

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire
December 1, 2018- November 30, 2019

Recruitment

NHPBS filled five full-time vacancies during this report period.

5 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
Membership Coordinator	12/3/18	1. NHPBS Website	NHPBS/Website	4	2
		2. Indeed.com			2
		3. NHAB			
		4. NH Center for Non Profits			
		6. Multicultural Organizations			
Development	12/10/18	1. NHPBS Website	NHPBS/Website	3	2
		2. Indeed.com			1
		3. NHAB			
		4. NH Center for Non Profits			
		6. Multicultural Organizations			
Corporate Support Assistant	6/15/19	1. NHPBS Website	Internal Candidate	2	1
		2. Indeed.com			
		3. NHAB			
		4. NH Center for Non Profits			
		6. Multicultural Organizations			
Membership Coordinator	09/03/19	1. NHPBS Website	NHPBS/Website	6	3
		2. Indeed.com			
		3. NHAB			
		4. NH Center for Non Profits			2
		5. Office Team			1
Special Events/Fundraising Manager	09/30/19	1. NHPBS Website	NHPBS/Website	5	1
		2. Indeed.com			2
		3. NHAB			
		4. NH Center for Non Profits			2
		6. Multicultural Organizations			

Recruitment Sources

Recruitment Source / Contact Name	Address	Phone	Fax	Type
1. NHPBS Website	268 Mast Road Durham, NH 03824	603-868-1100	603-868-7552	Post to web
2. Indeed.com	6433 Champion Grand View Way. Bldg 1 Austin, TX 78750			Post to web

3. New Hampshire Association of Broadcasters Tracy Caruso	707 Chestnut Street Manchester, NH 03104	603-627-9600		Post to web
4. NH Center for Non Profits / Carrie Bean	194 Pleasant Street Suite 14 Concord, NH 03301	603-225-1947		Email
5. Office Team	230 Commerce Way Portsmouth, NH 03801	603-436-0060	603-433-6363	Email
6. Multicultural Organizations Job Listings:	See List Below:			Email

Arnie Alpert
 Awilda Muniz
 Cultural Connections
 Edwin Sapp
 Esteban Lopez
 Fred Ross
 Jean Jeudy
 Leslie Godo-Solo
 Linda Gathright
 Melanie Levesque
 OBU (Info@snhobu.com)
 Sean McGhee
 Storm Stoke
 Vernis Jackson

AAlpert@afsc.org
 awilda.muniz@unh.edu
 cultuconnection@aol.com
 EdwinSapp@yahoo.com
 lopez@nhcuc.org
 NAACP NH SEACOAST@aol.com
 jeanjeudy@gmail.com
 lgodosolo@andover.edu
 gathrightlinda@verizon.net
 melanie.levesque@TCSofAmerica.com
 Info@snhobu.com
 smcghee@cisunix.unh.edu
 careers@simmons.edu
 vernisjack@aol.com

Outreach Initiatives

Internship Program

During the reporting period, NHPBS hosted thirteen (13) 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: 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 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.

During the reporting period NHPBS assigned five mentors to five 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 the University of New Hampshire Career and Internship Job Fairs during this reporting period and the NHAB Virtual Job Fair(s) March 4-8, 2019 and June 20-24, 2019.

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, March 4-8, 2019 and June 20-24, 2019. We received applications from 12 interested candidates during the week of March 4-8 and 8 applications from candidate during the week of June 20-24, 2019. NHPBS promoted both job fairs via on-air promos.

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.

