

**Maryland Public Television
Annual EEO Public File Report
Reporting Period June 1, 2016 – May 31, 2017**

I. Vacancies filled:

Position Title	Recruitment Sources	# of Applicants Interviewed	# of Interviewees from Sources	Recruitment Source for this Hire
Writer/Researcher	Posted - MPT, State of MD Website, University of Maryland Baltimore County, Stevenson University, Goucher College, Minority List, Indeed, University of Baltimore, Towson State University, Washington College, Gettysburg College, Johns Hopkins University, LinkedIn, Tvjobs.com, McDaniel College, Mt. St. Mary's, Women in Film & Video	10	1 – Internal Referral 6 - State of MD Website 2 – External Referral 1 - LinkedIn	State of MD Website
3 Videographers	Posted - MPT, State of MD Website, Minority List, Towson University, Maryland Institute College of Art, University of Maryland Baltimore County, Stevenson University, Morgan State University, University Of Baltimore, Bowie State University, Howard Community College, McDaniel College, Loyola University Maryland, Goucher	15	6 - State of MD Website 5 – External Referral 1- CareerBuilder 1 - Tvjobs.com.com 1 – LinkedIn 1 - MD Job Network	2 - State of MD Website 1 - External Referral

	College, St. Mary's College, CareerBuilder.com, Indeed, LinkedIn, MD Job Network, Tvjobs.com, Women in Film & Video			
MPT Tech II	Posted - MPT, State of MD Website, University of Maryland Baltimore County, Stevenson University, Goucher College, Minority List, Indeed, University of Baltimore, Women in Film & Video	4	2 - State of MD Website 2 – External Referral	State of MD Website
Transmitter	MPT, State of MD Website, Indeed, Maryland Workforce Exchange, Minority List	15	9 - State of MD Website 1 – External Referral 4 - Indeed 1 - Maryland Workforce Exchange (MWE)	State of MD Website
Director of Membership	MPT, State of MD Website, Minority List, Towson State University, Maryland Institute College of Art, University of Maryland Baltimore County, Stevenson University, Morgan State University, University of Baltimore, Bowie State University, Howard Community College, McDaniel College, Loyola University Maryland, Goucher, St. Mary's College, Indeed, LinkedIn	5	2 – State of MD Website 2 – External Referral 1 - Indeed	Indeed

Director of Procurement	MPT, State of MD Website, Minority List, Towson State University, Maryland Institute College of Art, University of Maryland Baltimore County, Stevenson University, Morgan State University, University of Baltimore, Bowie State University, Howard Community College, McDaniel College, Loyola University Maryland, Goucher College, St. Mary's College, The Institute for Public Procurement	3	3 – State of MD Website	State of MD Website
Digital Video Specialist	Posted - MPT, State of MD Website, Minority List, Towson State University, Maryland Institute College of Art, University of Maryland Baltimore County, Stevenson University, Morgan State University, University of Baltimore, Bowie State University, Howard Community College, McDaniel College, Loyola University Maryland, Goucher College, St. Mary's College, Women in Film & Video	5	3 - State of MD Website 1 – External Referral 1 – Internal Referral	External Referral
Avid Editor	Posted - MPT, State of MD Website, Minority List,	4	3 - State of MD Website	State of MD Website

	Towson State University, Maryland Institute College of Art, University of Maryland Baltimore County, Stevenson University, Morgan State University, University of Baltimore, Bowie State University, Howard Community College, McDaniel College, Loyola University Maryland, Goucher College, St. Mary's College, Women in Film & Video		1 – Internal Referral	
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There were 61 applicants interviewed during this reporting period.

II. Recruitment Sources:

of Interviewees Referred by This Source

MD Job Network	1
TVjobs.com	1
LinkedIn	2
Careerbuilder.com	1
Indeed.com	5
MD Workforce Exchange	1
External Referrals	13
Internal Referrals	3
State of Maryland Job Openings Website www.jobaps.com/MD/	34

MD Dept. of Budget and Management
301 W. Preston Street
Baltimore, MD 21201
Mark Townend
800-705-3493
410-767-4917
mark.townend@maryland.gov

Morgan State University - morgan-csm.symplicity.com/employers/
University of Maryland Baltimore County - umbc-csm.symplicity.com/employers
Bowie State University - bowiestate-csm.symplicity.com/employers
Goucher College - goucher-csm.symplicity.com/employers
Stevenson University - app.joinhandshake.com/
Towson State University - www.myinterfase.com/towson/employer/
Loyola University Maryland - www.myinterfase.com/loyola-maryland/employer/
St. Mary's University - www.collegecentral.com/msmary/Employer.cfm
McDaniel College - mcdaniel-csm.symplicity.com/employers/
Maryland Institute College of Art - www.myinterfase.com/mica/employer/
University of Baltimore - ubalt-csm.symplicity.com/employers/
Howard Community College - www.myinterfase.com/howardcc/employer/
Prince Georges Community College - www.myinterfase.com/pgcc/employer/
Johns Hopkins University - app.joinhandshake.com/
Community College of Baltimore County - www.collegecentral.com/ccbc/Employer.cfm
Frederick Community College - www.collegecentral.com/frederick/Employer.cfm
Coppin State University - www.collegecentral.com/coppin/Employer.cfm

Department of Labor, Licensing, and Regulations – Veterans Workforce Development
Job Center – Eastpoint
7930 Eastern BLVD
Baltimore, Maryland 21224
Jorge Cruz
410-288-9050
Jorge.cruz@maryland.gov

Gettysburg College
Center for Career Development
300 North Washington St.
Gettysburg, PA 17325
Kathy Williams
717-337-6616
kawillia@gettysburg.edu

Baltimore County Department of Economic and Workforce Development
400 Washington Ave – STE 100
Towson, Maryland 21204
Leighton McPhaul
410-887-3959
lmcphaul@baltimorecountymd.gov

Baltimore County Department of Economic and Workforce Development
400 Washington Ave – STE 100
Towson, Maryland 21204
Sara Trenery
410-887-8030
strenery@baltimorecountymd.gov

Women in Film & Video – Washington DC
4000 Albemarle Street, NW
Suite 305
Washington, DC 20016
Melissa Houghton
202-429-9438
director@wifv.org

Prong 1. Wide dissemination of notice of all full time vacancies.

Wide dissemination of our vacancies is a business imperative and ensures that we obtain a broad pool of qualified candidates.

As documented by the sources listed above, MPT recruits for every full time vacancy using a variety of sources. Every effort is made to reach candidates in the greater Baltimore metropolitan area. Many of our recruitment sources/websites (State of Maryland, Maryland Workforce Exchange, career oriented professional organizations, college and university career/alumni portals, and advocacy groups) reach candidates throughout the US.

Recruitment Mailing List

Morgan State University
Fine & Performing Arts
Dept.
Attn: Earline Goodson
1700 E. Cold Spring Lane
Baltimore, MD 21251
Prince George's Community
College
Attn: Sandra Parker
301 Largo Rd.
Largo, MD 20774-2199

Greater Washington Urban
League
Executive offices
2901 14th Street, NW
Washington, DC 20009
Prince George's Workforce
Development
1801 McCormick Dr., STE 400
Largo, MD 20774-5469

Parents & Friends of Ex-Gays
and Gays
Attn: Regina Griggs
Box 510
Reedville, VA 22539

Salisbury University Career
Services, GC 133
Attn: C. Dickerson
1101 Camden Ave.
Salisbury, MD 21801

Television Bureau of
Advertising
Attn: Careers
120 Wall Street, Floor 15
New York, NY 10005-3905

UDC Department of Mass Media
Attn: Careers
4200 Connecticut Ave., NW
Washington, DC 20008

University of Baltimore
Attn: Jessica Johnson,
Coordinator
Job Development & Internships
1420 N. Charles Street
Baltimore, MD 21201

Nat'l. Association of Black
College Broadcasters
P.O. Box 3191
Atlanta, GA 30302

Notre Dame of MD University
Human Resources, MBK Sports
& Rec. Center, Room 215
4701 N. Charles Street
Baltimore, MD 21210

Montgomery County Industry
Council
11002 Viers mill Rd., STE 510
Wheaton, MD 20902

Montgomery County
Government Center
Attn: Career Services
755 Roanoke St., STE 2D
Christiansburg, VA 24073-
3180

NAACP, Washington Bureau
Attn: H. Shelton
STE 915
1156 15th Street, NW
Washington, DC 20005

Habitat Chesapeake Women
Build
Attn: Leila Kohler-Frueh
3741 Commerce Dr., STE 309
Baltimore, MD 21227

Hood College
Career Services
401 Rosemont Ave.
Frederick, MD 21701

Nat'l. Organization for Women
Attn: Careers
1100 H Street, NW, 3rd Floor
Washington, DC 20005

Virginia Association of
Broadcasters
Attn: Careers
250 W. Main Street, STE 100
Charlottesville, VA 22902

University of Maryland
Graduate School/Career
Services
660 W. Redwood St., Room
021
Baltimore, MD 21201

Career Services
University of Maryland Baltimore
County
1000 Hilltop Road
Baltimore, MD 21250

American Association of
University Women
Attn: Kate Farrar
1111 16th Street, NW
Washington, DC 20036

Art Institute of Washington
Attn: Kim Resnick
1820 North Fort Myers
Drive
Arlington, VA 22209

Center for Immigration Studies
Attn: Mark Krikorian
1629 K Street, NW, STE 600
Washington, DC 20006

Career Builder
STE 1100
200 N. LaSalle Street
Chicago, IL 60610

The Catholic University of
America
Department of Education
O'Boyle Hall
Washington, DC 20064

Columbia Union College
7600 Flowers Ave.
Takoma Park, MD 20912

Baltimore Works
Attn: Job Developer
2701 W. Patapsco Ave., STE 110
Baltimore, MD 21230

Department of Human Services
Arlington Employment Center
2100 Washington Blvd.
Arlington, VA 22204

House of Ruth
Attn: Careers
5 Thomas Circle, NW
Washington, DC 20005

Howard University
Career Services Center, Rm. 206
C. P. Powell Building
525 Bryant St., NW
Washington, DC 20009

Jewish Women International
112 & 20th Street, NW, STE 801
Washington, DC 20036

Mayor's Office on Latino
Affairs
Reeves Municipal Center,
2nd Floor
2000 14th Street, NW, 2nd
Floor

George Washington
University
Journalism Department
Attn: Samara Sit
805 21st St., NW, STE 400
Washington, DC 20052

National Council of Negro
Women
Attn: Nakiya Lee
633 Pennsylvania Ave., NW
Washington, DC 20004

Maryland Women's Heritage
Center
Attn: Jill Moss Greenberg
39 W. Lexington St.
Baltimore, MD 21201

Pennsylvania Women Work!
650 Smithfield St., STE 520
Pittsburgh, PA 15222-3913

Virginia Association of
Broadcasters
Attn: Careers
250 W. Main Street, STE
100
Charlottesville, VA 22902

Marymount University
Attn: Careers
2807 N. Glebe Road
Arlington, VA 22207

Hampton University
Attn: Vivian David
114 Wigwam Building, Room
114
Hampton, VA 23668
Fairfax Virginia Department of
Rehabilitation
11150 Fairfax Blvd., STE 300
Fairfax, VA 22030

Bowie State University
Department of Communications
14000 Jericho Park Rd.
Bowie, MD 20715

Girl Scouts of Central MD
Attn: Violet Apple
4806 Seton Dr.
Baltimore, MD 21215

Lesbian, Gay, Bisexual &
Transgender Equity Center
2218 Marie Mount Hall
University of Maryland
College Park, MD 20742

Conexiones of Howard County
P.O. Box 6997
Columbia, MD 21045

National Academy of Television,
Arts & Sciences
Attn: Jeffrey Kramer
12504 Quarterhorse Dr.
Bowie, MD 20720

Maryland Institute College of Art
Attn: Megan Rogers
1300 W. Mt. Royal Ave.
Baltimore, MD 21217

Greater Baltimore urban League
Contact: Careers
512 Orchard Street
Baltimore, MD 21201

Emma Bowen Foundation for
Minority Interests in Media
Attn: Sandra Dorsey Rice
524 W. 57th Street
New York, NY 10019

American Federation of TV &
Radio Artists
Attn: Patricia O'Donnell
7735 Old Georgetown Rd., STE
950
Bethesda, MD 20814

National Lesbian & Gay
Journalists Association
Attn: Career Center
2120 L Street, NW, STE 850
Washington, DC 20037

Department of Mass
Communications
Internship Program
Frostburg State University
101 Braddock Rd.
Frostburg, MD 21532
Wider Opportunities for Women
STE 930
Attn: Shawn McMahon
1001 Connecticut Ave., NW
Washington, DC 20036

Prong 2. Notice of each full time vacancy to recruitment organizations that have requested it.

As documented and reviewed, MPT maintains a list of organizations interested in receiving notices of full time vacancies. MPT also places notices on-air, asking organizations that may be interested in receiving notices to contact MPT's human resources department.

Upon receiving the returned mail, MPT's human resources department will contact organizations to update information.

Department of Labor, Licensing, and Regulations – Veterans Workforce Development

Job Center – Eastpoint

7930 Eastern BLVD

Baltimore, Maryland 21224

Jorge Cruz

410-288-9050

Jorge.cruz@maryland.gov

Gettysburg College

Center for Career Development

300 North Washington St.

Gettysburg, PA 17325

Kathy Williams

717-337-6616

kawillia@gettysburg.edu

Baltimore County Department of Economic and Workforce Development

400 Washington Ave – STE 100

Towson, Maryland 21204

Leighton McPhaul

410-887-3959

lmcphaul@baltimorecountymd.gov

Baltimore County Department of Economic and Workforce Development

400 Washington Ave – STE 100

Towson, Maryland 21204

Sara Trenery

410-887-8030

strenery@baltimorecountymd.gov

Women in Film & Video – Washington DC

4000 Albemarle Street, NW

Suite 305

Washington, DC 20016

Melissa Houghton

202-429-9438

director@wifv.org

Prong 3. Participation in longer-term recruitment initiatives (job fairs, scholarship and internship programs and community events) designed to inform the public of employment opportunities in broadcasting.

Maryland Public Television provided station tours and skill opportunities for many diverse organizations, schools, and families from June 2016 through May 2017. The groups ranges in age from 4-5 years old to senior citizens. The groups traveled from different areas across the state including Baltimore City, Baltimore County, Anne Arundel County, Carroll County, and more. Throughout the year, MPT provided 25 tours to groups including MOMs Club, UMD Eastern Shore, Chimes International, Senior Box Office, Owings Mills High School, The Harbour School, Girl Scout Troops, home school groups, families, and more.

Tours

Ashley Barnes, MOMs Club of Glen Burnie (8), June 2016
Ashley Barnes, Larisa Pokias & Family (5), June 2016
Ashley Barnes, University of Maryland Eastern Shore (15), July 2016
Ashley Barnes, Chimes International (14), July 2016
Ashley Barnes, Senior Box Office (3), July 2016
Ashley Barnes, Senior Box Office (4), August 2016
Ashley Barnes, Audrey Turner (1), August 2016
Ashley Barnes, Chimes International (16), September 2016
Ashley Barnes, Dorian Bell (1), September 2016
Ashley Barnes, Senior Box Office (2), September 2016
Ashley Barnes, Center for Applied Technology South – Anne Arundel Public Schools (17), October 2016
Ashley Barnes, The Harbour School (20), October 2016
Ashley Barnes, Allegany County Retired School Personnel (1), November 2016
Ashley Barnes, Senior Box Office (3), November 2016
Ashley Barnes, Sierra Bambio & Friend (2), December 2016
Ashley Barnes, Johnson Family (6), December 2016
Stephanie Ryan, Girl Scout Troop (8), January 2017
Stephanie Ryan, Chimes International (13), January 2017
Stephanie Ryan, Owings Mills High School (23), February 2017
Ashley Barnes, Senior Box Office (2), February 2017
Stephanie Ryan, Teacher Education Seminar (2), February 2017
Stephanie Ryan, Senior Box Office (2), April 2017
Stephanie Ryan, Regina Killian & Husband (2), April 2017
Stephanie Ryan, Girl Scout Troop, May 2017
Stephanie Ryan, Laverne and Brent Debnam (2), May 2017

Job skills Opportunities

10 students, the Harbour School, June 2016-May 2017 (job skills)
3 participants from Iterinis engaged in volunteer opportunities, June 2016-May 2017 (job skills)
3 Senior volunteers engaged in clerical volunteer work, June 2016-May 2017 (job skills)

Pledge volunteers

30 student volunteers from Dulaney High School pledge, August 2016-May 2017
5 individuals Iterinis, August 2016-May 2017
5 students from The Harbour School, August 2016-May 2017

Individual Volunteers

Approximately 325 (a large portion was from LZ Maryland)

Volunteers from Organizations

275 volunteers from 23 groups, from August 2016-May 2017

Establishment of an internship program designed to develop skills needed for broadcast employment.

Maryland Public Television has an active internship program and posts internship opportunities on university and college job/internship online message boards throughout the great Baltimore metropolitan area.

We were able to provide 29 internships to students from June 2016 - Summer 2017. Interns represented the following colleges, universities, and high school:

**Towson State University
Stevenson University
McDaniel College
Carroll Community College
University of Maryland – College Park
Community College of Baltimore County - Essex
Morgan State University
Lynchburg College
Georgetown University
Kent State University
Loyola University Maryland
Johns Hopkins University
Goucher College
University of Maryland Baltimore County
Winston Church Hill High School**

We continue to interview and select students for spring, summer and fall internships.

Participation in Job Fairs by station personnel who have substantial responsibility in hiring decisions:

September 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in McDaniel College Part-time Job Fair

October 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Loyola University Career and Internship Fair

February 2017, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Morgan State University's Connection 2017 Internship Fair

February 2017, Jakiraman Jones (Recruitment Manager) and Karen Fuller-Hardy (Member Relations Representative) participated in UNIVERSITY OF MARYLAND BALTIMORE COUNTY – Spring Career & Internship Fair

March 2017, Jakiraman Jones (Recruitment Manager) and Linda Allen (Human Resource Associate) participated in MARYLAND INSTITUTE COLLEGE OF ART – 2017 Connect – Internship and Career Fair

March 2017, Susan Wolfinger-Schmitt (Managing Director of Human Resources) and Jakiraman Jones (Recruitment Manager) participated in McDaniel College – 2017 Spring Career & Internship Fair

April 2017, Jakiraman Jones (Recruitment Manager) and Karen Winn (Human Resource Associate) participated in Loyola University Maryland – 2017 Career Fair

April 2017, Jakiraman Jones (Recruitment Manager) and Stephanie Ryan (Special Events Coordinator) participated in Bowie State University – 2017 Career Fair

Establishment of training or mentoring program designed to enable employees to acquire skills to qualify for higher level positions.

MPT has a formal training program in place for Transmitter Engineers. Under the supervision of our Transmitter Supervisor and Chief Trainer, candidates are hired and trained in transmitter related engineering operations in order to be promoted to the Engineer level. One employee participated in this training this year.

MPT has an informal training program in place that allows employees hired at the Assistant Producer level to continue to advance to Associate Producer, Producer and Executive Producer level positions.

Participation in events or programs relating to career opportunities sponsored by educational institutions.

August 2016, Jakiraman Jones, Recruitment Manager participated in an Employer Appreciation Breakfast event at University of Maryland Baltimore County

September 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in McDaniel College Part-time Job Fair

October 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Loyola University Career and Internship Fair

October 2016, Jakiraman Jones, Recruitment Manager attended the Employer Creative Arts Industry Night at University of Baltimore

November 2016, Colette Colclough (VP of HR) and Susan Wolfinger Schmitt (Managing Director of HR) attended the Connect NOW Meet-up Series: Diversity & Inclusion Internship Opportunities event at the University of Maryland College Park

January 2017, Phillip Guthrie (Senior Director of National Distribution and Marketing), hosted a two hour, interactive learning event at the Johns Hopkins School of Business for a group of students studying Media and Public Relations

February 2017, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Morgan State University's Connection 2017 Internship Fair

February 2017, Jakiraman Jones (Recruitment Manager) and Karen Fuller-Hardy (Member Relations Representative) participated in UNIVERSITY OF MARYLAND BALTIMORE COUNTY – Spring Career & Internship Fair

March 2017, Jakiraman Jones (Recruitment Manager) and Linda Allen (Human Resource Associate) participated in MARYLAND INSTITUTE COLLEGE OF ART – 2017 Connect – Internship and Career Fair

March 2017, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Morgan State University's Interview and Resume Workshop

March 2017, Susan Wolfinger-Schmitt (Managing Director of Human Resources) and Jakiraman Jones (Recruitment Manager) participated in McDaniel College – 2017 Spring Career & Internship Fair

April 2017, Jakiraman Jones (Recruitment Manager) and Karen Winn (Human Resource Associate) participated in Loyola University Maryland – 2017 Career Fair

April 2017, Jakiraman Jones (Recruitment Manager) participated in Media Day at Morgan State University

April 2017, Jakiraman Jones (Recruitment Manager) and Stephanie Ryan (Special Events Coordinator) participated in Bowie State University – 2017 Career Fair

Provide training to upper level management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

In addition to past formal training, managers are required to attend trainings on a regular basis during senior management meetings. When recruitment is taking place, each manager is given individual training and guidance on equal opportunity policies. Each job is discussed thoroughly and a plan for recruitment is devised. The State of Maryland has introduced a training portal for use of employees entitled the HUB. Within the portal, all employees including upper level management have access to trainings such as trainings concerning issues dealing with Sexual Harassment and providing Equal Opportunity Employment. On an ongoing basis, employees attend sessions to learn how to access the HUB and they are encouraged to utilize it for training purposes. In addition, staff have attended the following trainings:

- Timekeeping
- Leadership
- Employee Engagement
- Leadership Coaching
- Communication
- Recruitment and Hiring
- Injured Workers Insurance Fund (IWIF) First Report of Injury Training
- Work life Balance
- Equity and Inclusion and Leadership
- Safety Training
- CPR Training

Participation in other activities designed to disseminate information as to employment opportunities in broadcasting to job candidates who might be unaware of such opportunities.

We welcome civic groups, community groups and local schools for tours, screenings and lectures throughout the year.

June 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager), participated in conducting Mock Interviews at the Marion House for Women

June 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager), hosted a site visit for the Eastern Association of Colleges and Employers (EACE) Exchange Program

September 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager), participated in conducting Mock Interviews at the Marion House for Women

October 2016, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager), were Exhibitors at MD Hispanic Conference

November 2016, Jakiraman Jones (Recruitment Manager) and Karen Fuller-Hardy (Member Relations Representative), participated in conducting Mock Interviews at the Marion House for Women

November 2016, Colette Colclough (VP of HR) and Susan Wolfinger Schmitt (Managing Director of HR) attended the Connect NOW Meet-up Series: Diversity & Inclusion Internship Opportunities event at the University of Maryland College Park

January 2017, Phillip Guthrie (Senior Director of National Distribution and Marketing), hosted a two hour, interactive learning event at the Johns Hopkins School of Business for a group of students studying Media and Public Relations

March 2017, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Morgan State University's Interview and Resume Workshop

April 2017, Jakiraman Jones (Recruitment Manager) and Michelle Jett (Human Resource Specialist), participated in conducting Mock Interviews for Juniors and Seniors at Owings Mills High School

April 2017, Jakiraman Jones (Recruitment Manager) participated in Media Day at Morgan State University