

2019 ANNUAL EEO PUBLIC FILE REPORT

Channel 5 Public Broadcasting, Inc.

Station: KNPB
Community of License: Reno, NV

Reporting Period: May 22, 2018 – May 21, 2019

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
7/30/2018	Grant Coordinator	Indeed.com
12/03/2018	Vice President of Technology	Society of Broadcast Engineers
2/25/2019	Broadcast Engineering Tech	Indeed.com
3/11/2019	Programming Assistant	Indeed.com & KNPB.org
3/26/2019	Digital Marketing Assistant	Indeed.com
4/11/2019	Administrative Assistant	Word of Mouth
4/29/2019	Special Events Coordinator	Word of Mouth

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 30

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
Word of Mouth / Former Employee	1
Indeed.com	17
Word of Mouth	3
Society of Broadcast Engineers	1
Nevada Broadcasters Association	0
KNPB.org	6
Linkedin.com	2
Chronicle of Philanthropy	0
Internal Posting	2

RECRUITING SOURCES USED

Job Title of Position: Grant Coordinator _____ Date of Hire: 7/30/2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Ziprecruiter.com	N	N/A		https://www.ziprecruiter.com/
Association for Fundraising Professionals	N	P.O. Box 13356 Reno Nevada 89507	Sherri Griffin-Grundy	sherry@griffindevelopment.com
Internal Posting	N	N/A		
PBS Development Services	N		Tracy Ferrier	tbferrier@pbs.org (703)739-5065
Facebook.com	N			https://www.facebook.com/

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

Job Title of Position: VP of Technology_____ Date of Hire: __12/03/2018_____

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Internal Posting	N	N/A		
Society of Broadcast Engineers	N	9102 North Meridian Street, Suite 150 Indianapolis, IN 46260		https://www.sbe.org/sections/jl_submit.php
Current Newspaper	N	6930 Carroll Ave Suite 625 Takoma Park, MD 20912	Julie Drizin	https://jobs.current.org/Julie@current.org (301)270-7240 X36
Nevada Broadcasters Association	N	3900 Paradise Rd., Suite 279 Las Vegas, NV 89169	N/A	https://nevadabroadcasters.org/careers/post-job/

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

Job Title of Position: Broadcast Engineering Tech_____ Date of Hire: __2/25/2019_____

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
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			SOURCE	
Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Nevada Broadcasters Association	N	3900 Paradise Rd., Suite 279 Las Vegas, NV 89169	N/A	https://nevadabroadcasters.org/careers/post-job/
Society of Broadcast Engineers	N	9102 North Meridian Street, Suite 150 Indianapolis, IN 46260		https://www.sbe.org/sections/jl_submit.php
Internal Posting	N	N/A		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

Job Title of Position: Programming Assistant_____ Date of Hire: __3/11/2019_____

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Internal Posting	N	N/A		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

Job Title of Position: Digital Marketing Assistant_____ Date of Hire: __03/26/2019_____

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Internal Posting	N	N/A		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

Job Title of Position: Administrative Assistant_____ Date of Hire: __4/11/2019_____

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
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Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Linkedin.com	N	N/A		https://www.linkedin.com/talent/projects
Internal Posting	N	N/A		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

Job Title of Position: Special Events Coordinator_____ Date of Hire: __4/29/2019_____

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Indeed.com	N	N/A		https://employers.indeed.com/m#dashboard
KNPB.org	N	N/A		http://www.knpb.org/about/jobs/
Internal Posting	N	N/A		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of job vacancies.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives:

*Participation in **job fairs** by station personnel who have substantial responsibility in making hiring decisions.*

1. Career & Internship fair

Location: Sierra Nevada College
Date: November 5, 2018

Sierra Nevada College hosts an annual career/internship fair each fall. KNPB has participated each year beginning in 2011 through the present. The goal of the fair is to connect SNC students with prospective employers and/or internship opportunities. Each participating employer is given a display table in the student union and can connect with students there. Kurt Mische did a presentation on behalf of KNPB, spoke about internships, and broadcast career opportunities. We reached students who expressed interest in the station and received their

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

information to connect with them in the future.

1. General Internships with KNPB

KNPB does have specific work that the interns do that prepares them for broadcast employment. We have job outlines for each of the positions and candidates are interviewed before we select them. In the last reporting period KNPB had 4 interns.

2. UNR Pack Internship Program

KNPB has applied and received a grant for the last 4 years from the University of Nevada, Reno Pack Internship Program. The Pack Internship Grant Program is a partnership between the Nevada Career Studio and the Associated Students of the University of Nevada that provides funding for forty individual student internships with Northern Nevada businesses, nonprofits and public or government agencies. KNPB received funding for one intern that assisted with our PBS Kids Writer's Contest program.

3. Bank of America Student Leader Program

KNPB also applied and received a grant from Bank of America in the first year of their new internship program that provided funding for 2 interns to complete an 8 week program at KNPB. They are introduced to all of the different areas of KNPB during a rotating schedule of different learning opportunities in each department.

Providing training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

1. CPB Harassment Prevention Training

All KNPB staff members and officers participated in a webinar focused on anti-harassment and equal opportunity.

Other initiatives:

1. Featured Speaking engagements (Rotary, Kiwanis, Lions Club, Reno Downtown Improvement Association, Reno and Sparks Chamber events). There were 3 speaking engagements during the reporting period.

Kurt Mische - CEO, Peter Stanton – VP
Development participates in ongoing presentations that provide an overview of the broadcast industry, station operations and a discussion of volunteer and employment opportunities as well as professional development.

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

1. Station Tours

Throughout the year, various staff members participate in conducting station tours for school kids of varying grade-levels. They spend time showing them through many aspects of KNPB from education initiatives, internship opportunities, and broadcast and production operations.