

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

**I. Vacancies filled:**

<b>Position Title</b>	<b>Recruitment Sources</b>	<b># of Applicants Interviewed</b>	<b># of Interviewees from Sources</b>	<b>Recruitment Source for this Hire</b>
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**

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

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](mailto:mark.townend@maryland.gov)

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

Baltimore County Department of Economic and Workforce Development  
400 Washington Ave – STE 100  
Towson, Maryland 21204  
Sara Trener  
410-887-8030  
[strener@baltimorecountymd.gov](mailto:strener@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](mailto: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

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

Greater Washington Urban  
League  
Executive offices  
2901 14<sup>th</sup> Street, NW  
Washington, DC 20009

Prince George's Workforce  
Development  
1801 McCormick Dr., STE 400  
Largo, MD 20774-5469

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Jewish Women International  
112 & 20<sup>th</sup> Street, NW, STE 801  
Washington, DC 20036

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

George Washington  
University  
Journalism Department  
Attn: Samara Sit  
805 21<sup>st</sup> 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. 57<sup>th</sup> 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](mailto:Jorge.cruz@maryland.gov)

Gettysburg College

Center for Career Development

300 North Washington St.

Gettysburg, PA 17325

Kathy Williams

717-337-6616

[kawillia@gettsburg.edu](mailto:kawillia@gettsburg.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](mailto:lmcphaul@baltimorecountymd.gov)

Baltimore County Department of Economic and Workforce Development

400 Washington Ave – STE 100

Towson, Maryland 21204

Sara Trener

410-887-8030

[strener@baltimorecountymd.gov](mailto:strener@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](mailto: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, Dorien 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 Itertinis 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 Iteneris, 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