

# NEW HAMPSHIRE PUBLIC BROADCASTING

## ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire  
December 1, 2015 - November 30, 2016

### Recruitment

NHPTV filled one full-time vacancy other than through internal promotions during this report period.

1 Full-time vacancy filled	Date Filled	Recruitment sources used to advertise vacancy	Recruitment source responsible for referring applicant hired for position	# of persons interviewed	# of interviewees referred by recruitment source
Corporate Support Assistant	3/09/2016	1. NHPTV Website	JobsinNH.com	5	1
		2. Jobs in NH.com			2
		3. NHAB			
		4. Seacoast Media Group (Foster's Daily Democrat)			1
		5. NH Center for Non Profits			1

### Recruitment Sources

Recruitment Source / Contact Name	Address	Phone	Fax	Type
Seacoast Media Group (Foster's Daily Democrat) / Barbara Laskey	333 Central Avenue Dover, NH 03820	603-742-4455	603-740-3460	Email
NHPTV Website	268 Mast Road Durham, NH 03824	603-868-1100	603-868-7552	Post to web
NH Center for Non Profits / Carrie Bean	84 Silk Farm Road, Suite 1 Concord, NH 03301	603-225-1947		Email
New Hampshire Association of Broadcasters	707 Chestnut Street Manchester, NH 03104	603-627-9600		Post to web
Jobs in NH.com	Media News Group Denver, CO 80202			Email

Outreach for Black Unity / Linda Gathright	142 Main Street Nashua, NH 03060			Email
Jean Juedy				email
Cultural Connections				Email
NAACP / Fred Ross	PO Box 1261 Portsmouth, NH 03820			Email
Institute for Recruitment of Teachers, Phillips Academy / Leslie Godo-	180 Main Street Andover, MA 01810	978-749-4116		Email
Simmons College Career Education Center / David Kovacs / Storm Stokes	300 The Fenway Boston, MA 02115	617-521-2488	617-521-3172	Email
American Friends Service Committee / Arnie Alpert	4 Park Street, Suite 209 Concord, NH 03301	603-224-2407	603-228-6492	Email
OBU				Email
Edwin Sapp				Email
Cooperative Extension / Awilda Muniz	Taylor Hall, UNH Durham, NH 03824	603-641-6060		Email
NH College and University Council, Latino Outreach / Esteban Lopez	3 Barrell Court Concord, NH 03301	603-225-4199		Email
TCS of America Enterprises / Melanie Levesque	2 McDaniels Drive Brookline, NH 03033	603-249-3367		Email
Multicultural Student Affairs – UNH / Sean McGhee	83 Main Street Durham, NH 03824	603-862-2050		Email
SAACC / Vernis Jackson	Discover Portsmouth 10 Middle St. Portsmouth NH 03801	603-430-6027		Email

Sources requested to be notified of all job vacancies

## **Outreach Initiatives**

### **Internship Program**

During the reporting period, NHPTV employed nine (9) student interns in the Production, Knowledge Network and Content divisions.

NHPTV interns receive valuable training covering all aspects of television production through hands-on experience. NHPTV provides interns with access to today's cutting-edge HD technology. Interns assist in supporting NHPTV's local productions: Windows to the Wild, Pledge and Auction as well a special production. Duties varied day-to-day and may have included some or all of the following: story research, scheduling interviews, transcribing field recordings, running camera (live and recorded productions), set building, lighting, floor directing, graphic production, assistant directing, teleprompting and web support. Student Interns were provided the opportunity to observe and participate in every aspect of television journalism production.

### **Criteria**

NHPTV recommends students seeking internships be college students pursuing a degree. However, high school students are occasionally considered on an individual basis. Students must have a strong commitment to the internship experience and want to pursue or currently pursuing a degree in communications, broadcasting, public relations, development, business, political science, journalism, education, information technology or other related fields. Students must be able to work between 8 to 16 hours per week.

**NHPTV Interns may be involved in the following areas:**

**Communications**

**Information Technology**

**Production**

**Programming**

**Web**

Individuals may apply by completing an internship application online (**internship application**), by calling 603-868-1100 or by writing to:

Internship Program  
New Hampshire Public Television  
268 Mast Road  
Durham, NH 03824

An internship application and a letter of interest including a brief summary of education/experience are required. The Director of Administration and Human Resources and the appropriate department manager will review applications, schedule interviews and hire, as appropriate.

### **Mentor Program**

NHPTV created the Staff Mentor Program to help in the initial transitional period for a new employee. A staff mentor is assigned to every new employee to help during the critical first 6 months of employment at NHPTV. A mentor is normally from outside the immediate working group, and has volunteered to help a new employee get accustomed to the working environment. It may mean just answering questions or perhaps helping to introduce other staff members at NHPTV who are expert in an activity or matter they are interested in or concerned about.

During the reporting period NHPTV assigned one mentor to one full time employee hired during this period. Mentors are selected according to their familiarity and knowledge of NHPTV, length of service, area of expertise, and organizational status in relation to the new hires. The program has been very successful.

The mentors are equipped to orient the new staff members to the culture of the organization while the staff member's supervisor orients them to the departments in which they work.

### **Job Fairs**

NHPTV participated in three job fairs this reporting period. The University of New Hampshire Career and Internship Job Fair on March 2, 2016, NHAB Virtual Job Fair(s) June 27 – July 1, 2016 and September 12 – 16, 2016

UNH 2016 Spring Career and Internship Fair - Approximately 180 employers set up booths to speak with students about potential employment opportunities at their places of business. It allowed businesses the opportunity to brand their organization more prominently with UNH students. Promotion of the fair was advertised in Wildcat Careers, published in the online directory as well as literature printed out and handed out at the fair. Approximately 1257 students attended.

New Hampshire Association of Broadcasters Virtual Job Fair(s): NHPTV participated in the NHAB virtual job fair on two separate occasions, June 27 – July 1 and September 12 -16, 2016. NHPTV listed a job posting soliciting interns and promoting our student intern program. From that listing we received applications from 31 interested candidates. From September 12 – 16, 2016 we posted a job vacancy for a Director of Production. From this posting we received applications from 41 interested candidates. On both occasions we ran on-air promos of the virtual job fair dates and posted the announcement on our website.

### **The following management level personnel attended:**

Adam Frost, Production Manager

Dorinda Ouellette, Director of Administration and Human Resources