



Annual FCC – EEO Public File Report
May 21, 2020 through May 20, 2021
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 except in exigent circumstances.

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, 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.

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:

- October 21, 2020 – Wayne State University Journalism Day Internship Fair, Virtual. Cheri Mitchell, Human Resources and Sandra Svoboda, Program Director, GLN attended the fair.
- March 10, 2021 University of Michigan's Internship event -Virtual. Cheri Mitchell, Human Resources, attended the event.

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.

Our internships were administered on the following basis:

Quarter	Number of Interns (based on internship start date)
Fiscal Year 2020 – 4 th Quarter (May 2020 – June 2020)	4
Fiscal Year 2021 – 1 st Quarter (July 2020 – Sept 2020)	3
Fiscal Year 2021 – 2 nd Quarter (Oct 2020 – Dec 2020)	1
Fiscal Year 2021 – 3 rd Quarter (Jan 2021 – March 2021)	1

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

During the reporting period, a total of 3 students interned in the Production Department, 1 student interned in the Human Resources Department, 3 students in the Great Lakes Now Department, and 2 students interned in the PBS Books Department. All the students who interned came from a variety of local universities and colleges.

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 quarter during the lunch hour. All employees are encouraged to attend.
- During fiscal year 2021, DPTV encouraged employees to log at least 35 hours of training.

- Employees reported the following training:

Class	Date	Number of Employees
Access for Office 365 - Part 1	7/28/2020	1
Microsoft Teams	8/10/2020	3
Adobe Acrobat Pro DC: Advanced	2/16/2021	1
Moving to Management & Leadership	3/1/2021	1
Cross Functional Communication	3/29/2021	1
Time Management	4/1/2021	1
Critical Thinking	4/16/2021	1
Microsoft Excel for Office 365 (Desktop or Online) - Part 2	4/28/2021	1
Microsoft SharePoint 2013: Site Owner	4/30/2021	1
Leadership and Influence	5/4/2021	1
Excel for office 365 - Part 2	5/5/2021	1
Coaching and Mentoring	5/11/2021	1

D. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities

- All upper level openings during the reporting period were posted with the Michigan Association of Broadcasters job bank.

E. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

- All station personnel completed an anti-harassment training, which was conducted by the Corporation for Public Broadcasting. Current personnel completed the training by September 30, 2020. All new personnel were assigned training and completed within a week of their hire date.

Section 1: Full time Job Openings Filled
Time Period Covered: May 21, 2020 to May 20, 2021

Full Time Position Filled By Job Title and Date Filled	Recruitment Source that Referred the Person Hired	Number of Persons Interviewed
Senior Major Gifts Officer Hired: 2/1/2021 Recruitment Sources: 1, 4-13, 15-24, 26, 27, 29-32, 48, 51, 57, 66	Referral	8
Producer, Local & National Projects Hired: 11/2/2020 Recruitment Sources: 1, 4-24, 26, 27, 29-32, 46, 48, 51	Indeed	11
Broadcast Operations Coordinator, MLC Hired: 9/30/2020 Recruitment Sources: 1, 4-24, 26, 27, 29-32, 44, 48, 51	Internal Hire	3
Traffic Coordinator, MLC Hired: 11/30/2020 Recruitment Sources: 1, 4-24, 26, 27, 29-32, 44, 48, 51	Linkedin	3
Producer, MLC Hired: 1/4/2021 Recruitment Sources: 1, 4-24, 26, 27, 29-32, 44, 48, 51	Indeed	7
Digital Content Coordinator Hired: 4/23/2021 Recruitment Sources: 1-13, 15-24, 26, 27, 29-32, 43, 48, 51	Employee Referral	3
Full Time Editor Hired: 1/4/2021 Recruitment Sources: 1, 4-24, 26, 27, 29-32, 44, 48, 51	DPTV Website	7
Grant Writer Hired: 2/15/2021 Recruitment Sources: 1-13, 15-24, 26, 27, 29-32, 48, 51	Internal Hire	5
Product Development Specialist Hired: 2/1/2021 Recruitment Sources: 1-13, 15-24, 26, 27, 29-32, 48, 51	Employee Referral	3

Time Period covered: May 21, 2020 to May 20, 2021
Stations in Employment Unit: WTVS

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 www.dptv.org	8
2. Internal Station Postings Detroit Public Television hresources@dptv.org	2
3. DPTV Social Media Detroit Public Television https://www.linkedin.com/company/detroit-public-television	
4. Aquinas College saintsforhire@aquinas.edu	
5. Central Michigan University careers@cmich.edu ; jimwoj@gmail.com	
6. Davenport University livonia.cs@davenport.edu	
7. Detroit Hispanic Development info@dhdcl.org	
8. Detroit Urban League shelita.richmond@deturbanleague.org	
9. Eastern Michigan University sbooth1@emich.edu ; emu_cmta@emich.edu	
10. Henry Ford Community College careers@hfcc.edu	
11. Hillsdale College careerservices@hillsdale.edu	
12. JVS Employment Angela Bevak < abevak@jvsdet.org >	
13. Lawrence Tech jgaber@ltu.edu	
14. Oakland University careers@oakland.edu ; sideling@oakland.edu	

15.	Marygrove College careerservices@marygrove.edu	
16.	MSU morrisvi@vps.msu.edu hanson39@msu.edu	
17.	Public Media Business Association info@pmbaonline.org	
18.	Schoolcraft College jstadnic@schoolcraft.edu	
19.	PRNDI Chris Diers < cpaigediers@gmail.com >	
20.	Southeastern Michigan Indians Inc. semii1975@yahoo.com	
21.	The Fitness Fellowship International emufitnessfellowship@gmail.com	
22.	Young Nonprofit Professionals Network ynpndetroit@gmail.com	
23.	Michigan Rehabilitation Services Hargrave, Terry (DHS) < hargravet1@michigan.gov >	
24.	American Indian Services Inc amerinserv@ameritech.net	
25.	The Association of LGBTQ Journalists info@nlgja.org	
26.	Specs Howard nshiner@specshoward.edu	
27.	Wayne State perry.farrell@wayne.edu	
28.	Ideastream/WNED	
29.	Ideastream/WNED Cara Wolcott – WNED cwolcott@wned.org	
30.	Ideastream/WNED Amira Nasrallah – WNED Amira.Nasrallah@ideastream.org	
31.	Ideastream/WNED Jason Argenas jargenas@wqed.org	

32.	Ideastream/WNED Lisa Welling lwelling@wned.org	
33.	Adrian College	
33.	Delta College	
34.	International academy of Design Technology	
35.	U of M	
36.	Madonna University	
37.	Wayne County Community College	
38.	Minority Supplier - Diane Lee	
39.	Art Institute of Michigan	
42.	Michigan Talent Bank https://jobs.mitalent.org/signin/	
43.	Culture Source https://culturesource.org/post-job-members/	
44.	Michigan Assc. Broadcasters www.Michmab.com	
45.	TV Jobs http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi	
46.	CPB Jobline: Public media employment http://cpb.org/jobline/submit.php	1
47.	Greater Public Jobline http://greaterpublic.org/job-line	
48.	Michigan Diversity Council http://www.diversityfirstjobs.com	
49.	Internships.com http://www.internships.com/employer	

50.	Society Broadcast Engineers http://www.sbe.org/sections/jl_submit.php	
51.	INDEED https://employers.indeed.com/m#post-job	28
53.	Handshake (internships) https://app.joinhandshake.com/	
54.	Specs Howard Internships only	
55.	Washtenaw Community College (Internships) https://washtenaw-csm.symplicity.com/employers/index.php?s=home&PHPSESSID=516c47f5ec19e2f82e4bb419efa38f92	
57.	Michigan Nonprofit Association https://www.mnaonline.org/jobcenterform.aspx	3
58.	Linkedin	8
59.	Public Relations Society of America http://www.prsadetroit.org/job-opportunities-2/	
60.	Women in Communication http://jobtarget.womcom.org/employer/pricing/	
61.	Journalism Jobs http://journalismjobs.com/post_job_new.cfm	
62.	Simplyhired simplyhired.com	
63.	Inforum Center for Leadership Development https://www.inforummichigan.org/job-postings	
64.	current magazine jobs.current.org	
65.	Michigan Graphic Design Association http://detroit.aiga.org/	
66.	Associate of Fundraising Professionals https://community.afpnet.org/afpmigreaterdetroitchapter/career/new-item	

67.	National Association of African Americans in Human Resources http://naaahrcareerconnections.org/recruiters	
68.	National Black MBA Association http://my.nbmbaa.org/recruiters	
69.	National Association of Black Journalists	
70.	media Jobs Connection http://mediajobsconnection.poynter.org/?sslid=MzQ3MbI0MTUwNzUGAA&sseid=MzY2trA0NbMEAA&jobid=6bb8ff3f-261b-43fe-a048-7c98526142a7 http://michigan.jobing.com/recruiting	
72.	Public Media Jobs http://jobs.current.org/home/index.cfm?site_id=14538	
74.	Tech jobs http://www.dice.com/common/content/postJobs/index2.jsp	
75.	Upwork for freelancers https://www.upwork.com/	
76.	Employee Diversity http://www.employdiversity.com/cgi-bin/wc.dll?EEnter~?PostJobs	