

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
December 1, 2006 - November 30, 2007

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	Corporate Support Rep	11/27/2006	1/9/2007	The Forum Newspaper	2	1
				ND Job Service		
				Prairie Public Web		
				ND Public Radio		
				Internal Posting		
				Production Hub		
				TV Jobs		
				Prairie Public Web		
				Employee		
2	Membership Coordinator	11/27/2006	1/8/2007	The Forum Newspaper	2	1
				ND Job Service		
				Production Hub		
				TV Jobs		
				Prairie Public Web		
				Internal Posting		
3	Programming Assistant	2/16/2007	3/26/2007	The Forum Newspaper	1	1
				ND Job Service		
				Production Hub		
				TV Jobs		
				Prairie Public Web		
4	Community Engagement Coordinator	3/29/2007	5/7/2007	The Forum Newspaper	1	1
				ND Job Service		
				Production Hub		
				TV Jobs		
				Prairie Public Web		
5	Transmitter Engineer (Bis)	2/23/2007	5/29/2007	The Forum Newspaper	1	1
				ND Job Service		
				Production Hub		
				TV Jobs		
				Prairie Public Web		
				Internal Posting		
				Bis-Man Online		
				Employee		
Other						

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6	Education Services	5/18/2007	7/11/2007	The Forum Newspaper		1
	Associate			ND Job Service		
	(Teacherline)			Production Hub		
				TV Jobs		
				Prairie Public Web		
				Internal Posting		
				Did not Indicate		
7	Electronic Tech	8/14/2007	9/10/2007	The Bismarck Tribune		
	(Bis)			ND Job Service	1	1
				Production Hub		
				TV Jobs		
				Prairie Public Web	1	
				Internal Posting		
				Bis-Man On-line		
			Did not Indicate			
8	Education Services	9/7/2007	11/12/2007	The Forum Newspaper	1	
	Associate			ND Job Service	1	
	(ND Web Studies)			Production Hub		
				TV Jobs		
				Prairie Public Web		
				Internal Posting		
				Did not Indicate		1
9	Education Services	9/7/2007	11/19/2007	The Forum Newspaper	3	1
	Associate			ND Job Service		
	(Teacherline)			Production Hub		
				TV Jobs		
				Prairie Public Web		
				Internal Posting		
				Did not Indicate		

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	The Forum Newspaper	Classifieds	10	N
	101 5th Street North	Phone: 701-241-5500		
	Fargo, ND 58102	Fax: 701-241-5478		
2	ND Job Service	Job Postings	3	N
	1350 32nd St SW	Phone: 701-239-7324		
	Fargo, ND 58103	Fax: 701-239-7350		
3	PPB Web	Marie	2	N
	207 North 5th Street	Phone: 701-241-6900		
	Fargo, ND 58102	Fax: 701-239-7650		
4	Production Hub.com, Inc.	Production Hub Classifieds	0	Y
	801 W. Fairbanks Ave.	Classifieds@productionhub.com		
	Winter Park, FL 32789	1-877-629-4122		
5	Broadcast Employment Services	Mark C. Holloway	0	Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalent.com)	Phone: 760-754-8177		
	PO Box 4116	Fax: 760-754-2115		
	Oceanside, CA 92052	email: jobs@tvjobs.com		
6	The Bismarck Tribune	Shonda - Classifieds	1	N
	707 East Front Ave	Phone: 701-250-8236		
	Bismarck, ND 58502	Fax: 701-250-0195		
7	BisMan On-line	www.bismanonline.com	0	N
	Bismarck, ND 58502			
8	Internal Posting	Pauline - HR	1	N
9	Did not indicate		2	N
10	Employee		2	
11	Other		2	N

Outreach Activities Undertaken

December 1, 2006 - November 30, 2007

Initiative	ID	Date	Description	Scope of Involvement	Personnel Involved
Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.	1	1/1/2007 Ongoing	FMHRA (Local chapter of Human Resources Association)	Staff member continues membership to the local chapter of Human Resources Assoc where members attend monthly luncheons & listen to guest speakers.	PH - Human Resources & Payroll Manager
	2	May 29, 2007	PBMA Conference	Staff members attended various seminars with HR emphasis, at the PBMA annual conference.	President Director of Finance
	3	June 20, 2007	Personal Manual	All staff members received an updated version of PPB's personal manual. This is a good reminder of policies and procedures to ensure equal employment, to prevent discrimination, harassment, and procedures to follow if their occur.	President, HR Manager, and Board of Directors.
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.	4	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.	Production Manager
	5	October 11, 2007	MSUM Video/Film class presentation	Spoke to local college Video/Film class as part of recruitment activities for TV Production.	Production Manager
Establishment of Internship Program.	6	Ongoing	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	Interns: Brandon & Kayla - PSTV ... Amanda and Ally - Membership
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	7	Ongoing	Conduct building tours that expose elementary school, middle school, high school, & college students to employment in broadcasting.	9 + Tours: YMCA Children, MSUM Video Production Classes	Communications Dept TV Department Administration Dept
Participation in at least 4 events sponsored by organizations representing groups in community interested in broadcast employment issues.	8	May 15, 2007	Parent's Fair	Booth	Communications Dept - Development Dept - TV Dept - RTL - Education Services - Programming Dept
	9	June 15, 2007	Midwest Kid Fest in Fargo	Booth/Tent ... Kids can see what's its like to talk behind a camera.	RTL - PSTV - TV - Programming
	10	Oct 8-9, 2007	Upper Great Plains Tech Conference	Booth ... and contact information posted for job opportunities	Many staff members