

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire
December 1, 2020 -November 30, 2021

Recruitment

NHPBS filled 1 full-time vacancy

1 FULL TIME POSITION OPEN	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
Auction Fundraising Assistant	10/04/2021	NHPBS Website Indeed.com NHAB NH Ctr. Non Profit Internal	Internal (part time applicant promoted to full time)	3	2 (NHPBS Website) 1 (internal candidate)

Recruitment Sources

Recruitment Source / Contact Name	Address	Phone	Fax	Type
NHPBS Website	268 Mast Road Durham, NH 03824	603-868-1100	603-868-7552	Post to web
New Hampshire Association of Broadcasters Tracy Caruso	707 Chestnut Street Manchester, NH 03104	603-627-9600		Post to web
NH Center for Non Profits / Carrie Bean	194 Pleasant Street Suite 14 Concord, NH 03301	603-225-1947		Email

Outreach Initiatives

Internship Program

During the reporting period, NHPBS hosted one intern. The current Covid pandemic has reduced the number of current opportunities, however as the Covid restrictions reduce and opportunities increase this program will resume in earnest.

The 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: 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

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 online (**internship application**). An internship application and a letter of interest including a brief summary of education/experience are required. The Business Office Manager and Department Managers will review applications, schedule interviews and hire, as appropriate.

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.

Job Fairs

New Hampshire Association of Broadcasters Virtual Job Fair(s): The NHAB virtual job fair is a supplemental outreach program designed to educate the public about careers in the broadcasting industry and the qualifications necessary to fill those positions. NHPBS participated in two virtual job fairs on two separate occasions, November 30-December 4, 2020 and June 2021.

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.