



Annual FCC Public Report  
May 21, 2015 through May 20, 2016  
Employment Unit consists of WTVS  
And WRCJ-FM (Operated Under Management Agreement)

I. Recruitment for All Full-time Vacancies

Detroit Public Television (DPTV) posts each full time vacancy within the station on the station intranet. Vacancy information is also widely disseminated (as noted in II below) and all position vacancies are posted to the DPTV Website. [www.dptv.org](http://www.dptv.org).

II. Notification to Community Groups

A. Routine Recruitment Outreach – As a regular practice, notices are sent to local organizations that have requested vacancy information for each full-time permanent opening. All such job announcements encourage those seeking information to refer to DPTV’s Website for additional information.

B. Job Specific Recruitment – For each vacant position, the Vice President, Human Resources, along with the department head, identify what paid advertisements, Websites or trade publications will be used in addition to the sources listed in the Recruitment Sources.

C. Other Advertisements – Detroit Public Television broadcasts at least two, sometimes three spots on the 1<sup>st</sup> and 15<sup>th</sup> day of each month that provide contact information to entities that would like to receive notices of job openings. A similar invitation is published in each edition of the station’s monthly “Signal” magazine, which has a circulation of approximately 60,000.

III. Non-Vacancy Specific Recruitment Efforts During Reporting Period

A. Attendance at Career and Job Fairs

During the reporting period, Detroit Public Television has participated in the following career fairs:

- 2016 MABF Broadcast Media Career & Networking Fair, The Lansing Center, May 3, 2016 – Carlota Almanza-Lumpkin, Production Manager and John Mark, VP Engineering and Technical Operations, attended the fair.
- MABF Broadcast Media Career & Networking Fair, Specs Howard School of Media Arts, October 8, 2015 – Carlota Almanza-Lumpkin, Production Manager and John Mark, VP Engineering and Technical Operations, attended the fair.

- Broadcast & Cinematic Arts Electronic Media Career Fair, Central Michigan University, March 19, 2016 – John Mark, VP Engineering and Technical Operations, attended the fair.
- The Specs Howard Internship Fair – Broadcast Media Arts, Digital Media Arts, and Graphic Design, March 11, 2016 – Ellen Fackler-Smith, HR Generalist, and Carlota Almanza-Lumpkin, Production Manager attended the fair.

## B. Internship Program

The Detroit Educational Television Foundation (WTVS) internship program is designed to give qualified students, volunteers and members of the community an opportunity to gain an enhanced understanding of television production and station operations through meaningful and challenging work assignments and allows WTVS to participate in the educational process by providing a practical, first-hand television work experience.

Internships are administered on a quarterly basis. The rotation of interns aids WTVS in providing exposure of the television medium to a greater number of communications and journalism students and others.

Information regarding internships is available on the station website and has been distributed to area universities.

During the reporting period, a total of 14 students interned in the Production Department, from various local colleges, and 1 student interned in the Communications Department, 1 student interned in the Graphic Design, and 1 student interned in the Human Resources Department.

## C. Employee Training Programs

- Detroit Public Television offers several benefits that encourage employees to advance their education and careers, including training that may qualify employees for promotion and tuition reimbursement.
- Detroit Public Television hosts Lunch and Learns providing educational sessions on average, once per month during the lunch hour. All employees are encouraged to attend.
- During fiscal year 2016, DPTV implemented a policy requiring all employees to log at least 40 hours of training per year.

Section 1: Full time Job Openings Filled  
Time Period Covered: May 21, 2015 to May 20, 2016

Full Time Position Filled By Job Title and Date Filled	Recruitment Source that Referred the Person Hired	Number of Persons Interviewed
Chief Financial Officer JP – 2015-24.5 Hired: 6/1/2015 Recruitment Sources: #1-30+32+37	Employee Referral	18
Executive Assistant JP – 2015-25 Hired: 5/26/2015 Recruitment Sources: #1-30+37	Indeed	9
Major Gifts Officer JP – 2015-26 Hired: 9/23/2015 Recruitment Sources: #1-30+32,34,36,37	DPTV.org	12
Product Development Manager JP – 2015-27 Hired: 12/7/2015 Recruitment Sources: #1-30+37	DPTV.org	32
Business Development Executive JP – 2015-28 Hired: 10/12/2015 Recruitment Sources: #1-30+37	Prior candidate (dptv.org)	7
Grant Writer JP – 2015-31 Hired: 9/10/2015 Recruitment Sources: #1+30+37	Indeed	4
Producer JP – 2015-34 Hired: 11/18/2015 Recruitment Sources: #1-30+37	Indeed	9
Producer, Nat'l Projects JP – 2015-35 Hired: 11/15/2015 Recruitment Sources: #1-30+37	Internal Candidate	11
Customer Service Rep JP – 2015 -26a Hired: 10/5/2015 Recruitment Sources: #1-30+37	Internal Candidate	9
Customer Service Rep JP – 2015 -26b Hired: 10/26/2015 Recruitment Sources: #1-30+37	Indeed	9

PT HR Coordinator JP – 2015-39 Hired: 10/23/2015 Recruitment Sources: #1-30+37	Indeed	9
Multi-Media Producer/Editor GL JP – 2015-41 Hired: 4/11/2016 Recruitment Sources: #1-30+37	Dptv.org	11
Regional Editor JP – 2016-42 Hired: 5/2/2016 Recruitment Sources: #1-30+37,32, 39-44	Independent Contractor	9
Producer, Detroit Bureau JP – 2015-43 Hired: 3/21/2016 Recruitment Sources: #1-30+37	Internal Candidate	6
Customer Service Rep JP – 2016 -44 Hired: 4/4/2016 Recruitment Sources: #1-30+37	Indeed	12
Radio Technician (IBEW) JP – 2016-47 Hired: 4/18/2016 Recruitment Sources: #1-30+37	Employee Referral	7
PT Network Administrator JP – 2016-46 Hired: 4/4/2016 Recruitment Sources: #1-30+37	Employee Referral	7

Time Period covered: May 21, 2015 to May 20, 2016

Stations in Employment Unit: WTVS

Job Posting: All positions

Recruitment Source (Name, Address, Telephone Number, Contact Name, Web/E-mail address)	Total Number of Interviewees This source has provided during this period
1. Station Website Postings Detroit Public Television <a href="http://www.dptv.org">www.dptv.org</a>	15
2. Internal Station Postings Detroit Public Television <a href="mailto:hresources@dptv.org">hresources@dptv.org</a>	7
3. Adrian College <a href="mailto:pbleam@adrian.edu">pbleam@adrian.edu</a>	
4. Public Media Business Association <a href="mailto:info@pmbaonline.org">info@pmbaonline.org</a>	
5. JVS Employment Services - Detroit <a href="mailto:Angela.Bevak@jvsdet.org">Angela Bevak &lt;abevak@jvsdet.org&gt;</a>	1
6. Schoolcraft College <a href="mailto:jstadnic@schoolcraft.edu">jstadnic@schoolcraft.edu</a>	
7. The Fitness Fellowship International <a href="mailto:emufitnessfellowship@gmail.com">emufitnessfellowship@gmail.com</a>	
8. Young Nonprofit Professionals Network <a href="mailto:ynpndetroit@gmail.com">ynpndetroit@gmail.com</a>	
9. Michigan Rehabilitation Services Terry Hargrave <a href="mailto:Hargravet1@michigan.gov">Hargravet1@michigan.gov</a>	
10. Detroit Hispanic Development <a href="mailto:morozco@dhdc1.org">morozco@dhdc1.org</a>	
11. Eastern Michigan University. <a href="mailto:mary.chambers@emich.edu">mary.chambers@emich.edu</a>	
12. Davenport University <a href="mailto:livonia.cs@davenport.edu">livonia.cs@davenport.edu</a>	

13.	International Academy of Design Technology <a href="mailto:gneal@iadtetroit.com">gneal@iadtetroit.com</a>	
14.	Hillsdale College <a href="mailto:careersservices@hillsdale.edu">careersservices@hillsdale.edu</a>	
15.	Delta College <a href="mailto:jobplace@delta.edu">jobplace@delta.edu</a>	
16.	Madonna University Career Services <a href="mailto:careerservices@madonna.edu">careerservices@madonna.edu</a>	
17.	Lawrence Tech University <a href="mailto:ltuocs@ltu.edu">ltuocs@ltu.edu</a>	
18.	Southeastern Michigan Indians Inc. <a href="mailto:semii1975@yahoo.com">semii1975@yahoo.com</a>	
19.	Aquinas College Career Services saintsforhire@aquinas.edu	
20.	Michigan State University Career Services <a href="mailto:hireaspartan@csp.msu.edu">hireaspartan@csp.msu.edu</a>	4
21.	Detroit Urban League <a href="mailto:shelita.richmond@deturbanleague.org">shelita.richmond@deturbanleague.org</a>	
22.	American Indian Services Inc. Ms. Fay Givens 1110 Southfield Rd. Lincoln Park, MI 48088 (313) 388-4100	
23.	Marygrove College Career Resources <a href="mailto:careersservices@marygrove.edu">careersservices@marygrove.edu</a>	
24.	Central Michigan University <a href="mailto:careers@cmich.edu">careers@cmich.edu</a>	
25.	Michigan Association of Broadcasters (MAB) <a href="http://www.michmab.com">www.michmab.com</a>	1
26.	TV Jobs: Bin/jobs2/employers/postjob.cgi	
27.	CPB Jobline: Public media employment <a href="http://cpb.org/jobline/submit.php">http://cpb.org/jobline/submit.php</a>	3
28.	Greater Public Jobline <a href="http://greaterpublic.org/job-line">http://greaterpublic.org/job-line</a>	

29.	Michigan Talent Bank – Online posting Mitalentbank.org <a href="https://jobs.mitalent.org/signin/">https://jobs.mitalent.org/signin/</a>	1
30.	Indeed.com	60
31.	Employee or Board Referral	31
32.	LinkedIn	14
33.	Friend	
34.	Association of Fundraising Professionals (AFP) <a href="http://www.afpdetroit.afpnet.org/">http://www.afpdetroit.afpnet.org/</a>	
35.	MI non-profit Association <a href="https://www.mnaonline.org/jobcenterform.aspx">https://www.mnaonline.org/jobcenterform.aspx</a>	6
36.	PRNDI Chris Diers < <a href="mailto:cpaigediers@gmail.com">cpaigediers@gmail.com</a> >	1
37.	Minority Supplier Bonita Gaston < <a href="mailto:bgaston@minoritysupplier.org">bgaston@minoritysupplier.org</a> >	
38.	Michigan Diversity Council  <a href="http://www.diversityfirstjobs.com">http://www.diversityfirstjobs.com</a>	
39.	NABJ – National Association of Black Journalists  <a href="http://nabj.site-ym.com">http://nabj.site-ym.com</a>	
40.	NAJA - Native American Journalists Assn.  <a href="https://www.naja.com/store/job-listings/">https://www.naja.com/store/job-listings/</a>	
41.	NAHJ – National Association of Hispanic Journalists  <a href="http://nahj.org/">http://nahj.org/</a>	
42.	AAJA – Asian American Journalists Association  <a href="http://www.aaja.org/">http://www.aaja.org/</a>	
43.	Journalismjobs.com	1
44.	RTDNA – Radio Television New Directors Assn. <a href="http://www.rtdna.org/content/membership_benefits">http://www.rtdna.org/content/membership_benefits</a>	

45.	MI Works <a href="http://www.michiganworks.org/employers/">http://www.michiganworks.org/employers/</a>	1
47.	Specs Howard <a href="http://www.specshoward.edu/employer-services/">http://www.specshoward.edu/employer-services/</a>	1
48.	Glassdoor <a href="https://www.glassdoor.ca/index.htm">https://www.glassdoor.ca/index.htm</a>	1