

WKMJ-TV-Louisville, KY

EEO Public File Report

Reporting Period: April 1, 2011 - March 31, 2012

FCC/EE0 Public File Report
 KET - WKMJ-WKPC, Louisville
 4/1/11 -3/31/12

Prong 3 - Longer Term Recruitment Initiatives

#	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	Ongoing	Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.	Various training opportunities for current employees; Graphic Design/Videographer participated in camera training held on May 24 & 25, 2011, Producer/Director and Administrative Assistant attended Outlook Level 2 training held on July 25, 2011.	Training of current employees to advance skills in their work area through local educational facilities; training of supervisors to increase their management skills;	Ronald Brown
2	Ongoing	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Various training opportunities for current employees; 2 Senior Directors attended EEO/Diversity training on May 18, 2011. Producer/Writer, Producer/Writer, Associate Producer and Video/Editor attended EEO/Diversity training on June 29, 2011.	Diversity, anti-discrimination & sexual harassment training for supervisors and managers	Ronald Brown
3	Ongoing	Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	Video Production Workshops & Consultations; conducted numerous workshop on a variety of KET's instructional and professional development resources as requested by schools.	Conduct workshops for students & teachers in Kentucky public schools or in the KET Media Lab, providing teachers and students instruction on basic production skills and how they can be integrated into the classroom to enhance various curriculum areas, address 21st century skills, and provide students with a creative outlet for communicating.	KET Education staff, including Jeff Gray, Allison NeCamp, Sara O'Keefe, and education consultants

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4	Ongoing	Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	Professional Development Workshops; conducted 5 video workshops involving 83 students and 5 teachers	Professional development presentations to Kentucky teachers and pre-service teachers to provide tools and strategies for using KET resources effectively to meet curriculum needs. KET also provides training for adult and early childhood educators, and staff present at education conferences throughout the year.	K-12 -- KET education consultants (Brian Spellman, Larry Moore, Kathy Davis, Cynthia Warner), Arts staff (Teresa Day, Sara O'Keefe), and other Education staff (e.g., Mary Duncan); Adult Ed -- Tonya Crum; Early Childhood -- Kathy Day.
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KET – The Kentucky Network
YEARLY TOTAL NUMBER OF INTERVIEWEES
AND TOTAL NUMBER OF INTERVIEWEES REFERRED
BY EACH RECRUITMENT SOURCE

FORM 5

Complete this worksheet on April 1 using the List of Recruitment Sources Used to Fill Each Vacancy (FORM 4) and Interviewee/Hiree Record Sheet (FORM 1)

Yearly Period Beginning: April 1, 2011 Ending: March 31, 2012

Total Number of Persons Interviewed for Full-Time Vacancies: 51

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name: KET Website

Total Number of Interviewees: 11

Recruitment Source Name: Lexington Herald-Leader

Total Number of Interviewees: 3

Recruitment Source Name: CareerBuilder Web Site (www.careerbuilder.com)

Total Number of Interviewees: 19

Recruitment Source Name: KET Internal Bulletin

Total Number of Interviewees: 5

Recruitment Source Name: Unknown

Total Number of Interviewees: 7

Recruitment Source Name: Referral

Total Number of Interviewees: 5

Recruitment Source Name: AFP Website

Total Number of Interviewees: 1

Place in station's local public file annually on April 1. Post on station's website.

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Broadcast Network Administrator

Date of Job Posting: 7/29/2011

Name of Source for Actual Hire: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 4

Name of Source of Interviewees: KET Website

Contact Name/Address/Phone: Ellen Dotson
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7255

Total Number of Interviewees Generated by Source: 1

KET – The Kentucky Network FORM 4
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Broadcast Network Administrator

Date of Job Posting: 11/21/2011

Name of Source for Actual Hire: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 3

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Communications Coordinator

Date of Job Posting: 01/29/2011

Name of Source for Actual Hire: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 4

Name of Source of Interviewees: KET Website

Contact Name/Address/Phone: Ellen Dotson
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7255

Total Number of Interviewees Generated by Source: 1

Name of Source of Interviewees: Internal Posting

Contact Name/Address/Phone: HR Department
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7103

Total Number of Interviewees Generated by Source: 1

Name of Source of Interviewees: Unknown

Total Number of Interviewees Generated by Source: 2

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Corporate/Underwriting Officer

Date of Job Posting: 03/25/2011

Name of Source for Actual Hire: Referral

Contact Name/Address/Phone: Various Professional Sources

Total Number of Interviewees Generated by Source: 5

Name of Source of Interviewees: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 3

Name of Source of Interviewees: AFP (Assoc. of Fundraising Prof.) Website

Contact Name/Address/Phone: Association of Fundraising Professionals
Job Center
4300 Wilson Blvd, Suite 300
Arlington, VA 22203
800-666-3863

Total Number of Interviewees Generated by Source: 1

Name of Source of Interviewees: Lexington Herald-Leader

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 3

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Education Administrative Assistant/PD Project Asst.

Date of Job Posting: 1/06/2012

Name of Source for Actual Hire: Internal Bulletin

Contact Name/Address/Phone: HR Department
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7103

Total Number of Interviewees Generated by Source: 2

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Foundation/Special Gifts Development Officer

Date of Job Posting: 8/19/2011

Name of Source for Actual Hire: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 3

Name of Source of Interviewees: Unknown

Total Number of Interviewees Generated by Source: 3

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: On-Air Image/Promotion Manager

Date of Job Posting: 7/29/2011

Name of Source for Actual Hire: KET Website

Contact Name/Address/Phone: Ellen Dotson
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7255

Total Number of Interviewees Generated by Source: 3

Name of Source of Interviewees: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 1

Name of Source of Interviewees: Internal Bulletin

Contact Name/Address/Phone: HR Department
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7103

Total Number of Interviewees Generated by Source: 2

Name of Source of Interviewees: Unknown

Total Number of Interviewees Generated by Source: 1

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Online Media Production Assistant

Date of Job Posting: 9/30/2011

Name of Source for Actual Hire: KET Website

Contact Name/Address/Phone: Ellen Dotson
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7255

Total Number of Interviewees Generated by Source: 4

Name of Source of Interviewees: CareerBuilder Web Site

Contact Name/Address/Phone: Tammy McConnell
100 Midland Ave
Lexington, KY 40508
(859) 231-1485

Total Number of Interviewees Generated by Source: 1

KET – The Kentucky Network **FORM 4**
LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Videographer (2 openings)

Date of Job Posting: 5/18/2011

Name of Source for Actual Hire: KET Website

Contact Name/Address/Phone: Ellen Dotson
KET
600 Cooper Drive
Lexington, KY 40502
(859) 258-7255

Total Number of Interviewees Generated by Source: 2

Name of Source of Interviewees: Unknown

Total Number of Interviewees Generated by Source: 1