

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire
December 1, 2016 - November 30, 2017

Recruitment

NHPBS filled two full-time vacancies other than through internal promotions during this report period.

2 Full-time vacancies filled	Date Filled	Recruitment sources used to advertise vacancy	Recruitment source responsible for referring applicant hired for position	# of persons interviewed	# of interviewees referred by recruitment source
Membership Coordinator	3/10/2017	1. NHPBS Website	NHPBS website	2	2
		2. Yankee PRSA			
		3. NHAB			
		4. Association of Fundraising Professionals			
		5. NH Center for Non Profits			
Director/Manager of Production	2/13/17	1. NHPBS Website	NHPBS website	7	7
		2. NETA Online			
		3. NHAB			
		4. Current			

Recruitment Sources

Recruitment Source / Contact Name	Address	Phone	Fax	Type
NHPBS Website	268 Mast Road Durham, NH 03824	603-868-1100	603-868-7552	Post to web
New Hampshire Association of Broadcasters	707 Chestnut Street Manchester, NH 03104	603-627-9600		Post to web
NH Center for Non Profits / Carrie Bean	194 Pleasant Street Suite 14 Concord, NH 03301	603-225-1947		Email
Yankee PRSA	53 Regional Drive, Suite 1 Concord, NH 03301	603-228-1231		Email
Association of Fundraising Professionals	1465 Woodbury Ave. Portsmouth, NH	603-319-4039		Email
Current	6930 Carroll Ave, Suite 625 Takoma Park, MD 20912	513-646-7620		Post to Web
NETA Online	939 S. Stadium Road Columbia, SC 29201	803-978-1576		Email

Outreach Initiatives

Internship Program

During the reporting period, NHPBS employed six (6) student interns in the Production, Knowledge Network and Content divisions.

NHPBS interns receive valuable training covering all aspects of television production through hands-on experience. NHPBS provides interns with access to today's cutting-edge HD technology. Interns assist in supporting NHPBS' local productions: Windows to the Wild, Pledge and Auction as well as a special production. Duties varied day-to-day and may have included some or all of the following: story research, scheduling interviews, transcribing field recordings, running camera (live and recorded productions), set building, lighting, floor directing, graphic production, assistant directing, teleprompting and web support. Student Interns were provided the opportunity to observe and participate in every aspect of television journalism production.

Criteria

NHPBS recommends students seeking internships be college students pursuing a degree. However, high school students are occasionally considered on an individual basis. Students must have a strong commitment to the internship experience and want to pursue or are currently pursuing a degree in communications, broadcasting, public relations, development, business, political science, journalism, education, information technology or other related fields. Students must be able to work between 8 to 16 hours per week.

Interested students looking for experience in Communications, Information Technology, Production, Programming, or Web may apply online by completing an internship application online (**internship application**). An internship application and a letter of interest including a brief summary of education/experience are required. The Director of Administration and Human Resources and the appropriate department manager will review applications, schedule interviews and hire, as appropriate.

Mentor Program

NHPBS created the Staff Mentor Program to help in the initial transitional period for a new employee. A staff mentor is assigned to every new employee to help during the critical first 6 months of employment at NHPBS. A mentor is normally from outside the immediate working group, and has volunteered to help a new employee get accustomed to the working environment. It may mean just answering questions or perhaps helping to introduce other staff members at NHPBS who are expert in an activity or matter they are interested in or concerned about.

During the reporting period NHPBS assigned two mentors to two full-time employees hired during this period. Mentors are selected according to their familiarity and knowledge of NHPBS, length of service, area of expertise, and organizational status in relation to the new hires.

The mentors are equipped to orient the new staff members to the culture of the organization while the staff member's supervisor orients them to the departments in which they work.

Job Fairs

NHPBS participated in three job fairs this reporting period. The University of New Hampshire Career and Internship Job Fair on October 3, 2017, NHAB Virtual Job Fair(s) March 20 – 24, 2017 and July 17 – 21, 2017.

UNH 2017 Spring Career and Internship Fair - Approximately 230 employers set up booths to speak with students about potential employment opportunities at their places of business. Businesses were able to brand their organization more prominently with UNH students. Promotion of the fair was advertised in Wildcat Careers, published in the online directory as well as in printed literature available as handouts at

the fair. Approximately 1640 students attended and 24 submitted their resumes.

New Hampshire Association of Broadcasters Virtual Job Fair(s): The NHAB virtual job fair is a supplemental outreach program designed to educate the public about careers in the broadcasting industry and the qualifications necessary to fill those positions. NHPBS participated in two virtual job fairs on two separate occasions, March 20 – 24, 2017 and July 17 – 21, 2017. We received applications from 37 interested candidates during the week of March 20 – 24 and 23 applications from candidate during the week of July 17 - 20, 2017. NHPBS promoted both job fairs via on-air promos.

The following management level personnel attended:

Benjamin Sparling, Manager of Production

Dorinda Ouellette, Director of Administration and Human Resources

Student Scholarship Program

The New Hampshire Association of Broadcasters (NHAB) established a Student Broadcaster Scholarship Program for students interested in a career in over-the-air broadcasting. NHAB is committed to encouraging students who are interested in the radio and/or television industry to enroll as a secondary education student to further their education. The Scholarship program is open to students who are permanent residents of New Hampshire, are full-time students in an accredited institution of higher learning offering degrees in radio or television broadcasting.

NHPBS participated in the New Hampshire Association of Broadcasters Scholarship Program in 2017 in the following manner:

- Made a monetary donation to the NHAB Student Broadcasters Scholarship Program
- Helped promote the Program via the station web site, e-new letter and on-air spots
- Made Scholarship Program applications available to interested applicants
- Acted as a collection site for completed Scholarship Program applications
- Participated in the evaluation process for ten applicants ranked on a number of qualifiers and provided recommendations to NHAB upon completion.