

EEO Public File Report May 31, 2017 – May 30, 2018

Job Postings & Advertisements

Below is a list of all jobs posted and filled during this reporting period. All positions are advertised on the Arizona State University Employment Website (<http://cfo.asu.edu/hr-applicant>) and with a long list of diverse advertising locations (see **Appendix A**). Arizona PBS also sends job alerts via email to individuals interested in current job openings, via azpbsjobs@asu.edu.

Assistant Director – Requisition 40794BR

Filled 05/21/18

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A

Interviewed five applicants: Three heard about the position through the ASU website, and two through Indeed.com (a metasearch engine). The candidate selected for hire learned about the job through the ASU website.

Events Coordinator Sr. – Requisition 39114BR

Filled 04/23/18

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn.com

Interviewed two applicants: One heard about the position through the ASU website, and one through Indeed.com (a metasearch engine). The candidate selected for hire learned about the job through Indeed.com.

Creative Director – Requisition 33233BR

Filled 11/20/17

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Higherjobs.com
- LinkedIn.com
- Aiga.org

Interviewed eight applicants: Two heard about the position through the ASU website, two through LinkedIn.com, one was an employee referral, one through a colleague, and two through Indeed.com (a metasearch engine). The candidate selected for hire learned about the job through Indeed.com.

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Account Executive - Requisition 35172BR

Filled 11/20/17

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn.com

Interviewed one applicant; who was referred by a search firm.

Manager – Requisition 29715BR

Closed without hire

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Jobs.current.org
- LinkedIn.com

Interviewed eight applicants: Three heard about the position through the ASU website, three through LinkedIn.com, and two through employee referrals.

Broadcast Engineering Supervisor – Requisition 33127BR

Filled 10/16/17

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Jobs.current.org

Interviewed three applicants: One learned of the job through Indeed.com (a metasearch engine), one discovered the position through glassdoor.com (a metasearch engine), and one by colleague referral. The applicant hired learned of the job through a colleague.

Office Specialist– Requisition 40395BR

Closed without hire

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A

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Interviewed four applicants: One learned of the job through Indeed.com (a metasearch engine), and the other three learned about the position through the ASU website; closed without hire.

Office Specialist– Requisition 39463BR

Closed without hire

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A

Interviewed six applicants: One learned of the job through Indeed.com (a metasearch engine), and the other five learned about the position through the ASU website; closed without hire.

Coordinator – Requisition 36500BR

Filled 11/20/17

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- First Things First
- Arizona Association for the Education of Young Children

Interviewed two applicants One learned of the job through Indeed.com (a metasearch engine), and the other learned about the position through the ASU website. Two candidates were hired.

Executive Producer, Video Promotion – Requisition 30804BR

Filled 06/19/17

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn
- Journalism Jobs website
- HigherEdJobs.com

Interviewed one applicant: The applicant hired learned about the job from a colleague.

Editor Assistant – Requisition 40287BR

Filled 05/14/18

Outreach & Advertising:

- ASU Website

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- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn
- Jobs.current.org
- Indeed.com

Interviewed four applicants: One applicant learned about the position through Indeed.com (a metasearch engine), one through an employee referral, and two through searching the ASU employment website. The applicant hired heard of the job through an employee referral.

TV Producer/Director – Requisition 39036BR

Closed without hire

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- LinkedIn
- Broadcast Education Association website

Interviewed four applicants: Two learned of the job through Indeed.com (a metasearch engine), and two learned about the position through the ASU website.

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Arizona PBS interviewed a total of 48 people for all full time vacancies during this reporting period. The following are the recruitment sources used during the period and the cumulative number of interviewees referred by each:

Recruitment Sources	Total number of Interviewees referred
Searching ASU Website	22
ASU Employee Referral	4
ASU/Eight AZPBS Job Opportunity Email	
CareerBuilder.com	
Chronicle of Higher Education	
Colleague	3
Current.org	
HigherEdJobs.com	
Jobing.com	
LinkedIn	5
Monster.com	
Glassdoor.com	1
TVJobs.com	
Broadcast Education Association website	
Arizona Broadcast Association website	
Ad2Phoenix.com	
Professional Organization	
Journalism jobs website	
Productionhub.com	
Herejobs.org	
The Arizona Assoc for the Edu of Young Children (AzAEYC) Newsletter	
First things first listserv	
Emmyonline.com/jobbank/jobbank-all	
Indeed.com	13
Search Firm	1
Other	
Total	48

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Job Banks and Programs to Promote Outreach

Arizona PBS is committed to equal opportunity employment and participates in outreach recruitment practices that involve a three-pronged strategy, entailing: 1. A wide dissemination of notice of full-time vacancies; 2. Notice of each full-time vacancy to referral organizations and individuals that have requested it; and 3. Participation in long-term recruitment initiatives such as: job fairs, internships, student worker and volunteer programs, and community events designed to inform the public of employment opportunities in broadcasting. Below are details of each outreach activity.

Promotion Job Announcement

Arizona PBS also sends job alerts via email to individuals who have signed up for current job openings when posted. To sign up or cancel, they email azpbsjobs@asu.edu. No organization requested notice of job openings during the reporting period.

Staff Involved:

Manager, Human Resources (through November 17, 2017)

Dept HR Specialist Sr (beginning January 8, 2018)

Office Specialist Sr, OHR Recruitment and Staffing

Career Day/Job Fairs

August 18, 2017 – Arizona State University hosted a student career fair at the Downtown Phoenix campus. Arizona PBS staff had the opportunity to meet with ASU students and alumni, collect resumes, and present part-time employment, internship and volunteer opportunities.

Staff Involved:

Manager, Human Resources

Staff Development

Arizona PBS staff involved in the interviewing and hiring process attended a Diversity Recruitment Training & Certification training session to learn the best practices, policies and laws surrounding equal employment opportunity during the previous reporting period. Daniel Klug, the Director of Recruitment & Selection for Arizona State University, facilitated the session. The certification training is good for two years. The hiring officials are up for recertification July of 2018, so a group training session was not conducted during this reporting period. New hires during this reporting period who are involved in the interviewing and hiring process were encouraged to enroll in this training as individual enrollees when it was offered by the University.

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Internship & Student Employment Program

Ongoing – Station provides both internship opportunities for Horizon/Horizonte and part-time paid positions for the entire station, to ASU students with an interest in broadcast communications. Production positions include production crew for Arizona PBS Pledge Drives, studio productions (Horizon/Horizonte), and other local productions with responsibilities ranging from editor, videographer, and director. Other student positions include on-air promotions, operations, reception and graphic design. Presently, Arizona PBS employs 45 part-time paid student worker positions and utilized 14 unpaid interns during the academic year.

Staff Involved:

- Manager, Human Resources (through November 17, 2017)
- Dept HR Specialist Sr (beginning January 8, 2018)
- Coordinating Producer
- Executive Producer Instructional Professional
- Manager, Marketing and Communications
- Instructional Tech Analyst
- Associate Director, Educational Outreach
- Program Manager, Educational Outreach
- Coordinator, Viewer Services
- Executive Coordinator
- Coordinator Sr., Member Services
- Coordinator, Media Production
- Office Specialist Sr., Operations
- Manager, Central Sound at Arizona PBS
- Manager, Marketing / Database
- Assistant Manager, Production

Volunteer Program

More than 500 volunteers of dedicated community members with diverse cultural, economic, and work backgrounds gave their time to Arizona PBS during this reporting period. They assisted with the station with their talent and service to support the growth of the station. They are a vital part of fundraising and outreach activities that take place, such as attending volunteer recruitment fairs. Volunteers participate in Membership Drives, Community Events, Station Tours and Office Assistance. They shadow existing Arizona PBS staff, gain valuable work experience and familiarity with the organization. Volunteers are regularly notified of new job opportunities when announced.

Staff Involved:

- Program Coordinator Sr., Volunteers
- Coordinator Sr., Member Services
- Assistant General Manager, Educational Outreach

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Coordinator, Digital Marketing
Coordinator, Membership
TV Producer / Director

Station Tours

Ongoing - Approximately 35 station tours during this reporting period for K-12 students, the general public, interested groups and individuals wanting to learn more about Arizona PBS, as well as careers in public television in their community.

Staff Involved:

General Manager
Assistant General Manager, Educational Outreach
Associate Director of Development
Manager, on-air membership
Executive Coordinator
Program Coordinator Sr., Volunteers
Coordinator, Email Marketing
Coordinator, Membership
Specialist, Communications
AZ PBS Volunteer
AZ PBS Volunteer