

## 2020 ANNUAL EEO PUBLIC FILE REPORT

### HAWAII PUBLIC RADIO

Stations and Communities of License: KHPR Honolulu, HI; KIPO Honolulu, HI; KKUA Wailuku, HI; KANO Hilo, HI; KIPM Waikapu, HI; KIPH Hana, HI; KHPH Kailua-Kona, HI; KIPL Lihue, HI; KAHU Pahala, HI; KJHF Kualapuu, HI

Reporting Period: October 1, 2019 – September 30, 2020

No. of Full-time Employees: More than 10

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

### INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

A former intern returned to HPR during the summer for a second internship. Tasks assigned included developing digital content for HPR's website, maintaining social media pages, writing copy, and producing radio stories.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

Staff attended national conferences including PMBA, PMDMC, PMJA and PRPD. These conferences provided training and professional development opportunities for staff who attended. Most became virtual conferences, so more staff were able to attend than would normally be the case. Staff have also been participating in ProService Hawaii's ASPIRE training program which is designed to help aspiring leaders develop the mindset and skills required to lead. HPR's News Director was selected to train in the Editorial Integrity and Leadership Initiative and DCA Buddy Program. Both programs are sponsored by the Corporation for Public Broadcasting.

*Established a **mentoring** program for station personnel.*

HPR's President and General Manager continues to mentor our On-Air Product Manager in the areas of programming and audience development, through weekly meetings. The GM has performed in-depth training on the analysis of audience data and has provided the On-Air Product Manager with access to leadership and programming training. The employee is now a part of HPR's senior staff, attending weekly meetings with the senior team focused on HPR issues, and was also an active participant in the development of HPR's Strategic Plan.

*Provided **training to management level personnel** on methods of ensuring equal employment opportunity and prevent discrimination.*

HPR's VP of Finance receives notifications of EEO and discrimination issues faced in the work place, attends webinars provided by HR Daily Advisor, Hawaii Employers Council, HANO, NIA, Travelers, and ProService Hawaii that cover these topics, and enrolled in a Diversity & Inclusion training series which focused on preventing discrimination and creating a workplace where everyone feels safe and included.

HPR follows guidelines provided by the EEOC and the Corporation for Public Broadcasting's diversity eligibility criteria.

HPR is a member of PMBA. This organization provides information, webinars, and conference sessions that address human resources and management issues, including EEO compliance. HPR contracts with ProService Hawaii for human resources, benefits administration, and payroll services. They provide newsletters, training sessions and webinars which highlight EEO issues and have staff on hand to assist with questions or issues that may arise.

*Participated in **other** activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.*

HPR's news team sponsored a "Journalism Groups Unite" gathering at the studio. Attendees could network with other journalists and spent some time discussing what journalists were doing in their respective organizations.

HPR's general assignment reporter moderated a panel at the Hawaii Business Leadership Conference on "How Your Hawaii Workplace Can Foster Inclusivity". She was asked to be a moderator because a story of hers on this topic aired on HPR. Over 700 business leaders, owners, and professionals attend the conference, so her participation increases community awareness of the station and its staff.

HPR staff representing membership, marketing, and programming hosted a presentation to seventh grade students at St Louis School. They talked about careers available and life at HPR.

A Pub Radio 101 & careers in radio presentation was held for students at Lahainaluna High School. Commentator's lunches were held on Hawaii Island and Maui. Staff from various departments introduce themselves, give a brief description of what they do, field audience questions, and provide a reply to a general topic provided to them by the station.

Donor lunches, new member tours, station open houses, and major donor virtual presentations allow others the opportunity to visit the station, get an overview of how we operate and our plans for the future, and meet with various staff to find out what they do at the station. The broadcast and production areas continue to attract the most interest.

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#### LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIRE
12/16/2019	Membership Manager	Internal Promotion

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### INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period:   0  

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
Position was filled through an internal promotion so there are no recruitment sources to list	N/A

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### RECRUITING SOURCES USED

Job Title of Position: Membership Manager

Date of Hire: 12/16/2019

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Hawaii Public Radio	N	738 Kaheka Street #101 Honolulu, HI 96814	Valerie Yee	(808) 955-8821 v.yee@hawaiipublicradio.org

\* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.