

**FCC EEO Program Report
Hawaii Public Television Foundation
KHET(TV), Honolulu, HI**

EEO Narrative Statement

Hawaii Public Television Foundation (PBS Hawaii), licensee of noncommercial educational television station KHET in Honolulu, Hawaii, is committed to providing equal employment opportunities and has achieved broad and inclusive outreach during the past two years in connection with its EEO program through its recruitment of full-time job vacancies and its completion of supplemental outreach activities.

As full-time job openings occur, PBS Hawaii regularly utilizes a variety of recruitment sources in order to widely disseminate information about open positions and to seek qualified candidates for interviews. As indicated in its attached annual EEO public file reports, this includes sources such as: the pbshawaii.org website, the Honolulu Star Advertiser, Midweek, recruitology.com, HANO, LinkedIn, Facebook, Hawaii Jobs On Demand, Current, and others.

In addition to such recruitment procedures for vacancies, PBS Hawaii regularly undertakes various non-vacancy-specific outreach initiatives to supplement its EEO efforts. These activities typically include an internship program; training programs for station personnel to acquire job skills; training for management level personnel on EEO and anti-discrimination matters; and participation in events with educational institutions relating to broadcasting career opportunities.

The PBS Hawaii website advertisements for open positions indicate that PBS Hawaii is an EEO employer, as do other postings regarding station vacancies. PBS Hawaii employees are informed of the station's EEO policies and programs through the employee handbook. PBS Hawaii reviews and revises its EEO program with its Human Resources attorney on an annual basis, or whenever changes to the handbook are needed to comply with all federal and state laws. The CEO and CFO of PBS Hawaii determine and review salaries, benefits, seniority, and promotions annually before submitting the annual budget for approval by the Board of Directors.

In sum, given its regular position recruitment procedures, its completion of various supplemental outreach activities, and its general EEO and anti-discrimination policies and practices, PBS Hawaii has been able to achieve broad outreach on employment matters in the past two years.