

EEO Public Inspection File Report
Stations WETA-TV/-FM, Washington, DC
For Period June 1, 2010 to May 31, 2011

Long-Term Recruitment Initiatives

A. Attendance at Career, Job or Intern Fairs

Since June 1, 2010 WETA representatives have attended or submitted information to the following career, job and intern fairs. At each event, WETA distributed relevant information about job openings, internships, and/or volunteer opportunities, provided attendees with information about WETA and its programming, and collected resumes from interested attendees.

- Online News Association Job Fair, October 28, 2010. Attended by the Employment Manager
- National Urban League Job Fair, July 29, 2010. Attended by the Employment Manager, Human Resources Coordinator, and a WETA manager, Director, Research and Marketing.
- Howard University Career Exploration Fair, October 6, 2010. Attended by the Employment Manager and Human Resources Coordinator.
- George Washington University Spring 2011 Career and Internship Fair, March 8, 2011. Attended by the Employment Manager and Human Resources Coordinator.
- George Mason University Job and Internship Fair, February 23, 2011. Attended by the Employment Manager and Human Resources Coordinator.
- NPR Internship, January 28, 2011. Attended by the Employment Manager and Human Resources Coordinator.
- Arlington Teen Expo, April 9, 2011 Vacancy and internship announcements were sent to job fair coordinator for distribution to attendees.
- Women in Film and Video, March 12, 2011 Vacancy and internship announcements were sent to job fair coordinator for distribution to attendees.

B. Sponsorship of Community Events About Employment Opportunities

Since June 1, 2010, WETA representatives have participated in the following community and outreach events. At these events, WETA provides information about its operations and activities as well as the specific program in these meetings.

- Since June 1, 2010, WETA has provided tours of its radio and television production facilities to a variety of organizations in the metropolitan Washington, DC area such as viewers, college alumni groups and journalism students. During these tours, WETA discusses with the groups its operations and opportunities.
- August 2010 - WETA Outreach conducted its first community-wide train-the-trainer workshop to kick off *Ready To Learn* (RTL) 16th year. Twenty-five childcare providers representing organizations in DC and VA attended the two-day event. WETA provided technical assistance and the materials (including books and program clips) needed for these sites to successfully integrate RTL into their offerings for parents and staff.
- March 2011 - WETA hosted Educators' Day in the Workplace 2011 for teachers, counselors and administrators who work in elementary, middle, high and post-secondary schools in Fairfax County. WETA provided information on operations and activities so that the educators can prepare their students for successful careers in the future. Objectives included trends in the workplace and careers; identifying skills; and exploring career paths. Tours of WETA's radio and television production facilities were also provided to the educators.

C. Internship Program

Throughout the year, WETA hosted 35 interns from colleges and universities throughout the U.S., including George Washington University, University of Maryland, University of Virginia, George Mason University, Georgetown University, Harvard University, Howard University, James Madison University, Shepherd University, American University, The Catholic University of America, Columbia University, Ithaca College, Morgan State University, Penn State World Campus Online, The Art Institute of Washington, Towson University, Tufts University, University of California- San Diego, University of Rochester, Virginia Tech, and Wesley College. Interns were placed in many departments including National Programming, Digital Media, Production

& Creative Services, Learning Media, Corporate Marketing, and Communications. Human Resources worked with each student, his/her school, and departmental supervisors to define components of the work experience that would qualify for college credit, and to ensure that interns gained valuable job skills.

D. Employee Training Programs

Tuition Reimbursement

Through the company's Tuition Reimbursement benefit, WETA offers regular full-time employees reimbursement of tuition for courses taken at accredited institutions upon the employee's successful completion of a course related to professional advancement. From June 2010 to the present, a total of three employees took advantage of our tuition assistance program.

Career Development Training

WETA offers employee training related to career and professional skill development. Since June 1, 2010 this training has included briefings and presentations, CPR training, PhotoShop, social media classes, Google Analytics, and intermediate Excel.

Additionally, WETA has supported and pays for participation in industry conferences and continuing education courses including PBS Showcase and Annual Meeting, legal, accounting and finance continuing education courses, professional roundtables, and 403(b) retirement seminars

E. Management Training on Methods of Ensuring Equal Employment Opportunity

Since June 2010, WETA has offered a number of management training workshops. The workshops have been designed to ensure that managers and supervisors have the knowledge and skills required to ensure equal employment opportunity and manage staff legally and fairly. The following workshops were offered:

- Respectful Workplace Training, March 2011
- Strengthening Interpersonal Relations, March 2011
- Managing Conflict, May 2011
- Managers and the Law, May 2011

F. Mentorship

Beginning in June 2009, WETA has offered a mentorship program to newly hired or promoted managers who are teamed up with more seasoned managers, often from different departments, to support their transition to their new responsibilities and refine their management skills. The program seeks to teach and guide them in their career at WETA, groom them as managers and leaders and connect them with other WETA employees.

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Note: Please see Recruitment Sources Contact sheet for the organizations' full names.

POSITION TITLE	DATE OPENED	DATE FILLED	RECRUITMENT SOURCES	INTERVIEWED	HIRED
Project Accountant	3/29/2010	6/14/2010	WETA	1	1
			PBS		
			CPB		
			40+		
			GWAFP		
			Foundation Center (FND)		
			NETA/PBMA		
			ProGay		
			WMMAC-APA		
			Virginia Workforce Connection		
			Maryland Workforce Exchange		
			DC Networks		
			Washington Post	1	
			Idealist	2	
			WETA internal applicant	1	
			CAGW	1	
Associate Producer, WW	6/26/2010	9/7/2010	WETA		
			PBS		
			CPB		
			40+		
			CAGW		
			NETA/PBMA		
			ProGay		
			Spotlight247		
			WIFV		
			Virginia Workforce Connection		
			Maryland Workforce Exchange		
			DC Networks		
			journalismjobs		
			Gorkana		
			referral	3	
Administrative Coordinator	7/8/2010	9/20/2010	WETA	3	1

					PBS				
					CPB				
					CAGW			2	1
					Virginia Workforce Connection				
					Maryland Workforce Exchange				
					DC Networks				
					Catholic University				
					Liberal Arts Career Network				
					George Mason University				
					Georgetown University				
					Howard University				
					NETA/PBMA				
					University of MD				
					ProGay				
					Trinity College				
					University of Virginia				
					Levine School of Music				
					WETA Internal applicant			1	
					WETA				
				6/1/2010	PBS			3	
					CPB				
					40+				
					DC Networks				
					Virginia Workforce Connection				
					Maryland Workforce Exchange				
					CAGW				
					Foundation Center (PND)				
					YNPN				
					Idealist			1	
					American University				
					Catholic University				
					George Mason University				
					Georgetown University				
					George Washington University				
					Howard University				
					Liberal Arts Career Network				
					University of MD				
					Marymount University				

				University of Virginia					
Staff Accountant		8/10/2010	9/27/2010	WETA internal applicant WETA				1	1
				PBS					
				CPB					
				40+					
				GWAFFP					
				DC Networks				1	
				Virginia Workforce Connection				1	
				Maryland Workforce Exchange					
				Aerotek				2	1
Audience Services Coordinator		9/1/2010	10/18/2010	WETA				1	1
				PBS					
				CPB				1	
				Maryland Workforce Exchange				1	
				Virginia Workforce Connection					
				DC Networks					
				40+					
				American University					
				Catholic University					
				CAGW					
				George Mason University				1	
				Georgetown University					
				George Washington University					
				Howard University					
				Liberal Arts Career Network					
				University of MD					
				Marymount University					
				ProGay					
				University of Virginia					
				YNPN					
				Arlington County Employment Center					
				referral				2	
				indeed.com				1	
Director, Major and Planned Gifts		3/31/2010	10/7/2010	WETA				1	
				PBS					
				CPB					

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies
June 1, 2010 - May 31, 2011

No.	RECRUITMENT SOURCES	Contact	INTERVIEWED	HIRED
1	40+ of Greater Washington DC (40+) 1718 P Street, NW, Suite T-2 Washington, DC 20036	jobpostings@40plus-dc.org		
2	Aerotek, Inc 7301 Parkway Drive Hanover, MD 21076 Nw Suite 420 Washington, DC 20005	Kristy Edwards, 571-460-5844	2	1
3	American University 5th floor Butler Pavilion 4400 Massachusetts Ave, NW Washington, DC 20016	http://www.aannexchange.org/		
4	Arlington County Employment Center 2100 Washington Boulevard, 1st Floor Arlington, Virginia 22204	http://www.arlingtonva.us/departments/HumanServices/EconomicIndependence/EmploymentCenter/HumanServices/EmploymentEmploymentCenter/index.aspx		
5	Association of Fundraising Professionals 4300 Wilson Blvd, Suite 300, Arlington, VA 22203	http://www.afpnet.org/		
6	Career, Inc. Catholic University 620 Michigan Ave., N.E. Washington, DC 20064	http://careers.cua.edu/	1	
7	Corporation of Public Broadcasting (CPB) 401 Ninth Street, NW Washington, DC 20006	www.cpb.org	1	
8	Chronicle of Philanthropy 1255 Twenty-Third Street, N.W. Seventh Floor Washington, D.C. 20037	http://philanthropy.com/section/Home/172/		
9	Craigslist PO Box 225159 San Francisco CA 94122-5159 Creative Hotlist 110 Constitution Drive Menlo Park CA 94025	http://washingtondc.craigslist.org/ http://www.creativehotlist.com/		
10	Cultural Alliance of Greater Washington ("CAGW") 1436 U Street NW, Suite 103 Washington, DC 20009	www.cultural-alliance.org	5	1
11	Current Newspaper 6930 Carroll Ave., Suite 350 Takoma Park, MD 20912	http://www.current.org/		

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	DC Networks Dept. of Employment Services Government of the District of Columbia 64 New York Avenue NE Suite 3000 Washington, DC 20002	https://www.dcnetworks.org/ http://www.dcwebwomen.org/		1	
16	DC Web Women				
17	Direct Marketing Association 1615 L St. NW, Suite 1100 Washington, DC 20036	http://www.the-dma.org		1	
18	Facebook	www.facebook.com			
19	FILM DC 3007 Tilden Street NW, Pod P Washington, DC 20008	http://film.dc.gov/DC/FILM/			
20	Foundation Center (Philanthropic News Digest ("PND")) 1627 K Street, NW, Third Floor Washington, DC 20006-1708 202-331-1400	http://foundationcenter.org/		1	
21	George Mason University 4400 University Drive Fairfax, VA 22030	careerhp@gmu.edu		1	
22	George Washington University The GW Career Center Old Main, Suite 200 1922 F Street, NW Washington, D.C. 20052	www.alumni.gwu.edu/career/index.html			
23	Georgetown University One Leavey Center, Box 571086, Washington, DC 20057 202-687-3493	http://careerweb.georgetown.edu/			
24	Gorkana Group 1 West Street Suite 100 New York NY 10004	http://www.gorkana.com/us/			

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	Greater Washington Association for Financial Professionals (GWAFP) P.O. Box 11169 McLean, Virginia 22102-9169	www.gwafp.org		
25	Howard University 525 Bryant Street, NW #230 Washington DC 20059	Carol Dudley cdudley@howard.edu		
26	Idealist Action Without Borders/Idealist.org 302 Fifth Avenue, 11th Floor New York, NY 10001 United States			
27	Indeed 177 Broad Street, 6th Floor Stamford, CT 06901	http://www.idealist.org/		7
28	Journalismjobs.com 510-653-1521 Berkeley, California.	http://www.indeed.com/		4
29	K Force 1620 L Street, NW Suite 610 Washington, DC 20036	http://www.journalismjobs.com/		
30	Ladders	http://www.kforce.com		1
31	Levine School for Music 2801 Upton Street NW Washington, DC 20008	http://www.theladders.com/		2
32	Liberal Arts Career Network	http://www.levineschool.org/site/PageServer		
33	LinkedIn 2029 Sterlin Court Mountain View, CA 94043	http://www.lacnjobs.org/		
34	Marymount University 2807 North Glebe Road Arlington, Virginia 22207-4299	http://www.linkedin.com/		
35	Mandy 85-87 Bayham Street, London NW1 0AG, England.	http://www.marymount.edu/		
36				2
				1

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37	MID Workforce Exchange 1100 N. Eutaw Street, Rm 209 Baltimore, MD 21201	https://mwe.dllr.state.md.us/		1	
38	Marylandfilm.org 401 East Pratt Street, 14th Floor Baltimore, MD 21202	http://www.marylandfilm.org/		1	
39	Mashable Media Match 8112 1/2 West 3rd Street Los Angeles, CA 90048	http://mashable.com/			
40	Mergis Group 4550 Montgomery Avenue Suite 320N Bethesda, MD 20814	www.media-match.com			
41	National Academy of Television Arts and Sciences (NATASDC) 9405 Russell Road Silver Spring, MD 20910	http://www.merqisgroup.com/		1	
42	National Association of Broadcast Employees and Technicians-Communications Workers 501 3rd Street NW, Washington, DC 20001	www.natasc.org			
43	National Association of Broadcast Employees and Technicians-Communications Workers 501 3rd Street NW, Washington, DC 20001	http://www.nabetcwa.org/			
44	National Hispanic Media Coalition 55 S Grand Avenue Pasadena CA, 91105	http://www.nhmc.org/			
45	National Urban League 120 Wall Street New York, NY 10005	http://www.nul.org/			
46	ProGay Jobs 1800 Market Street #26 San Francisco, CA 94102	http://www.progayjobs.com/			
47	ProductionHUB 1809 E. Winter Park Rd. Orlando, FL 32803	http://www.productionhub.com/			
48	Public Broadcasting Management Association (PBMA)/ National Educational Telecommunications Association (NETA) PO Box 50008, Columbia, SC 29250	maryanne@netonline.org			

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49	Public Broadcasting Service (PBS) ATTN: HR/Recruiting 2100 Crystal Drive Arlington, VA 22202	connect.pbs.org/		
50	Referrals		12	4
51	Robert H. Smith School of Business University of Maryland Van Munching Hall College Park, MD 20742	www.rhsmith.umd.edu		
52	Society of Broadcast Engineers (SBE) 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260	www.sbe.org		
53	Spotlight 24/7 Stephen James Associates 12110 Sunset Hills Rd, Suite 110 Reston, Virginia 20190	www.spotlight247.com		
54	Trinity Washington University 125 Michigan Ave. NE, Washington, DC 20017	http://www.stephenjames.com		
55	Tvjobs.com The Maslow Media Group, Inc. 2134 Wisconsin Avenue, NW Washington, DC 20007	http://www.trinitydc.edu/ postajq@tvjobs.com		
56	TVJobs.com Broadcast Employment Services P.O. Box 4116 Oceanside, CA 92052	www.tvjobs.com	1	
57	Twitter	www.twitter.com		
58	University of Virginia P.O. Box 400314, Charlottesville, VA 22904	http://www.alumni.virginia.edu/Car eerServices.aspx		
59	VA Workforce Connection 703 E. Main St Richmond, 23219 804-786-1485	https://www.vawc.virginia.gov/	1	
60	Washington Area Metropolitan Chapter - American Payroll Association (WMAAC-APA) 5765-F Burke Centre Parkway #328 Burke, VA 22015	www.wmac-apa.org		

