

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire
December 1, 2014 - November 30, 2015

Recruitment

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

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 Services Assistant	2/9/2015	1. NHPTV Website	NHPTV Website	3	2
		2. Association of Fundraising Professionals			
		3. NHAB			
		4. Council on Fundraising			
		5. NH Center for Non Profits			
		6. Word of Mouth			1
Membership Coordinator	7/16/2015	1. NHPTV Website	NHPTV Website	6	2
		2. Association of Fundraising Professionals			
		3. Foster's Daily Democrat			
		4. NH Center for Non Profits			
		5. NHAB			4

Recruitment Sources

Recruitment Source / Contact Name	Address	Phone	Fax	Type
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
Association of Fundraising Professionals / Courtney Selstad	1465 Woodbury Ave, #827 Portsmouth, NH 03801	603-319-4039		Post to web
Council on Fundraising / Pamela McDonald	PO Box 3514 Concord, NH 03301	603-724-6741		Email
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
*Outreach for Black Unity / Linda Gathright	142 Main Street Nashua, NH 03060			Email
*Jean Juedy				Email

*NAACP / Fred Ross	PO Box 1261 Portsmouth, NH 03820			Email
*Green Acres Baha'i School and Conference Center / Jim Sacco	938 Main Street Eliot, ME 03903	207-439-7200		Email
*Jerry Ann Boggis				Email
*Vision Hispana-NH / Jose Alejandro Urrutia		603-566-3197		Email
*Institute for Recruitment of Teachers, Phillips Academy / Leslie Godo- Solo	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
*Bernard Streets				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
*Valerie Cunningham				Email
*New Hope Baptist Church / Reverend Arthur Hilson	263 Peverly Hill Road Portsmouth, NH 03801	603-431-7310		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 seven (7) student interns in the Production and Content division. Five internships took place during the academic year and the other two were summer internships.

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 10 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 three mentors to two full time and one part time employee(s) 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 two job fairs this reporting period. The University of New Hampshire Community Services Fair on September 17, 2015 and the University of New Hampshire Career and Internship Job Fair on October 7, 2015.

UNH Career Services hosted a Community Services Fair for approximately 40 on-campus and community philanthropic/non-profit groups to connect with students. The fair was designed to help students learn more about working/volunteering in a non-profit setting. These opportunities help students develop their knowledge on a range of issues, such as care for the environment, advocacy, mentoring, homelessness/hunger, and the arts. Approximately 85 students attended.

UNH - Approximately 165 area businesses set up booths to talk with students about potential employment opportunities at their place of business. It allowed businesses the opportunity to brand their organization more prominently with UNH students. NHPTV's name appeared on the Career fair website, advertising posters and emails and we were referenced as an attendee in the directory. Approximately 1230 students attended.

The following management level personnel attended:

Adam Frost, Production Manager

Student Scholarship Program

The New Hampshire Association of Broadcasters (NHAB) established a Student Broadcaster Scholarship Program for students interested in a career in over-the-air broadcasting. NHAB is committed to encouraging students who are interested in the radio and/or television industry to enroll as a secondary education student to further their education. The Scholarship program is open to students who are permanent residents of New Hampshire, are full-time students in an accredited institution of higher learning offering degrees in radio or television broadcasting.

NHPTV participated in the New Hampshire Association of Broadcasters Scholarship Program in 2015 in the following manner:

- Made a monetary donation to the NHAB Student Broadcasters Scholarship Program
- Helped promote the Program via the station web site, e-newsletter and on-air spots
- Made Scholarship Program applications available to interested applicants
- Acted as a collection site for completed Scholarship Program applications
- Participated in the evaluation process for ten applicants ranked on a number of qualifiers and provided recommendations to NHAB upon completion.