

**Maryland Public Television
Annual EEO Public File Report
Reporting Period June 1, 2014 – May 31, 2015**

I. Vacancies filled:

Position Title	Recruitment Sources	# of Applicants Interviewed	# of Interviewees from Sources	Recruitment Source for this Hire
Contributor Relations Rep/Volunteer Coordinator	MPT website State of Maryland Job Openings Website Jobaps Recruitment mailing list	5	5-State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Fiscal Accounts Clerk	MPT website State of Maryland Job Openings website Jobaps Recruitment mailing list	2	2- Internal	Internal Referral
Associate Producer	MPT website State of Maryland Job Openings website Jobaps Recruitment mailing list	3	3- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Producer	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	3	3- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Assistant Manager, Content/Business Affairs	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	7	6- State of Maryland Job Openings website Jobaps 1- Internal	Internal Referral
Instructional Designer	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	2	1- State of Maryland Job Openings website Jobaps 1- Internal referral	Internal Referral
Web Production Manager	MPT website State of Maryland Job Openings website jobaps Recruitment mailing list	2	2- Internal Referral	Internal Referral
Producer/Editor	MPT website	2		

	State of Maryland Job Openings website Jobaps Cynopsis PBS Connect Recruitment mailing list		1- State of Maryland Job Openings website Jobaps 1- Cynopsis	State of Maryland Job Openings website Jobaps
Avid Editor	MPT website State of Maryland Job Openings website jobaps Monster Recruitment mailing list	11	3- Monster 8- State of Maryland Job Openings website Jobaps	Monster
Assistant Producer	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	1	1- Internal Referral	Internal Referral
Broadcast Services Coordinator	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	2	1- State of Maryland Job Openings website Jobaps 1- Internal Referral	State of Maryland Job Openings website Jobaps
Senior Videographer	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	12	10- State of Maryland Job Openings website Jobaps 2- Internal Referral	Internal Referral
Director, Special Events	MPT Website State of Maryland Job Openings Website Jobaps CareerBuilder Recruitment Mailing List	5	3- State of Maryland Job Openings website Jobaps 2- CareerBuilder	State of Maryland Job Openings website Jobaps
Senior Budget Specialist	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	4	4- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Fiscal Accounts Supervisor	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	4	3- State of Maryland Job Openings website Jobaps 1- Internal Referral	State of Maryland Job Openings website Jobaps
Transmitter Maintenance Engineer	MPT Website State of Maryland Job Openings Website Jobaps	7	7- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps

	Recruitment Mailing List			
Human Resources Specialist	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	2- State of Maryland Job Openings website Jobaps 1- Internal Referral	Internal Referral
Videographer	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	17	15- State of Maryland Job Openings website Jobaps 2- Internal Referral	Internal Referral
Associate Producer/Editor	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	2	2- Internal Referral	Internal Referral
Producer, Vietnam	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	4	4- State of Maryland Job Openings website Jobaps	State of Maryland Job Openings website Jobaps
Editor	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	13	12- State of Maryland Job Openings website Jobaps 1- Internal Referral	State of Maryland Job Openings website Jobaps
National Client Services & Business Affairs Manager	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	3- Internal Referral	Internal Referral
Broadcast Engineer Production & Maintenance	MPT Website State of Maryland Job Openings Website Jobaps Society of Broadcast Engineer Website Recruitment Mailing List	3	3- Internal Referral	Internal Referral
Fiscal Accounts Supervisor	MPT Website State of Maryland Job Openings Website Jobaps Recruitment Mailing List	3	2- State of Maryland Job Openings website Jobaps 1- Internal Referral	State of Maryland Job Openings website Jobaps

There were 120 applicants interviewed during this reporting period.

II. Recruitment Sources: # of Interviewees Referred by This Source

Monster.com	3
Cynopsis.com	1
CareerBuilder.com	2
PBS Connect	1
Maryland Public Television Website & Internal 11767 Owings Mills Blvd Owings Mills, MD 21117 Bob Wilson 410-581-4180 www.mpt.org	19
State of Maryland Job Openings website jobaps.com/MD MD Dept. of Budget and Management 48 W. Preston Street Baltimore, MD 21201 Doug Swanson 800-705-3493 410-767-4898 dswanson@dbm.state.md.us	91

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 (newspapers, trade magazines, CPB, PBS, university career/alumni websites, and advocacy groups) reach candidates throughout the US.

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. During this time period, no organizations have asked to be placed on this list.

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

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.

Tours

Faith Wachter, USTTI/WHUT (6), June 2014
Faith Wachter, Cub Scout Pack 918 (27), June 2014
Faith Wachter, CHIP campers (27), July 2014
Faith Wachter, World School Mosaic Home School (10), July 2014
Faith Wachter, Eagle Youth Leadership Development (6), July 2014
Faith Wachter, Senior Box Office (18), August 2014
Ashley Barnes, Senior Box Office (6), March 2015
Ashley Barnes, Wolinski Homeschool Group (6), March 2015
Ashley Barnes, Girl Scout Troup 388 (15), March 2015
Ashley Barnes, Boy Scout Pack 9 (2), April 2015
Ashley Barnes, Cub Scout Pack 716 (12), April 2015
Ashley Barnes, Homeschooled students (3), April 2015
Ashley Barnes, Cub Scout Pack 606, Den 11 (19), April 2015

Job skills

2 students from Baltimore City High Schools, February 2015 (job skills)
10 students, the Harbour School, June 2014-May 2015 (job skills)
10 participants from Itineris engaged in volunteer opportunities, June 2014-May 2015 (job skills)
2 Senior Citizens from Department of Aging, June 2014-May 2015 (job skills)
2 Senior volunteers engaged in clerical volunteer work, June 2014-November 2014 (job skills)
1 student from Beth Tfiloh High School, March 2015 (job skills)
1 student from Friends High School, May 2015 (job skills)
1 student from Roland Park Country School May 2015 (job skills)
1 student from Gilman School May 2015 (job skills)

Pledge volunteers

120 student volunteers for pledge, June 2014-May 2015
17 individuals between the months of June 2014-May 2015
525 volunteers from 25 organizations from June 2014-May 2015

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 21 internships to students from June 2014 - Summer 2015. Interns represented Towson University, Johns Hopkins University, St. Mary's College, University of Maryland, Shippensburg, Christopher Newport University, Morgan State University, Drexel University, Georgia Regents University, Full Sail University, University of Baltimore, Penn State and Stevenson University.

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:

August 2014

Kristin Cook, Recruitment Manager, Human Resources participated in the University of Maryland, Baltimore County Job Fair

September 2014

Kristin Cook, Recruitment Manager, Human Resources participated in Goucher College Career Fair
Kristin Cook, Recruitment Manager, Human Resources participated in McDaniel College Career Fair

April 2015

Kristin Cook, Recruitment Manager, Human Resources participated in Stevenson University Career Fair
Stuart Kazanow, Senior Administrative Assistant participated in Stevenson University 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.

On-going, June 2014-May 2015, Alex Vitalo, Director, Creative Services and Interactive Media, continues to serve on the Maryland Department of Education, Arts, Media & Communications state-wide advisory panel. She is an advisor for the Baltimore City Public Schools local advisory board and has been in attendance at their meetings this year.

July 2014, Kristin Cook, Recruitment Manager, hosted a group from Baltimore City Community College at Maryland Public Television for a Career Shadow Day

September 2014, Kristin Cook, Recruitment Manager was a presenter at the University of Maryland, Baltimore County Career Panel Discussion
Kristin Cook, Recruitment Manager participated in “Steve Talks”, a Stevenson University Design Symposium event

May 2015, Jean Ann South, Telemarketer and Linda Allen, Data Entry Clerk attended Senior Practicum Presentation and Field Placement Honoree event at Stevenson University

Listing each upper level opening in a job bank or newsletter of a media trade group with broad based membership, including participation of women and minorities.

All Maryland Public Television positions, including upper level positions that are open, are listed with the State of Maryland job bank, Jobaps. MPT also lists upper level and TV related job openings with PBS and the Corporation of Public Broadcasting. MPT utilizes the Public Broadcasting System’s updated portal, PBS Connect to advertise positions and make job related announcements.

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

In addition to formal training that was conducted in the past, managers are advised of these issues 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. 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. Employees attended the sessions below to learn how to access the HUB and they were encouraged to utilize it for training purposes.

October 2014 Employees at Maryland Public Television attended a mandatory session about the HUB system and were provided instructions on how to use the system

May 2015 Employees were given a presentation about the State Personnel System and the HUB. In addition to the presentation, they were given instructions and access for using these systems

Additionally, Maryland Public Television provides EEO training from the Department of Budget and Management Office of Fair Practices on its internal server, Intra1. All employees are given access to this training electronically and in hard copy format. During new employee orientation, all employees are directed to read and acknowledge fourteen Executive orders, policies and regulations to ensure equal employment opportunity, prevent discrimination and maintain fair standards of conduct in the workplace.

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.

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

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

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

Montgomery County Government
Center
Attn: Career Services
755 Roanoke St., Suite 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

Doleman Black Heritage Museum
540 N. Locust St.
Hagerstown, MD 21740

Greater Washington Urban League
Executive offices
2901 14th Street, NW
Washington, DC 20009

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

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

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
Suite 915
1156 15th Street, NW
Washington, DC 20005

Nat'l. Organization for Women
Attn: Careers
1100 H Street, NW, 3rd 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, Suite 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

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

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

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

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

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

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

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

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

Mayor's Office on Latino Affairs
Reeves Municipal Center, 2nd Floor
2000 14th Street, NW, 2nd Floor
Washington, DC 20009

Hispanic Committee of Virginia
5827 Columbia Pike, Suite 200
Falls Church, VA 22041

George Washington University
Journalism Department
Attn: Samara Sit
805 21st St., NW, Suite 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., Suite 520
Pittsburgh, PA 15222-3913

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

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

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., Suite 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

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

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., Suite 950
Bethesda, MD 20814

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

Department of Mass Communications
Internship Program
Frostburg State University
101 Braddock Rd.
Frostburg, MD 21532

Wider Opportunities for Women
Suite 930
Attn: Shawn McMahon
1001 Connecticut Ave., NW
Washington, DC 20036

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