

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
All Employment Units
December 1, 2022 - November 30, 2023

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	Education Assoiicate	1/10/23	2/13/23	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				CPB		
				Prairie Public Broadcasting - Web	1	1
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				INDEED		
Zip recruiter	1					
2	Broadcast Engineer	3/7/23	3/27/23	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web	1	1
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				INDEED		
Zip recruiter						
3	Executive Assistant	4/5/23	5/23/23	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Zip recruiter	2	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	1	1
Employee						

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4	Donor Relations Specialist	5/11/23	7/24/23	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Zip recruiter	2	1
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	3	
Employee						
5	Membership Manager	6/9/23	11/2/23	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Prairie Public Broadcasting - Web	1	
				Internal Posting		
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	1
Employee						
6	Production Assistant 3 positions	8/9/23	9/25/2023-10/2/2023-10/16/2023	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Prairie Public Broadcasting - Web		
				Internal Posting	1	1
				Zip recruiter	2	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	3	2
Employee						
Total Interviewed and hired				25	8	

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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	0	N
	1350 32nd St SW	HR Manager lists position		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie	3	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			
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	0	N
8	PMBA	info@pmbaonline.org	0	N
9	NETA	email: netaonline.org - Lists position by HR M	0	N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	10	N
11	PBS Pledgechat	Director of Development - Ann Clark	0	N
12	AFP Chapter	Director of Development - Ann Clark	0	N
13	Internal Posting	Pauline HR Mgr - Sends out email to staff.	0	N
14	Did not indicate		0	N
15	Zip recruiter		8	N
Total Interviewed			25	

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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 30-Jun 2 2023	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
	2	March - Oct 2023	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 2023	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	February 7, 2023	Tour of Prairie Public	* Winner of the stars of PBS newsletter	*Callista-Communications
	6	February 17, 2023	Tour of Prairie Public	*Community options tour	*Callista-Communications
	7	February 1, 2023	Spoke with group of art students about the Oscars and Prairie Public opportunity	*Fargo Fine Arts Club	*Matt Olien- Production
	8	May 9, 2023	Tour of Prairie Public	*Clare Shields and students from Fargo Public schools	*Nick Lero-Education
	9	Sept 18-21	Attended the conference and spoke	*Public Radio Program Directors Conference	*Ashley and Erik-Radio
	10	October 17/18 2023	Exhibit that we hosted and talked about how to find job opportunities	*North Dakota Association of Technology Leaders in Bismarck	*Tim Wollenzien- Education
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