

FCCEEO Public File Report
 June 1, 2008 through May 31, 2009

A total of four full-time vacancies were filled during the reporting period. The positions were as follows:

1. Production Development Associate
2. Senior Producer and News Director
3. Development and Marketing Resource Coordinator
4. Bookkeeper

The details of the recruitment efforts for each position are attached and identified by job title.

Recruitment Detail

Position 1

Title: Production Development Associate	Advertisement: RGJ On Line (Internet) KNPB Website PBS Connect	KNPB Staff E-mail (Internal) Workreno.com DETR – NV Job Connect
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Number of Individuals interviewed: 3

Total number of interviewees referred by source:

S o u r c e

Interviewed	
RGJ online	2
<u>KNPB Website</u>	<u>1</u>
TOTAL	3

Source used for hired applicant
 KNPB website

Recruitment Detail

Position 2

Title: Senior Producer and News Director	Advertisement: RGJ On Line (Internet) KNPB Website PBS Connect	KNPB Staff E-mail (Internal) Workreno.com DETR – NV Job Connect
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Number of Individuals interviewed: 4

Total number of interviewees referred by source:

S o u r c e

Interviewed	
KNPB Website	1
Workreno.com	2
<u>Other (referred by employee)</u>	<u>1</u>
TOTAL	4

Source used for hired applicant
 Other (referred by employee)

Recruitment Detail

Position 3

Title: Development & Marketing
Resource Coordinator

Advertisement:

RGJ On Line (Internet)
KNPB Website
PBS Connect

KNPB Staff E-mail (Internal)
Workreno.com
DETR – NV Job Connect
Reno Tahoe Jobs

Number of Individuals interviewed: 22

Total number of interviewees referred by source:

S o u r c e

Interviewed	
KNPB Website	2
Workreno.com	2
Other (referred by employee)	2
Reno Tahoe Jobs	12
<u>Reno Gazette Journal (online)</u>	<u>4</u>
TOTAL	22
Source used for hired applicant	
Workreno.com	

Recruitment Detail

Position 4

Title: Bookkeeper

Advertisement:

RGJ On Line (Internet)
KNPB Website
Accountants Inc.

KNPB Staff E-mail (Internal)
Workreno.com
DETR – NV Job Connect

Number of Individuals interviewed: 8

Total number of interviewees referred by source:

S o u r c e

Interviewed	
KNPB Website	1
Accountants Inc.	5
Other (referred by employee)	1
<u>KNPB website</u>	<u>1</u>
TOTAL	8
Source used for hired applicant	
Other (referred by employee)	

Recruitment Initiatives

Recruitment Initiative

Date of Station's Participation

Participants

Initiative 1 – Job Fairs

1.Directions 2009	February 6, 2009	Tony Manfredi VP of Development & Marketing; Patricia Miller, Vice President of Programming, Promotion, and Education
2.Career Fair – Dilworth Middle School	April 7, 2009	Jasmine Tua and Katie Stewart – Volunteer and Outreach Coordinators
	April 21, 2009	
3 Career Day- Sierra Vista	May 4 – 31, 2009	Jeni Wiggers Teacher Line Coordinator; Katie Stewart-Volunteer and Outreach Coordinator
4. Volunteer Recruitment For May Fun Hunt	June 3, 2008	Katie Stewart-Volunteer and Outreach Coordinator
5. University of NV Reno-Student Recruitment		Katie Stewart-Volunteer and Outreach Coordinator, Johana Franca – Teacherline Coordinator

Initiative 2 – List each Upper Level Opening with a trade company

During the reporting period we listed each upper level opening on the online Career Center of the Nevada Broadcasters Association, a media trade group with a broad-based membership including participation of women and minorities.

Initiative 3 – Training for Upper Level Management

KNPB Channel 5 Public Broadcasting, Inc. provides training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. This year our employee handbook was reviewed in depth and revised by senior management. The recruitment and hiring practice policies were presented by an outside Human Resource agency on May 26, 2009.

Initiative 4 - Internships

Channel 5 provides an internship program designed to develop skills needed for broadcast employment. An internship consists of a relationship (150-200 hours) in which Channel 5 provides a student with exposure to their field of broadcasting through work experience, training, supervision and feedback. Most internships are paid positions, although unpaid internships are accepted. Internships are not a guarantee of full-time employment, but can be a great way for both the employer and intern to determine future fit. During the reporting period three interns participated in the program.