

EEO Public File Report

(Covers the period from 10/1/2017 to 9/30/2018)

Northwest Public Broadcasting (including Northwest Public Television KWSU-TV, and Northwest Public Radio KWSU-AM, KJEM-FM and KZUU-FM)

Section 1: Vacancy Information

Requirement: A list of all full-time jobs filled by the station's employment unit during the previous year, identified by job title. For each full-time vacancy during the preceding year, the recruitment source for the person hired; data reflecting the total number of persons interviewed for full-time vacancies during the preceding year, and for each vacancy, the number for interviewees referred by each recruitment sources (see Section 2: Recruitment Source Information)

Full-time Positions Filled by Job Title	Recruitment Source of Hire see table below	Total Number of Interviewees from All Sources for this Position	Recruitment Sources Utilized (# of interviews)
Bilingual News Reporter 125919	Internal - #18 12/11/2017	2	1, 2, 3, 4, 5, 6, 7, 8, 11, 18(1), 19, 23, 24, 32, 33, 39, 41, 46(1)
Telecommunication System Engineer - 126438	SEB - #21 3/26/2018	3	1, 2, 3, 4, 5, 6, 7, 8, 9, 19(2), 21(1), 23, 33, 34, 36, 52
Classical Music Radio Host/Producer - 1.0FTE 126436	Internal - #18 2/12/2018	3	1, 2, 3, 4, 5, 6, 7, 8, 9(2), 18(1), 19, 23, 33, 34, 36
Classical Music Radio Host/Producer - .75FTE 126437	Internal - #18 2/12/2018	2	1, 2, 3, 4, 5, 6, 7, 8, 9, 18(2), 19, 23, 33, 34, 36
Classical Music Radio Host/Producer - .5FTE 126435	Internal - #18 2/12/2018	2	1, 2, 3, 4, 5, 6, 7, 8, 9, 18(2), 19, 23, 33, 34, 36
Traffic & Promotions Coordinator - 127134	Internal - #18 7/02/2018	2	1(1), 2, 3, 4, 5, 6, 7, 8, 9, 18(1), 19, 23, 33, 51
Program Assistant – Membership - 126089	Internal - #18 8/27/2018	4	1(3), 2, 3, 4, 5, 6, 7, 8, 18(1), 19, 23, 33, 51

Total number of persons interviewed during application period: 18

Section 2: Recruitment Source Information

Requirement: For each vacancy, the recruitment sources used to fill those vacancies, identified by name, address, contact person and phone number.

	Recruitment Sources Utilized (Name, Address, Telephone Number, Contact Person)	Tot. No. of Interviewees this Source had Provided During this Period	Tot. No. of Hires from this Source During this Period
1	Washington State University Attn: Human Resource Services www.WSUJobs.com PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436 All open recruitments are posted to this site by WSU HRS.	4	
2	Higher Education Recruitment Consortium HERC www.herchobs.org All open recruitments are posted to this site by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436		
3	WorkSource/US Jobs https://worksourcewa.com All open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436		
4	Twitter @careersWSU All open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436		
5	Facebook www.facebook.com/wsuhrs All open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436		
6	Indeed.com www.indeed.com All open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436		

7	<p>LinkedIn www.linkedin.com/company/wsujobs All open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436</p>		
8	<p>WorkplaceDiversity Beginning 10/01/2016 all open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436</p>		
9	<p>Corporation for Public Broadcasting www.cpb.org 401 Ninth Street, NW Washington, DC 20004-2129 (202)879-9600</p>	2	
10	<p>Craigslist www.Craigslist.org 1381 9th Ave San Francisco, CA 94122 415-566-6394</p>		
11	<p>Current www.current.org 6930 Carroll Avenue, Suite 625 Takoma Park, MD 20912 (301)270-7240</p>		
12	<p>Moscow-Pullman Daily News www.DNews.com Attn: Mary Berger 220 E. Fifth St. Suite 205 Moscow, ID 83843 (208)848-2200</p>		
13	<p>Facebook – The Edward R. Murrow College of Communication, Washington State University www.facebook.com/murrowcollege PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Corrie Wilder</p>		
14	<p>The Edward R. Murrow College of Communication, Washington State University www.murrow.wsu.edu PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Corrie Wilder</p>		

15	Facebook - Northwest Public Radio www.facebook.com/northwestpublicradio PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Kerry Swanson		
16	The Oregonian www.oregonlive.com 1500 SW First Avenue Portland, OR 97201 cdoane@oregonian.com 503-221-4371		
17	Public Broadcast Service http://www.pbs.org/ 2100 Crystal Drive Arlington, VA 22202		
18	Internal candidate Person was employed by unit, learned of vacancy, and submitted an application through an open, competitive process.	8	6
19	Word of Mouth, Personal Contact Referral	2	
20	The Seattle Times http://www.seattletimes.com/ P.O. Box 70 Seattle, WA 98111 Andrew Kane 206-493-0747		
21	Society of Broadcast Engineers http://www.sbe.org/ 9102 N Meridian St #150 Indianapolis, IN 46260 317-846-9000	1	1
22	The Spokesman Review http://www.spokesman.com/ P.O. Box 2160 Spokane, WA 99210 Scott Baumbach 509-459-5156		
23	Inside Higher Ed. 1015 18th Street NW, Suite 1100, Washington, DC 20036 1-202-659-9208		
24	Tri-City Herald http://www.tri-cityherald.com/ 333 W. Canal Drive Kennewick, WA 99336 509-582-1400		
25	Public Radio – Email List Serv Attn: Wright Bryan		

	pubradio@lists.pubradio.org PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Kerry Swanson		
26	Scholarly Hires 4555 Lake Forest Drive #650 Cincinnati, OH 45242 Prior to 10/01/2016 All open recruitments are posted to this site by default by WSU HRS PO Box 641014 Pullman, WA 99164-1014 Jaide Wilhelm 509-335-9436		
27	Insight Into Diversity.org 11132 South Towne Square, Ste. 203 St. Louis, MO 63123 800-537-0655 Attn: Alexandra Vollman		
28	Career Builder .com 200 N. LaSalle St. Ste. 1100 Chicago, IL 60601 773-527-3600		
29	IEEE Institute of Electrical and Electronics Engineers employerjobsite@ieee.org 3 Park Avenue, 17 th Floor NewYork,NY 10016 800-701-4333		
30	Society of Motion Picture & Television Engineers 3 Barker Ave. 5 th Floor White Plains, NY 10601 914-205-2381 Attn: Aimee Ricca		
31	Tacoma News Tribune www.Tacomaneewstribune.adperfect.com 1950 South State Street Tacoma, WA 98405 Erica Wilkins 877-223-7355		
32	Yakima Herald classads@yakimaherald.com 114 N. 4 th Street Yakima,WA 98901 800-343-2799		
33	Monster.com www.Hiring.monster.com 133 Boston Post Road Weston, MA 02493		

	978-461-8000		
34	NWPB.org PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Kerry Swanson		
35	NWPR On Air PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Kerry Swanson		
36	NWPTV.org PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Marvin Marcelo		
37	NWPTV Twitter PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Marvin Marcelo		
38	NWPTV Facebook PO Box 642530 Pullman, WA 99164 509-335-6585 Attn: Marvin Marcelo		
39	RTDNA – Radio Television Digital News Association RTDNA.org 529 14 th St. NW, Ste. 1240 Washington, DC 20045 Dan Shelly 212-246-0398		
40	Public Radio News Director Inc. PO Box 838 Sturgis, SD 57785 605-490-3033 Member: Gillian Coldsnow 509-335-6546		
41	National Association of Hispanic Journalists www.nahjcareercenter.com Nation Press Building 529 14 th St. NW Washington, D.C. Yaneth Guillen-Diaz 888-281-9066		
42	Asian American Journalists Association www.aaja.org/career-listings		

	5 Third St, Ste. 1108 San Francisco, CA 94103 415-346-2051 Member: Gillian Coldsnow 509-335-6546		
43	Native American Journalist Association www.naja.com/store/job-listings 395 W. Lindsey St. Norman, OK 73019 405-325-1649 Contact Gillian Coldsnow, 509-335-6546		
44	National Association of Black Journalists http://nabjcareers.org 8800 Lakewood Dr. #117 Windsor, CA 95492 626-792-3846 Contact Gillian Coldsnow, 509-335-6546		
45	JournalismNext.com 8800 Lakewood Dr. #117 Windsor, CA 95492 www.journalismnext.com/emplogin.cfm Eric Wee 703-629-0178		
46	JournalismJobs.com 72 Plaza Dr. 2 nd Floor Berkeley, CA 94705 www.journalismjobs.com/post-new-job 510-508-7386	1	
47	PRADO Listserve PRADO@listserv.syr.edu Member: Kerry Swanson 509-335-6585		
48	Poynter.com www.careers.poynter.org/adminnet/employer/marketing/3059 801 Third Street South St.Petersburg, FL 33701 727-821-9494		
49	NWPR Facebook		
50	Society of Professional Journalist SPJ www.spj.org 3909 N Meridian St. Indianapolis, IN 46208 Joe Skeel 317-927-8000 ext. 216		

51	NWPB.org Northwest Public Broadcasting PO Box 642530 Pullman, WA 99164-2530 Attn: Marvin Marcelo		
52	National Association of Broadcasters (NAB) 1771 N Street NW Washington, DC 20036 www.nab.org https://jobs.broadcastcareerlink.com		

Section 3: *A list and brief description of Long-Term (or “Prong 3”) non-vacancy-specific recruitment initiatives implemented during the previous year.*

Washington State University

The Edward R. Murrow College of Communication and Northwest Public Broadcasting are part of Washington State University (WSU). Both areas are committed to following WSU’s plans and initiatives regarding Equity and Diversity. Equity and Diversity is an important aspect of everyday life at Washington State University. WSU provides institutional leadership in recruiting, retaining, and rewarding diverse faculty and staff; educating the campus and beyond about issues of diversity; and offering unique facilities that help students, faculty, and staff honor and celebrate the many cultures represented in the community. The Strategic Plan for Washington State University includes: create and sustain a university community that is diverse, inclusive, and equitable; recruit, retain, and advance a diverse intellectual mix of faculty, staff, and students, including women and those from under-represented groups; assure diversity and inclusion efforts are visibly and consistently supported at the highest levels of leadership; and maintain respectful, inclusive, and equitable behavior in all university environments.

The Edward R. Murrow College of Communication at Washington State University

Career Symposium and Public Address/Hosting Job Fair:

In April, the College sponsored the Murrow Symposium Career Day which featured: Meet the Pros. Students and faculty of the College were encouraged to attend workshops, including résumé critiques, and a discussion on the future of the communication industry. Professionals from the fields of broadcast, marketing and print media were available to answer questions and provide employment feedback and opportunities for career connections.

College sponsored student organizations and initiatives

Murrow College sponsors student programs, clubs and scholarship which promote diversity in the communication and broadcast fields. These include the Association for Women in Communications, study abroad opportunities and scholarships directed specifically at under representative groups such as Native Americans, Hispanic and women student scholars.

Northwest Public Broadcasting - Television

Internship Program

The Northwest Public Broadcasting – Television (NWPB-TV) Internship program is designed to give staff

the opportunity to involve themselves more deeply in training of student and part-time employees and gain knowledge to perform at a higher level. The program is based on that of another noncommercial educational station, which provides a model for this type of two-way training that is so valuable in broadcasting, especially in a small market where recruiting and retention of qualified individuals is difficult and poses a significant challenge. Examples of internship projects include: working as crew members for many on and off campus projects supported by NWPB-TV; working as program producer and production assistant; assistance with maintaining NWPB-TV web site; and editing of programs for use on-air and off. During the period between October 1, 2017 and September 30, 2018, NWPTV had 7 interns.

Training Programs for Stations Personnel/Mentorship Program

Washington State is determined to strengthen its program in the television area, by promoting the idea to staff and by creating specific job descriptions for the student-mentoring positions. In addition to enabling staff to “teach” others, we also have a policy that allows employees to take up to 6 credits of university credits per semester under a tuition-waiver program. The licensee supports this as a way of recruiting qualified individuals to this rural area and to retain and retrain current employees in order to advance. The organization continues to reap the benefits of this mentoring program.

Events or Programs with Educational Institutions Relating to Broadcasting Careers

NWPB-TV staff made presentations during the first week of several communication classes at Washington State University. The purpose was to inform students of intern opportunities with the station and how it might help them develop career skills in both television and radio. This internship program was also promoted to students on the station’s website and on flyers posted in campus buildings. NWPB-TV continues, on an annual basis, to set up a booth at the Family Expo in the Tri-Cities area that allows them the opportunity to talk with children and parents about several topics including a child’s “dream” to work in television.

Northwest Public Broadcasting - Radio

Internship Program

Northwest Public Broadcasting – Radio (NWPB-R) operations has an active internship program. The staff of NWPB-R regularly participates in area college and high school career days in our broadcast region. Students learned more about public broadcasting, received information on how to get involved, and what internship opportunities exist. During the period from October 1, 2017 to September 30, 2018, NWPB-R had internship positions filled including internships in News Production, Marketing, Broadcast Operations and Programming.

Events with Community Groups Relating to Broadcasting Career Opportunities

The station also regularly hosts tours and open houses for community groups, volunteers and general public to visit the station. NWPB-R staff routinely speak in front of students in classroom or special presentations about careers in public broadcasting in general and opportunities at Northwest Public Broadcasting specifically. NWPB-R is also involved in local community events, musical performances and fairs and distributes information about the station and opportunities with members of the public at these events. The staff of NWPB-R serve on many community groups such as Boys and Girls Club, Rotary and Kiwanis, within these organizations and their activities, NWPB-R staff are recognized and invited to work with youth and community volunteers.

In April 2018, NWPB-R hosted a training program in Richland, Washington aimed to 14- to 16-year-old youths interested in learning about reporting and journalism, and career opportunities.

In August 2018, NWPB-R participated in recruitment activities at the Washington State University All Campus Picnic where students learned about employment opportunities in radio, television, and news media.

In September 2018, NWPB-R participated in recruitment activities at Washington State University's Connect Fest where students could learn about employment opportunities within the NWPB jazz station, KJEM.

Continued training for personnel

Northwest Public Broadcasting – Radio is committed in encouraging personnel to continue with job training by attending conferences which will help them acquire skills that could qualify them for higher level positions.

The population of the market for this environment unit is fewer than 250,000, and the stations are therefore required to complete 2 long-term recruitment activities every year.