

**Wyoming PBS
Equal Employment Opportunity
Public File Report
For the period 6/1/2016 to 5/31/2017**

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, 2016 and ending May 31, 2017 Central Wyoming College filled the following employment vacancies for Wyoming PBS and KCWC-FM.

Wyoming PBS Chief Technology Officer

This open position was posted on 3-29-16 and filled on 7-5-16. A total of 8 applicants applied for the position. Phone interviews were conducted with 4 applicants. Three applicants were invited to interview on campus, one of whom was subsequently offered and accepted the position. The applicant who eventually accepted the position responded to the job posting on the CWC Website.

The **Chief Technology Officer** position opening was advertised in the following: CPB Website, Current Magazine, CWC on campus and website, Facebook, , LinkedIn, myPBS, NETA Website, PBS Website, Riverton Ranger, Lander Journal, Wind River News, Society of Motion Picture and Television Engineers website, Wyoming PBS website, Wyoming Work Force website and by word of mouth.

Wyoming PBS Assistant Chief Engineer

This position was posted on 10-3-16 and designated as an internal-only position. There was one internal applicant for the position. The applicant was interviewed on campus and subsequently offered and accepted the position. The position was filled on 10-17-16. The applicant who accepted the position responded to a CWC internal email

Wyoming PBS Broadcast Field Technician

This open position was posted on 8-26-16 and filled on 11-18-16. A total of 7 applicants applied for the position. Phone interviews were conducted with 2 applicants. One applicant was invited to interview on campus and subsequently offered and accepted the position. The applicant who eventually accepted the position responded to the job posting on the CWC Website.

The **Broadcast Field Technician** position opening was advertised in the following: Casper Journal, Casper Star Tribune, Cheyenne Tribune Eagle, CPB Website, Current Magazine, CWC on campus and website, Facebook, Gillette News Record, Lander Journal, Laramie Boomerang,

Monster.com, myPBS, NETA Website, PBS Website, Regional Colleges with broadcast Departments, Riverton Ranger, Wind River News, Trib.com, TV Jobs.com, Wind River News, Wyoming Association of Broadcasters, Wyoming PBS website, Wyoming Work Force website and by word of mouth.

Wyoming PBS Production Services Manager

This position was posted on 6-7-16 and designated as an internal-only position. There was one internal applicant for the position. The applicant was interviewed on campus and subsequently offered and accepted the position. The position was filled on 7-8-16. The applicant who accepted the position responded to a CWC internal email.

Wyoming PBS Production Specialist

This open position was posted on 6-10-16 and filled on 8-22-16. A total of 12 applicants applied for the position. Phone interviews were conducted with 5 applicants. One applicant was invited to interview on campus and subsequently offered and accepted the position. The applicant who eventually accepted the position responded to a job posting on a social media site.

The **Production Specialist** position opening was advertised in the following: CPB Website, Current Magazine, CWC on campus and website, Facebook, Jackson Hole News and Guide, myPBS, Mandy.com, NETA Website, Riverton Ranger, Lander Journal, Wind River News, Regional Colleges with Broadcast Departments, Rocky Mountain Emmy TV Jobs.com, Wyoming PBS website, Wyoming Film Commission List Server, Wyoming Work Force website and by word of mouth.

Wyoming PBS Inside Energy Reporter

This open position was posted on 1-13-17 and filled on 4-5-17. A total of 10 applicants applied for the position. Phone interviews were conducted with 2 applicants, one of whom was subsequently offered and accepted the position. The applicant who eventually accepted the position responded to a personal contact from an Inside Energy/ Wyoming PBS staff member indicating that the position was open.

The **Inside Energy Reporter** position opening was advertised in the following: Asian American Journalists Association, Casper Star Tribune, CPB Website, Current Magazine, CWC on campus, Facebook, Lander Journal, LinkedIn, myPBS, Native American Journalists Association, National Association of Black Journalists, National Association for Hispanic Journalists, NETA Website, Online News Association, PBS Connect, Riverton Ranger, Wind River News, TV Jobs.com, Wyoming PBS website, Wyoming Public Media, Wyoming Tribune Eagle, Wyoming Work Force website and by word of mouth.

Broadcast Station Manager (KCWC-FM)

This position was posted on 5-13-16 and designated as an internal-only position. There were two internal applicants for the position. Both applicants were interviewed on campus one of whom was subsequently offered and accepted the position. The position was filled on 6-6-16. The applicant who accepted the position responded to a CWC internal email.

Central Wyoming College which processed the applications and coordinated the interview and hiring process according to college policy 7.1.2 which includes the following statements:

3. All job announcements and help wanted ads will display the following statement: "Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in, its education programs, services or activities."
4. All other qualifications being equal, an effort will be made to select members of ethnic minorities, women, Vietnam-era disabled veterans, persons of disability and/or persons between ages 40-70 to fill vacant positions.

Contact information for the recruitment sources identified in the 2016- 2017 public file reports

American Women in Radio and TV: www.awrt.org

Asian American Journalists Association: www.aaja.org/career-listings/

Casper Star Tribune: www.trib.com

CPB Website: www.cpb.org/jobline

Current: www.current.org

CWC on campus and website: www.cwc.edu

Facebook: www.facebook.com/WyomingPBS?ref=hl

Jackson Hole News & Guide: www.jhnewsandguide.com

LinkedIn: www.Linkedin.com

myPBS.org: www.myPBS.org

National Association of Black Journalists: <http://careerservices.nabj.org/hr/jobs/index.cfm>

National Association of Hispanic Journalists: www.nahjcareercenter.com

Native American Public Telecommunications: www.nativetelecom.org

Online News Association: <https://journalists.org/resources/career-center/>

NETA Website: www.netaonline.org/jobs

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

Riverton Ranger, Lander Journal, Wind River News by: rangerads@wyoming.com

TV Jobs online: www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi

Wyoming PBS website: www.wyomingpbs.org

Wyoming Public Media: Christina Kuzmich

Wyoming Tribune Eagle: www.wyomingnews.com

Wyoming Work Force: www.wyomingworkforce.com

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 newspapers.
- 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.
- Posting job openings on social media sites like Facebook and LinkedIn.
- Soliciting responses from qualified applicants by word of mouth.

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Initiatives Undertake Pursuant to 73.2080 (C(2))

Wyoming PBS and KCWC-FM as services of Central Wyoming College share facilities with the educational divisions of the college. During the 2016-17 academic year, the College's Radio, Television and Film Production curriculums awarded more than \$22,000 in scholarships to students. Students are regularly employed in part-time positions which develop experience in radio and television skills. For the 2016-2017 academic year, the college employed 6 students at an annual expense approaching \$12,000. 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 or internships. These students are often recommended to other broadcast facilities when openings 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.