Broadcasting Web 207 North 5th Street, Fargo ND 58102	Marie Communications Manager lists position	0	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	2	N
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	7	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.	3	N
14	Did not indicate			N
15	Zip recruiter		5	N
Total Interviewed			20	

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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	May 31-June 3rd 2022	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
	2	March - Oct 2022	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	Throughout the year 2022	Expose college students to broadcasting environment. We had two different interns this year Nick Romel and Brandi Malaky	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	April 2, 2022	Tour of Prairie Public	*Broadcast Performance class from MSUM	* Matt Olien - Producer
	6	May 4, 2022	Tour of Prairie Public	*Fargo South High School production class	*Christine - Marketing
	7	February 1, 2022	Tour of Prairie Public	*Northern Cass School	*Tim, Troy-Education
	8	April 2022	Tour of Prairie Public	*Umoja Youth Program - Davies High	*Tim, Troy-Education
	9	May 1, 2022	Tour of Prairie Public	*Umoja Youth Program - Fargo North High	*Tim, Troy-Education
	10	3/22-5/22	Taught a class called Broadcast Performance	*Concordia college, taught class as well as introduced oppourtinies at Prairie Public	*Matt Olien - Producer
	11	8/29/22-9/1/22	Public Radio Program Directors Conference	Attended and spoke about oppourtinies	*Ashley - Radio
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