

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
All Employment Units
December 1, 2019 - November 30, 2020

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	Membership Manager	5/28/2020	7/20/2020	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web	2	
				PMBA		
				NETA		
				Internal Posting		
				Production Hub		
				TV Jobs		
				INDEED	4	1
Total Interviewed and hired					6	1

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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	2	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	0	N
	Fargo, ND	Email Lori @ Forum Communications		

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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 Manager	0	N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	4	N
11	PBS Pledgechat	Director of Development - Troy Davis	0	N
12	AFP Chapter	Director of Development - Troy Davis	0	N
13	Internal Posting	Jeni HR Mgr - Sends out email to staff.	0	N
14	Did not indicate		0	N
15	Employee		0	N
Total Interviewed			6	

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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	5/26/2020-5/29/2020	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance and HR attended
	2	December - October 2020	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, and * <u>New Hires:</u>
Establishment of Internship Program.	4	May through August	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : Patrick
Establishment of Internship Program.	5	October to current	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	* <u>RADIO</u> : Emma and Annie
	6	January - March 2020	MSUM	Worked with 10-20 students teaching a class	*Matt - Production

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Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	7	February 26 2020	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	*Circle of Nations School	*Christine - Communication
	8	March 1, 2020	MSUM student tour	Was scheduled to have tour with 10 students but Covid hit and had to postpone until 2021	*Matt - Production
	9	September 3 2020	NDSU virtual job fair for part time employment	10-15 NDSU students	*Radio