

**West Central Minnesota Educational Television Company
DBA Pioneer Public Television
FCC EEO Annual Public File Report
Reporting Period: December 1, 2013– November 30, 2014**

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
Community Relations Rep	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.

Community Relations Rep

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2918	Matt Moe	120 W. Schlieman	Appleton	MN	56208	mmoe@pioneer.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.

Positon	Recruitment Source for Hire
Community Relations Rep	Referral

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
Community Relations Rep	
MN workforce website	2
Referral	1
Total	3

5. Prong 3 Initiatives

Since Pioneer Public Television is classified as a small market station, we are required to implement at least two initiatives every two-year reporting period (December 1,2012 – November 30, 2015) as is outlined by the FCC.

For the EEO reporting period of December 1, 2012 – November 30, 2015, 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 Public Television is committed to ongoing staff development and training. During the past reporting period Pioneer Public Television's staff was involved in numerous conferences and seminars. Various staff members were sent to the following conferences.

- APT Programming Marketplace Conference
- PBS Technology Conference
- PBS Development Conference / Annual meeting
- PMDMC Conference
- Various Web seminars
- NAB

(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 fair hiring practices and employment ad and interview questions are reviewed to comply with EEO and Pioneer Public Television guidelines.

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1. Full Time Vacancies

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Position	Employment Status
Producer	Full Time
Member Services Coordinator	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.

Producer

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Internal / Website www.pioneer.org	320-289-2918	Matt Moe	120 W. Schlieman	Appleton	MN	56208	mmoe@pioneer.org
Journalism Jobs.com		Online					JournalismJobs.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com

Member Services Coordinator

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Appleton Press	320-289-1323	April Rhrenberg	241 W Snelling Ave	Appleton	Mn	56208	Ads@appletonpress.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2918	Matt Moe	120 W. Schlieman	Appleton	MN	56208	mmoe@pioneer.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
Producer	Referral/ our website
Member Services Coordinator	Appleton Press

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
Producer	
MN workforce website	1
Our website / referral	3
Total	4

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Position/Recruitment Source	Number of Interviewed
Member Services Coordinator	
Appleton Press	1
MN workforce website	1
Our Website	1
Referral	1
Total	4

5. Prong 3 Initiatives

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- PBS Technology Conference
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- PMDMC Conference
- Various Web seminars
- NAB

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

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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
Producer Specialist	Full Time
Finance Director	Full Time
Videographer	Full Time
Digital/Social Media Specialist	Full Time
Master Control/Production	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.

Producer

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Internal / Website www.pioneer.org	320-289-2914	Tim Bakken	120 W. Schlieman	Appleton	MN	56208	tbakken@pioneer.org
Journalism Jobs.com		Online					JournalismJobs.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com

Indeed.com		Online					www.indeed.com
Minnesota Council of Non Profits		Online					minnesotanonprofits.org
UMM	320-589-6154	Mike Cihak	600 E 4 th Street	Morris	MN	56267	cihakmw@morris.umn.edu
TVJobs.com		Online					jobs@tvjobs.com
Minnesota Broadcasters.com		Online					www.minnesotabroadcasters.com

Finance Director

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2918	Matt Moe	120 W. Schlieman	Appleton	MN	56208	mmoe@pioneer.org
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com
Southwest State University		On line					mustang.com
Minnesota Council of Non Profits		Online					minnesotanonprofits.org
Indeed.com		Online					www.indeed.com

Videographer/Editor

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Minnesota Council of Non Profits		Online					minnesotanonprofits.org
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2914	Tim Bakken	120 W. Schlieman	Appleton	MN	56208	tbakken@pioneer.org
TVJobs.com		Online					jobs@tvjobs.com
Indeed.com		Online					www.indeed.com
UMM	320-589-6154	Mike Cihak	600 E 4 th Street	Morris	MN	56267	cihakmw@morris.umn.edu
Minnesota Broadcasters.com		Online					www.minnesotabroadcasters.com
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com

Social Media Specialist

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2919	Patrick Moore	120 W. Schlieman	Appleton	MN	56208	pmoore@pioneer.org
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com

Master Control/Producer

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
West Central Tribune (Paper)	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com
Internal / Website www.pioneer.org	320-289-2919	Tim Bakken	120 W. Schlieman	Appleton	MN	56208	tbakken@pioneer.org
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com

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.

Positon	Recruitment Source for Hire
Producer	Referral/ our website
Finance Director	Star Advisor
Videographer/Editor	Indeed
Digital/Social Media Specialist	Minnesota Council of Non Profits
Master Controller/Production	Indeed

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
Producer	
Indeed website	1
Our website / referral	7

Advocate Tribune	1
Total	9

Position/Recruitment Source	Number of Interviewed
Finance Director	
Appleton Press	1
MN workforce website	1
Our Website	1
Referral	1
Total	4

Position/Recruitment Source	Number of Interviewed
Videographer	
Indeed website	3
Our website / referral	7
TVJobs	1
Total	11

Position/Recruitment Source	Number of Interviewed
Digital Media Specialist	
Our website / referral	1
Indeed website	2
Minnesota Council for Non Profits	2
Advocate Tribune	1
Total	6

Position/Recruitment Source	Number of Interviewed
Master Controller/Production	
Our website / referral	1
Indeed website	2
West Central Tribune	1
Total	4

5. Prong 3 Initiatives

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- PBS Technology Conference
- PBS Development Conference / Annual meeting
- PMDMC Conference
- Various Web seminars
- NAB

(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 fair hiring practices and employment ad and interview questions are reviewed to comply with EEO and Pioneer Public Television guidelines.

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1. Full Time Vacancies

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Position	Employment Status
Production Assistant	Full Time
Finance Director	Full Time
Videographer/Editor	Full Time
Community Relations Representative	Full Time
Community Relations Representative	Full Time
Major Gifts Coordinator	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.

Production Assistant

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Internal / Website www.pioneer.org	320-289-2914	Tim Bakken	120 W. Schlieman	Appleton	MN	56208	tbakken@pioneer.org
Journalism Jobs.com		Online					JournalismJobs.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth @granitefallsnews.com
Indeed.com		Online					www.indeed.com
Minnesota Council of Non Profits		Online					minnesotanonprofits.org
UMM	320-589-6154	Mike	600 E 4 th Street	Morris	MN	56267	clhakmw@morris.umn.edu

			Cihak						
TVJobs.com			Online						jobs@tvjobs.com
Minnesota Broadcasters.com			Online						www.minnesotabroadcasters.com

Finance Director

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2918	L Heen	120 W. Schlieman	Appleton	MN	56208	lheen@pioneer.org
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com
Southwest State University		On line					mustang.com
Minnesota Council of Non Profits		Online					minnesotanonprofits.org
Indeed.com		Online					www.indeed.com

Videographer/Editor

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Minnesota Council of Non Profits		Online					minnesotanonprofits.org
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2914	Tim Bakken	120 W. Schlieman	Appleton	MN	56208	tbakken@pioneer.org
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com

Community Relations Representative

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com
Minnesota Works.net	651-259-7114	Online			MN		www.minnesotaworks.net
Internal / Website www.pioneer.org	320-289-2919	Patrick Moore	120 W. Schlieman	Appleton	MN	56208	pmoore@pioneer.org
Indeed.com		Online					www.indeed.com
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com

Community Relations Representative

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Indeed.com		Online					www.indeed.com
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com

Major Gifts Coordinator

Recruiting Source	Phone #	Contact	Address	City	State	Zip	Email/Website
Advocate Tribune	320-564-2126	Betty Harguth	713 Prentice St.	Granite Falls	MN	56241	bharguth@granitefallsnews.com
Internal / Website www.pioneer.org	320-289-2919	Patrick Moore	120 W. Schlieman	Appleton	MN	56208	pmoore@pioneer.org
West Central Tribune	701-780-1163	Kathy Costello		Willmar	MN	56201	kcostello@jobshq.com

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
Production Assistant	Referral/ Pioneer website
Finance Director	Minnesota Council of Non Profits
Videographer/Editor	Referral / Pioneer website
Community Relations Representative (Kayla)	Referral/website
Community Relations Representative (Darin)	Referral/website
Major Gifts Coordinator	Website

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
Production Assistant	
Indeed website	1
Our website / referral	1
Advocate Tribune	1
Total	3

Position/Recruitment Source	Number of Interviewed
Finance Director	
MN Council of Non-Profits	1
Referral	1
Total	2

Position/Recruitment Source	Number of Interviewed
Videographer/Editor	
Pioneer website / referral	3
Total	3

Position/Recruitment Source	Number of Interviewed
Community Relations Representative	
Our website / referral	4
Indeed website	1
West Central Tribune	1
Total	6

Position/Recruitment Source	Number of Interviewed
Community Relations Representative	
Our website / referral	4
Indeed website	1
West Central Tribune	1
Total	6

Position/Recruitment Source	Number of Interviewed
Major Gifts Coordinator	
Website	1
Total	1

5. Prong 3 Initiatives

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- PBS Technology Conference
- PBS Development Conference
- PBS Annual meeting
- Various Web seminars
- Diversity Training

(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 Public Television guidelines.