

EEO Public File Report

Arkansas Educational Television Network (AETN)
February 1, 2019 - January 31, 2020

Full-Time Positions Filled

Full Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	Personnel Manager	1/8/2019	4/22/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact		
				AETN.org		
				Arkansas Democrat-Gazette		
				ARStateJobs	4	1
				Indeed.com		
				Arkansas JobLink		
				Log Cabin Democrat		
				HR Management Association of AR		
1	Digital Broadcast Specialist	3/7/2019	6/5/2019	AETN Internal Electronic Bulletin Board	2	1
				Personal Contact		
				AETN.org		
				Arkansas Democrat-Gazette		
				ARStateJobs		
				Indeed.com		
				Arkansas JobLink		
1	Graphic Artist	4/18/2019	6/17/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact		
				AETN.org		
				Arkansas Democrat-Gazette		
				ARStateJobs	1	1
				Indeed.com		
				Arkansas JobLink		
1	AETN Assistant Director of Education	6/6/2019	9/18/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact		
				AETN.org		
				LinkedIn.com	3	1
				ARStateJobs	3	
				Indeed.com		
				Arkansas JobLink		
				Public Media Organizations		
				Production Hub		
1	AETN Maintenance Technician - Field & Post Production	6/17/2019	7/1/2019	AETN Internal Electronic Bulletin Board	1	1
				Personal Contact		
				AETN.org		
				ARStateJobs		
				Indeed.com		
				Arkansas JobLink		
1	Learning Management System Administrator	6/24/2019	9/3/2019	AETN Internal Electronic Bulletin Board	1	
				Personal Contact		
				AETN.org		
				LinkedIn.com		
				ARStateJobs	3	1
				Indeed.com		
				Arkansas JobLink		
1	Executive Assistant	6/24/2019	9/13/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact		
				AETN.org		
				LinkedIn.com	6	1
				ARStateJobs	8	
				Indeed.com		
				Arkansas JobLink		
				Facebook		
1	Maintenance Technician	6/24/2019	9/3/2019	AETN Internal Electronic Bulletin Board	1	1

				Personal Contact		
				AETN.org		
				ARStateJobs	2	
				Indeed.com		
				Arkansas JobLink		
1	Chief Content Officer	7/9/2019	9/20/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact		
				AETN.org		
				LinkedIn.com	3	1
				ARStateJobs	2	
				Indeed.com		
				Arkansas JobLink		
				Facebook		
				Producers Guild		
1	Streaming Video Systems Manager	7/15/2019	8/13/2019	AETN Internal Electronic Bulletin Board	1	1
				Personal Contact		
				AETN.org		
				ARStateJobs	4	
				Indeed.com		
				Arkansas JobLink		
1	Manager of ArkansasIdeas Project/Support	8/30/2019	9/23/2019	AETN Internal Electronic Bulletin Board	1	
				Personal Contact		
				AETN.org		
				ARStateJobs	2	1
				Indeed.com		
				Arkansas JobLink		
1	Manager of ArkansasIdeas Education	8/30/2019	9/23/2019	AETN Internal Electronic Bulletin Board	2	1
				Personal Contact		
				AETN.org		
				ARStateJobs		
				Indeed.com		
				Arkansas JobLink		
1	ArkansasIdeas Production Manager	8/30/2019	9/23/2019	AETN Internal Electronic Bulletin Board	1	1
				Personal Contact		
				AETN.org		
				ARStateJobs	2	
				Indeed.com		
				Arkansas JobLink		
1	Director of AETN Production	9/16/2019	10/8/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact	1	1
				AETN.org		
				ARStateJobs		
				Indeed.com		
				Arkansas JobLink		
1	Executive Assistant	9/27/2019	11/25/2019	AETN Internal Electronic Bulletin Board		
				Personal Contact		
				AETN.org		
				LinkedIn.com	1	1
				ARStateJobs	5	
				Indeed.com		
				Arkansas JobLink		
1	Field Producer	11/7/2019	12/30/2019	AETN Internal Electronic Bulletin Board	3	
				Personal Contact		
				AETN.org		
				LinkedIn.com		
				ARStateJobs	1	1
				Indeed.com		
				Arkansas JobLink		
				Twitter		
				Facebook		
1	Field Producer	11/7/2019	2/2/2019	AETN Internal Electronic Bulletin Board	4	1
				Personal Contact		
				AETN.org		

**Prong 3 Longer-Term Recruitment Initiatives
Implemented During Previous Year**

No.	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	June 24, 2019	Community Leadership	Youth Leadership Forum	Spoke to 50 high school and college students regarding internships.	
2	January 15, 2020	Hendrix College Sophomore Career Term day	Spoke to 50 high school and college students regarding internships.	Hosted 12 college student for the day to learn about AETN and help with some survey data entering and foundation mailings.	Foundation and Marketing departments.
3	On-Going	Participate in Job Fairs	Continuing to participate in job fairs by station personnel who have substantial responsibility in making hiring decisions. AETN participated in Career Fairs at the following locations: UAPB Spring Fair, March 7, 2018; ATU, Career & Intern Fair, Russellville, AR, September 18, 2018; Hendrix College Career and Internship Fair, March 7, 2019; ATU Business, Communications & Media Career & Internship Fair, September 16, 2019.	Educate & recruit students in all areas of television for positions within our agency.	All levels, station-wide
4	On-Going	Establishment of an Internship Program	Continuing to accept students into this program which is designed to develop broadcast employment skills.	Educate & recruit students in all areas of television and support activities for college credit.	All levels, station-wide
5	On-Going	Establishment of a Mentoring Program	Continuation of the Mentoring Program for each new employee at AETN.	Mentors are selected by the Executive Director or Associate Director for new personnel. Assigned mentors are peers from all divisions.	All levels, station-wide

6	On-Going	Establishment of Training Programs	<p>Offer continuous training to AETN Staff through the Inter-Agency Training Program (IATP) & On-Site Training Opportunities. Ongoing training through the IATP Training Program included HRkansas for Supervisors; Hiring Talent; Interpersonal Communications; You've Got Problems, We've Got Solutions; Performance Goals & Compensation; Accounting and Purchasing Forums.</p> <p>All Staff training on Discrimination Law & Harassment Awareness, June 26, 2019, by Senior Assistant Attorney General Nga Mahfouz, Arkansas Attorney General's Office</p>	Training needs are defined by state and agency policy for eligible employees to be promoted.	All levels, station-wide
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