

EEO PUBLIC FILE REPORT

APRIL 1, 2019 – MARCH 31, 2020

1. Full-Time vacancies filled during preceding year:
Member / Donor Outreach Coordinator
Radio Host / Operations Director
Multi-Media Journalist (full-time position has not been filled – we hired a part-time employee
For the interim period)
Donor Outreach Coordinator / Digital Funding
Account Executive
Account Executive – Open
Director of Corporate Development – Open
Director of Events & Theater – Open
2. See attached list of recruitment sources used to fill each vacancy. The same list was used to fill all the above vacancies. Our V.P. of Development also reached out to personal contacts (individuals) he knows to assist in reaching qualified candidates to apply for the Development department openings.
3. Recruitment source of each person hired and recruitment source for each person interviewed for full-time vacancies:
 - Member / Donor Outreach Coordinator – filled July 2019 – person hired was referred by a posting on the WNIN website – 4 others were interviewed, 1 a current WNIN employee, 1 referred by her professor at the University of Southern Indiana, and 2 referred by a posting on Indeed.com (1 of these also saw the posting on the WNIN website).
 - Radio Host / Operations Director – filled September 2019 – person hired was a former WNIN employee and was referred by a current WNIN staff member – 5 others were interviewed, 1 referred by a current WNIN staff member, 1 a current WNIN part-time employee, 2 referred by a posting on Indeed.com, and 1 referred by a posting on the Western Kentucky University job postings (Handshake).
 - Multi-Media Journalist – full-time position has not been filled – we hired a part-time employee who was referred by a posting on the WNIN website –no other candidates have been interviewed at this time. If we decide to fill the position with a full-time employee we will repost the opening, do broad and inclusive outreach, and interview multiple candidates before it is filled.
 - Donor Outreach Coordinator / Digital Funding – filled March 2020 – person hired met with our recruiter at the University of Southern Indiana career fair in February 2020 – 7 others were interviewed, 1 referred by a current WNIN staff member, 3 referred by a posting on Indeed.com, 1 referred by a posting on the WNIN website, 1 referred by her professor at the University of Southern Indiana, and 1 a current WNIN employee.
 - Account Executive – filled October 2019 – person hired was referred by a current WNIN employee (hiree worked in a similar capacity at another TV station previously for this employee when he was their CEO. 6 others were interviewed, 2 referred by personal contacts the V. P. of Development had, 1 was a current WNIN employee, and 3 referred by a posting on Indeed.com.

4. A total of 27 people were interviewed for the above 5 full-time vacancies that were filled during the period. The number of interviewees referred by each recruitment source is as follows. Resumes were also received that had been referred by a number of other sources used for posting the openings, including WorkOne of Southwest Indiana, Ivy Tech Career Services, TVJobs, CPB Jobline, University of Evansville Career Services, Facebook and Other Social Media postings, and others.

10 – Indeed.com

6 – WNIN employee referral

4 – WNIN website

4 – Current WNIN employee interviewed for position

2 – Referral by their professor at the University of Southern Indiana

1 – Western Kentucky University Career Services

1 – University of Southern Indiana spring Career Fair (met in person at event)

5. Recruitment Initiatives undertaken by WNIN during this period:

- #1 – WNIN participated in 2 job fairs at the University of Evansville on September 17, 2019 and February 11, 2020. A number of students stopped to speak with our recruiter, our VP of Finance and Administration, about internships and employment opportunities, many of whom were members of various diverse segments of society. We are working to line up internships with students who stopped by. WNIN offers internships in Radio, TV, Digital Media, events, and engineering with students from all area universities.
- #1 - WNIN participated in 2 job fairs at the University of Southern Indiana on September 18, 2019 and February 19, 2020. Many students stopped and talked with our recruiter at each fair, our Vice President of Finance and Administration, about internships and current full-time and part-time job openings. We hired several interns from these career fairs, and a new full-time employee from the spring career fair.
- #1 – WNIN participated in a career fair at Ivy Tech on February 12, 2020 geared to technology students including communications and media majors. Ivy Tech holds 3 different career fairs each targeted to specific majors and areas of interest each year. We recruited for all openings we had – full-time and part-time jobs, internships, and event volunteers, and received several referrals from contacts made at the fair.
- #1 - WNIN participated in a job fair at the Southern Indiana Career and Technical Center on November 6, 2019. This was geared towards Junior and Senior high school students who were looking for jobs and internships in specific fields including broadcasting, broadcast engineering, and journalism. The manager of the student radio station at the center is a former WNIN employee. We hired a student recruited from the career fair for an Engineering internship for the spring semester 2020, who wants to work in Broadcast Engineering.
- #1 – WNIN participated in 2 community job fairs sponsored by WorkOne, Indiana's workforce development organization on April 17, 2019 and January 16, 2020. Many candidates talked with our recruiter about several full-time and part-time openings we had,

and several qualified applicants were referred to our hiring managers for consideration. A number of the attendees were between jobs and were available for immediate work.

- #4 – WNIN participated in an activity sponsored by a community group to inform others about employment opportunities in broadcasting. We hosted 2 eighth grade students from Helfrich Park Middle School on December 6, 2019 as part of the National Job Shadow program sponsored by Junior Achievement. This provided the students an opportunity to work with WNIN content, production, and development staff in both TV and Radio, where the students produced a short film in groups.
- #4 – WNIN participated in a Career Day educational event at Central High School for high school seniors on October 30, 2019. Our VP of Finance and Administration gave a presentation to and answered questions to 4 different classes about types of career opportunities in broadcasting and media, the education and training requirements for these jobs, and suggestions of how to best prepare for work in this field including college internships. 15-20 other employers also participated.
- #4 – WNIN participated in a Career Day at Reitz Memorial High School on February 13, 2020 geared to all grade levels. Students participated by classes, visiting different employers to learn about career opportunities available, and the education/training required for these jobs. We spoke to students about types of career opportunities in public media along with the education/training required.
- #4 - WNIN participated in Job Spark sponsored by the Public Education Foundation and Junior Achievement on October 1 & 2, 2019. Over 3,000 students participated in many hands on educational activities within each career cluster to help them learn about potential future careers and the educational requirements for different careers. We developed a computer-based activity providing students with tips on detecting fake news that included an interactive game on fake vs. real news for students to test their knowledge, with 3 different quizzes available; we also provided handouts with fact checking tips and websites to assist them as a means to help them with current schoolwork and in a future career. The students came from many area middle and high schools (8th – 12th grade), and we helped them learn about public media, broadcasting and journalism careers. This was a very popular activity and many students participated.
- #5 - Establishment of an internship program. WNIN's internship program continues to successfully work with a number of students per year from local, regional, and other colleges and universities including the University of Southern Indiana, University of Evansville, Ivy Tech, and others; and 2 high school seniors from the Southern Indiana Career and Technical Center this past year. These internships spanned all semesters, spring, summer and fall, and our interns were all part of their school's formal internship programs. College students worked at least 150 hours, and all students received school credit for their internships. Student interns work at WNIN in TV, station events (Auction, Kid's Fest, and other station events), communications, engineering, and radio (news/reporting and Que Pasa Midwest? Podcast/social media). We are currently recruiting students for internships in the summer and fall of 2020 in all these areas after the recent round of spring job fairs, and have already hired 2 digital interns for the summer.

- #7- WNIN participates in ongoing job training. Many employees attend local seminars and training opportunities to develop and enhance their skills and job performance, including skills to perform other jobs of interest. Our VP of Finance and Administration attended several local seminars on employee benefit and human resource topics, a seminar on hiring foreign nationals including students, and recent training on the Indiana InterNET program and Earn Indiana which provides funding assistance for student interns. 5 WNIN staff members participated in a 2-day statewide IPBS conference in October 2019, with numerous participants from all public TV and Radio stations in Indiana; participants attended sessions on a variety of topics including programming, programming, and underwriting. 4 WNIN staff members attended the PBS annual conference in May 2019, providing valuable networking and educational opportunities. Our Director of Corporate Development participated in a one-year CSPI Mentor Program (leadership development) sponsored by PBS in calendar year 2019. WNIN's new Digital Content and Media Manager attended a national 1-day training program in September 2019, and is currently participating in a CPB sponsored Editorial Integrity and Leadership Initiative run by the Walter Cronkite School of Journalism. Our VP of Radio participated in the Public Radio News Directors conference in summer 2019.
- WNIN has a website to promote all aspects of our operations. All job openings and announcements are posted on our website.

e-mail list:

sarahdau@iu.edu

Sarah Daugherty (812-855-0576)
Indiana University
Arts & Science Placement
Career Development Center
625 N Jordan
Bloomington, IN 47405
May post on their site
User ID: on file
PW: on file
lucareers.com

bfox@evansvillegov.org

Bonnie Fox (812-436-4927)
Human Relations Comm
City-County Bldg, Room 209
Evansville, IN 47708
Fax: 812-436-4929

careercenter@bsu.edu

765-285-1522
Ball State University
Career Center
Lucina Hall, Room 220
Muncie, IN 47306
Fax: 765-285-3757
May also post direct:
bsu.edu\students\careers\employers\login\.

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Monica Myers (812-429-1422)
Ivy Tech Community College
Career Services
3501 First Ave.
Evansville, IN 47710
Fax: 812-429-9834
Have jobzone (job listings line)

katie.ballard@kctcs.edu

270-686-4400 Kate Ballard
Owensboro Comm. College
4800 New Hartford Rd.
Owensboro, KY 42303

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Fax: (812) 962-9452

vallen@ulofnwi.org

Vanessa Allen (219-887-9621)
Urban League of NW Indiana
3101 Broadway
Gary, IN 46408

information@lul.org

Anita McGruder (502-561-6830)
Louisville Urban League
1535 West Broadway
Louisville, KY 40203

jobs@tvjobs.com

Broadcast Employment Services
Mark Holloway (800) 374-0119
P. O. Box 4116
Oceanside, CA 92052

ipr@bsu.edu

Indiana Public Radio
Andrea Lutz, Admin. Coordinator
(765) 285-1249
Ball State University
Muncie, IN 47306

WSIU-FM

Susan Coloni 618-453-4343
Communications Building
1100 Lincoln Dr., Suite 1003
SIU Mailcode 6602
Southern Illinois University
Carbondale, IL 62901-4306

Oak.edu – then go to job board
Oakland City University
Campus Life Office
Oakland City, IN 47660
Alexis Rusch (812-749-1394)
arusch@oak.edu
Fax # 812-749-1420

Carver Community Organization
jeskridge@carverorg.org
Jalessa Eskridge 812-423-2612
400 S. E. Eighth Street
Evansville, IN 47713
Fax: 812-423-6941

PMBA – info@pmbaonline.org

IPBS – bsams@ipbs.org
Barbara Sams – contact

Fax List:

Community Action Program
401 S.E. 6th Street, Suite 001
Evansville, IN 47713-1927
Torey Suggs (812-425-4241 x.223)
Fax # 812-425-4255

Posting on Their Site:

<http://www.cpb.org/user>

Post on CPB jobline

CPB

401 Ninth St., NW
Washington, DC 20004
(202) 879-9767

User: On file

PW: On file

NPR

Doesn't directly post station job openings. Links directly to local station websites – need to enter station zip code to find.

IN Dept. of Workforce Dev.
700 E. Walnut
Evansville, IN 47712
Phone: 812-424-4473
Fax: 812-421-3189
Post on Indianacareerconnect.com
User: on file
PW: on file
Click post a job, add a new job

- Also contacted the Local Veterans Employment Rep.

Indeed.com – free posting (when you confirm click on post a job without sponsoring).

Login – On file

Password – on file

Handshake:

Online posting web portal used by colleges

Login – On file

PW – on file

Schools using handshake:

1. Kentucky State University
Career Planning Office
400 East Main Street
Frankfort, KY 40601
Cassie Simpson
502-597-6700
Career.center@kysu.edu
2. Indiana State University
Career Center
231 N. 6th Walkway
Terre Haute, IN 47809
812-237-5000
Fax: 812-237-4392
3. University of Evansville
Career Services
1800 Lincoln Avenue
Evansville, IN 47722
Gene Wells 812-488-1083
career@evansville.edu
Fax: 812-488-2156
4. Western KY University
Career Services Center
Bowling Green, KY 42101
270-745-3095
5. Southern Illinois University
Career Services
careerdevelopment@siu.edu
618-453-2391

Additional Outreach Sources to use for Engineering Positions:

Electronics Research, Inc.
7777 Gardner Road
Chandler, IN 47610
Tom Silliman, CEO 812-925-6000
tom@eriinc.com

Elizabeth Scheller-Williams
Former Professor at ITT Tech
812-925-6000, ext. 283
ewilliams@eriinc.com

WNIN Engineer personal outreach to other local TV stations

WNIN Internal Postings:

1. Webmaster post on WNIN website
2. Post internally at WNIN on breakroom bulletin board
3. Post on WNIN's social media pages – facebook, twitter, instagram

Publications to run paid ads if needed:

4. Current Newspaper
5. Evansville Courier – monster.com (online)