

**Wyoming PBS  
Equal Employment Opportunity  
Public File Report  
For the period 6/1/2014 to 5/31/2015**

Wyoming PBS is a service of Central Wyoming College a public institution of higher education governed locally by the Fremont County Community College District through a board of elected trustees and as part of a state-wide system of community colleges administered by the Wyoming Community College Commission. Central Wyoming College is the licensee of KCWC-FM, KCWC-DT, KWYP-DT, KPTW-DT and associated microwave and translator systems. In the year beginning June 1, 2014 and ending May 31, 2015 Central Wyoming College filled the following employment vacancies for Wyoming PBS.

**Wyoming PBS / Inside Energy Reporter**

This position was posted on 3-21-14 and filled on 07-07-14. A total of 8 applicants applied for the position. Phone interviews were conducted with 4 candidates. Two candidates were invited to interview on campus and one was subsequently offered and accepted the position. The candidate who eventually accepted the position responded to a personal contact from a staff member of the Inside Energy Local Journalism Center indicating that the position was open.

The **Wyoming PBS/ Inside Energy** position opening was advertised in the following: : CPB Website, CWC on campus and website, Facebook, Mandy.com, NETA Website, PBS Website, Riverton Ranger, Lander Journal, Wind River News, TV Jobs.com, Wyoming PBS website, Wyoming Work Force website and by word of mouth. The complete advertising plan is included as appendix "A".

**Wyoming PBS Broadcast Production Engineer**

This position was posted on 9-18-14 and filled on 4-13-15. A total of 2 applicants applied for the position. Phone interviews were conducted with 2 candidates. One candidate was invited to interview on campus and was subsequently offered and accepted the position. The candidate who eventually accepted the position was referred to Wyoming PBS by Scott Mink a professional recruiter.

The **Wyoming PBS Broadcast Production Engineer** position opening was advertised in the following: : CPB Website, CWC on campus and website, Facebook, Mandy.com, NETA Website, PBS Website, Riverton Ranger, Lander Journal, Wind River News, TV Jobs.com, Wyoming PBS website, Wyoming Work Force website, The Scott Mink company and by word of mouth. The complete advertising plan is included as appendix "B".

Central Wyoming College which processed the applications and coordinated the interview and hiring process according to college policy 7.2.1 which includes the following statement:

“Wyoming PBS and Central Wyoming College are committed to building a culturally diverse workforce and strongly encourages applications from women, minorities, individuals with disabilities, and veterans. Equal Opportunity Employer (EOE)/DFWP.”

Questions about the College’s EEO policy and implementation can be referred to the Executive Director of Human Resources 307-855-2113

**Contact information for the recruitment sources identified in the 2014- 2015 public file reports:**

**CPB Website:** [www.cpb.org/jobline](http://www.cpb.org/jobline)

**CWC on campus and website:** [www.cwc.edu](http://www.cwc.edu) posted by: [jgoodric@cwc.edu](mailto:jgoodric@cwc.edu)

**Facebook:** [www.facebook.com/WyomingPBS?ref=hl](http://www.facebook.com/WyomingPBS?ref=hl) Jennifer Amend 307-856-6944

**Mandy.com:** [www.mandy.com/2/mypost.cfm](http://www.mandy.com/2/mypost.cfm)

**NETA Website:** [www.netaonline.org/jobs](http://www.netaonline.org/jobs)

**PBS Website:** <https://secure.connect.pbs.org/home> job board

**Riverton Ranger, Lander Journal, Wind River News by:** [rangerads@wyoming.com](mailto:rangerads@wyoming.com)

**The Mink Company:** [www.theminkcorp.com](http://www.theminkcorp.com) , Scott Mink 608 842 0558

**TV Jobs online:** [www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi](http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi)

**Wyoming PBS website:** [www.wyomingpbs.org](http://www.wyomingpbs.org) posted by: Jennifer Amend 307-856-6944

**Wyoming Work Force:** [www.wyomingworkforce.com](http://www.wyomingworkforce.com) posted by: [sedan@state.wy.us](mailto:sedan@state.wy.us)

Wyoming PBS Job Search  
 Inside Energy Reporter  
 Advertising Plan 2014

March 20, 2014

Advertising medium	Run dates	Contact	Notes	Cost
WPBS website	3/24/14	Craig		n/c
CWC website	3/19/14	Jennifer Rey	Placed by H.R. - J. Rey	
CPB website	3/20/14	<a href="http://www.cpb.org/jobline">http://www.cpb.org/jobline</a>	Jen	
NETA website		<a href="http://www.netaonline.org/jobs">http://www.netaonline.org/jobs</a>	Jen	
PBS Connect		<a href="https://secure.connect.pbs.org/home/jobboard">https://secure.connect.pbs.org/home job board</a>	Jen	
TV Jobs online		<a href="http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi">http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi</a>	Jen	
Riverton Ranger	3/19/14	CWC HR	Placed by H.R. - J. Rey	
Lander Journal				
Wind River News				
Wyoming Job Service				
LinkedIn	3/20/14	Jennifer Rey	HR/J. Rey	
Facebook	3/20/14	J. Amend - boosted post	J. Rey & J. Amend also shared post on their pages	\$30
Twitter	3/24/14	Craig		
RTNDA	3/20/14	Bob Beck	Sent to Christina 3/20	
National Assoc. of Black Journalists	3/20/14 30 days	<a href="http://careerservices.nabj.org/hr/jobs/index.cfm">http://careerservices.nabj.org/hr/jobs/index.cfm</a>	Jen	\$150
Native American Journalists Assoc		<a href="https://www.naja.com/store/m.products/70/view/7">https://www.naja.com/store/m.products/70/view/7</a>	Jen	\$75
Nat'l Assoc for Hispanic Journalists	3/20/14 30 days	<a href="http://www.nahjcareercenter.com">http://www.nahjcareercenter.com</a>	Jen	\$150
Asian American Journalists Association	3/20/14	<a href="http://www.aaja.org/career-listings/">http://www.aaja.org/career-listings/</a>	Jen	\$150

**Wyoming PBS Job Search  
Production Truck Engineer  
Advertising Plan  
2014**

April 22, 2014

Advertising medium	Run dates	Contact	Notes	Cost
WPBS website	4/22/14-tfn	Craig	Craig	n/c
CWC website		Jody Goodrich	Placed by H.R. - Jody Goodrich	
CPB website	4/24/14	<a href="http://www.cpb.org/jobline">http://www.cpb.org/jobline</a>	Jen	
NETA website		<a href="http://www.netaonline.org/jobs">http://www.netaonline.org/jobs</a>	Jen	
PBS Connect		<a href="https://secure.connect.pbs.org/home">https://secure.connect.pbs.org/home</a> job board	Jen	
TV Jobs online		<a href="http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi">http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi</a>	Jen	
Riverton Ranger	t.b.d.	CWC HR	Placed by H.R. - Jody Goodrich	
Lander Journal	t.b.d.			
Wind River News	t.b.d.			
Wyoming Job Service	t.b.d.			
<b>May 2, 2014</b>				
Production Hub	5/2/14	<a href="http://www.productionhub.com/jobs/prepost">http://www.productionhub.com/jobs/prepost</a>  Featured job post: 10x the visibility with targeted applicants and receive:  - Placement on the <b>ProductionHUB Home page</b> .  - Featured Placement (with logo) at the top of search results.  - Placement in our twice-monthly Newsletter emailed to over 85,000 professionals.  - Job will run <b>30 days vs. 15 days</b> ( <i>unless otherwise marked filled</i> )  - Visibility not only on our site, but our esteemed <u>Job Partner Network</u>		\$129

**Wyoming PBS and KCWC-FM**  
**Outreach Statement**

Wyoming PBS and KCWC-FM as services of licensee Central Wyoming College seek to achieve broad and inclusive outreach in filling employment opportunities by:

- Advertising job openings in the local paper.
- Advertising job openings on the Wyoming Employment web-site
- Advertising job openings in national trade magazines appropriate to the job.
- Posting job openings on appropriate web sites i.e. PBS Connect and SBE job line.
- Soliciting responses from qualified candidates by word of mouth.

**Wyoming PBS and KCWC-FM**  
**Equal Employment Opportunity**  
**Initiatives Undertake Pursuant to 73.2080 (C)(2)**

Wyoming PBS and KCWC-FM as services of Central Wyoming College share their facilities with the educational components of the college. The College's Radio and Television Production curriculum annually awards more than \$17,500 in scholarships to students who are enrolled in the curriculum. Students are regularly employed in part-time positions which develop experience in radio and television skills. For the 2014-2015 academic year, the college employed 9 students per semester in the internship program for radio and TV at an average wage of \$8.00 per hour for 19 hours per week at an annual expense approaching \$41,000. Many of the entry level positions at stations KCWC-FM and KCWC-DT have been filled over the years by students who have gained experience by part-time work. These students are often recommended to other broadcast facilities when opening become available. Additionally, Central Wyoming College, the licensee of KCWC-FM, KCWC-DT, KWYP-DT, KPTW-DT and associated microwave and translator systems annually sponsors a community wide job-fair on campus. The stations participate by setting up booths and sharing with those in attendance information concerning educational opportunities, job openings and how to apply.