

# NEW HAMPSHIRE PUBLIC BROADCASTING

## ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire  
December 1, 2017 - November 30, 2018

### Recruitment

NHPBS filled two full-time vacancies other than through internal promotions during this report period.

2 Full-time vacancies 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
Business Office Manager	8/20/18	1. NHPBS/NHPTV Website	Indeed.com	2	1
		2. Indeed.com			1
		3. NH Center for Nonprofits			
		4. Southern New Hampshire University			
		4. Multi-Cultural Jobs Listing			
Multi-Media Producer	12/17/17	1. NETA Online	NHPTV/NHPBS Website	5	4
		2. NHPBS/ NHPTV Website			
		3. Yankee PRSA			
		4. NH Center for Non-Profits			
		5. Indeed.Com			1
		6. NH College and University Council			
		7. Multicultural Organizations Jobs Listing			

### Recruitment Sources

Recruitment Source / Contact Name	Address	Phone	Fax	Type
NHPBS/NHPTV Website / Dawn DeAngelis	268 Mast Road Durham, NH 03824	603-868-1100	603-868-7552	Post to web
Indeed.com	6433 Champion Grandview Way Building 1 Austin, TX 78750			Post to web
NH Center for Non Profits / Carrie Bean	194 Pleasant Street Suite 14 Concord, NH 03301	603-225-1947		Email
Southern New Hampshire University	2500 N River Rd, Hooksett, NH 03106	800- 668-1249		Post to Web
Yankee Chapter/Public Relations Society of America	webmaster@yankeepsra.org			Email
NH College and University Council	3 Barrell Court, Suite 100 Concord, NH 03301-8543	603-225-8108		Email

Multicultural Organizations Job Listing*	See Below			Email
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Arnie Alpert	AAlpert@afsc.org
Awilda Muniz	awilda.muniz@unh.edu
Cultural Connections	cultuconnection@aol.com
Edwin Sapp	EdwinSapp@yahoo.com
Esteban Lopez	lopez@nhcuc.org
Fred Ross	NAACPNHSEACOAST@aol.com
Jean Jeudy	jeanjeudy@gmail.com
Leslie Godo-Solo	lgodosolo@andover.edu
Linda Gathright	gathrightlinda@verizon.net
Melanie Levesque	melanie.levesque@TCSofAmerica.com
OBU (Info@snhobu.com)	Info@snhobu.com
Sean McGhee	smcghee@cisunix.unh.edu
Storm Stoke	careers@simmons.edu
Vernis Jackson	vernisjack@aol.com

## **Outreach Initiatives**

### **Internship Program**

During the reporting period, NHPBS hosted eleven (11) student interns in the Production, Knowledge Network and Content divisions.

NHPBS interns receive valuable training covering all aspects of television production through hands-on experience. NHPBS provides interns with access to today's cutting-edge HD technology. Interns assist in supporting NHPBS' local productions: Granite State Challenge, Windows to the Wild, Pledge and Auction as well as 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**

NHPBS 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 are 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.

Interested students looking for experience in Communications, Information Technology, Production, Programming, or Web may apply online by completing an internship application (**internship application**). 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.

### **DOCUMENTARY CLASS TRAINING AND SUPPORT**

In order to encourage a new generation of public media professions, NHPBS partnered with a UNH professor to work with students in a capstone documentary class. We met twice, toured the station, vetted project ideas and provided feedback on the final films.

### **Mentor Program**

NHPBS 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 NHPBS. 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 NHPBS who are expert in an activity or matter they are interested in or concerned about.

During the reporting period NHPBS assigned two mentors to two full-time employees hired during this period. Mentors are selected according to their familiarity and knowledge of NHPBS, length of service, area of expertise, and organizational status in relation to the new hires.

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**

NHPBS participated in two job fairs during this calendar year. The University of New Hampshire Non-Profit Service Fair on March 27, 2018 and the UNH Part-time & WorkStudy Job Fair on August 30, 2018.

UNH 2018 UNH Nonprofit & Public Service Job Internship Fair : 100+ attendees - spoke to approximately 40 students and extended offers to 3 interns.

UNH Part-time & Work Study Job Fair: 100+ attendees - spoke to approximately 30 attendees and extended an offer to 1 intern.

The following management level personnel attended both fairs: Benjamin Sparling, Manager of Production

## **MANAGEMENT EEO TRAINING**

NHPBS provided workplace harassment and diversity training to all staff during the reporting period. One of the training sessions occurred onsite with 20+ employees attending. Another series of harassment trainings took place online through the Corporation for Public Broadcasting training module.

The training explored the following:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment when it occurs; and
- How to report and respond to violations.

This training will be ongoing for all new employees, not just managers, in order to ensure equal employment opportunity and to prevent discrimination.