

## EEO PUBLIC FILE REPORT

This report covers full-time vacancy recruitment data for the period April 1, 2023 to March 31, 2024.

- 1) **Employment Unit: KTEP-FM, licensed to the University of Texas at El Paso.**
- 2) **Unit Members (Stations and Communities of License): KTEP-FM, El Paso, Texas  
Facility ID: 69342**
- 3) **EEO Contact Information for Employment Unit:**

Mailing Address:	Telephone Number: (915) 747-5152
KTEP-FM 500 W. University Ave. Cotton Memorial Ste. 203 El Paso, TX 79968	Contact Person: John R. Carrillo, General Manager
	E-mail Address: jrcarrillo@utep.edu

**4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit.**

One full-time vacancy was filled. The position filled was for the radio station General Manager. It was posted on several high profile sites along with a nationally recognized professional broadcast organization.

The following organization requested and was provided notification of KTEP Job Openings:

University of Texas at El Paso  
Human Resources Department  
www.utep.edu/employment  
500 West University Ave  
Administration Building, Room 216  
El Paso, TX 79968  
Vanessa Cuellar  
(915) 747-6124

Listed below is the Vacancy Information with a breakdown of the listings and candidates.

## Vacancy Information

No. of Vacancies	Job Title	Hire Source	Number of Interviews Conducted	Total Number of Applicants from each Recruitment Tool
1	General Manager	UTEP Website	1-in person	UTEP Website-2 Texas Association of Broadcasters-0 Indeed.com-0 Work In Texas-0 New Mexico Workforce-0 HigherEdJobs-0 HispanicsInHigherEd-0 BlacksInHigherEd-0 WomenInHigherEd-0 Ft. Bliss Workforce-0

Although, there were two applicants, only one applicant was supremely qualified. As such, only one applicant was interviewed.

An offer of employment was extended to and accepted by the most qualified candidate on September 1, 2023.

### 5) Supplemental Recruitment Initiatives.

**(a) Internship Program:** KTEP has an on-going internship program which is supervised by the KTEP General Manager. KTEP employs 4 part-time students from the University of Texas at El Paso. The KTEP internship program (paid) provides real-world training in radio broadcasting. Thus, providing these individuals with the skills necessary to become gainfully employed in the broadcast industry. This training consists of on-air broadcast operations, equipment operation, and digital production training. KTEP also recruits volunteers (non-paid) from both the university and the community. They assist the station in various aspects of the station's operations such as hosting on-air programs, producing programs and fundraising (pledge drives).

**(b) Provided training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination:** All KTEP employees are required by the University of Texas at El Paso to participate in Compliance Training once a year. This training is conducted by the Human Resources Department at the University and is designed to teach employees how to determine specific behaviors that are

necessary for success on the job, and how to demonstrate those behaviors regardless of race, ethnicity or gender. Moreover, all KTEP employees are required to participate in compliance training conducted by CPB (Corporation for Public Broadcasting) dealing with harassment and bias prevention.

**Participated in mentoring program with local school districts to educate middle and high school students on careers in radio and broadcasting in general:** During this reporting period, UT El Paso held (4) five orientations designed to provide high school students with information about the educational and career opportunities at the university. KTEP participated in these events. The breakdown of the dates and number of attendees at each is as follows:

June 22, 2023—185 students  
July 20, 2023—180 students  
August 3, 2023—160 students  
August 10, 2023—80 students

KTEP provided participants with general information about the radio station along with volunteer, internship, and work-study information.