

KAET
EEO Public File Report May
31, 2019 – May 21, 2020

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.

Director – Requisition 50477BR

Filled 06/14/19

Outreach & Advertising:

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

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

Dir Audience Engagement – Requisition 50596BR

Filled 06/26/19

Outreach & Advertising:

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

Interviewed two applicants: One heard about the position through the ASU website, and one through LinkedIn.com. The candidate selected for hire learned about the job through the ASU website.

Account Executive – Requisition 51451BR

Filled 07/03/19

Outreach & Advertising:

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

Interviewed three applicants: Two heard about the position through a colleague, and one through LinkedIn.com. The candidate selected for hire learned about the job through LinkedIn.com.

KAET
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TV Producer/Director – Requisition 52640BR

Filled 08/09/19

Outreach & Advertising:

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

Interviewed two applicants, one who learned about the job through the ASU website, and one through an ASU Employee Referral. The candidate selected for hire learned about the job through an ASU Employee Referral.

Audio Recording/Prod Engineer – Requisition 53120BR

Filled 09/05/19

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Indeed.com
- Cpb.org
- Current.org

Interviewed nine applicants: One learned of the job through the “Hey Audio Student Facebook group“, two did not provide an answer, and six by colleague referral. The applicant hired learned of the job through a colleague.

Broadcast Engineer Sr – Requisition 54266BR

Filled 09/26/19

Outreach & Advertising:

- ASU Website
- Arizona PBS jobs distribution list via email
- Appendix A
- Current.org
- Sbe.org
- Indeed.com

Interviewed four applicants: Two learned of the job through a Professional Organization, one through an ASU Employee Referral, and one did not answer. The applicant hired learned of the job through an ASU Employee Referral.

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Digital Marketing Manager – Requisition 54692BR

Filled 11/04/19

Outreach & Advertising:

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

Interviewed one applicant, who learned of the job through an ASU employee referral.

Office Asst/Receptionist Sr – Requisition 55094BR

Filled 10/17/19

Outreach & Advertising:

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

Interviewed four applicants. All four learned of the job through the ASU website. The applicant hired learned of the job through the ASU website.

Customer Svc Spec Sr – Requisition 56481BR

Filled 01/02/20

Outreach & Advertising:

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

Interviewed four applicants. Two learned of the job through the ASU website, and two through an ASU Employee Referral. The applicant hired learned of the job through an ASU Employee Referral.

Media Distribution Supv – Requisition 58086BR

Filled 02/27/20

Outreach & Advertising:

- ASU Website
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- Appendix A
- Current.org
- Simplyhired.com
- Indeed.com

Arizona PBS (TV) Phoenix, AZ

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Interviewed one applicant, who learned of the job through Indeed.com. The applicant hired learned of the job through Indeed.com.

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Arizona PBS interviewed a total of 24 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	8
ASU Employee Referral	6
ASU/Eight AZPBS Job Opportunity Email	
CareerBuilder.com	
Chronicle of Higher Education	
Colleague	9
Current.org	
GlassDoor.com	
HigherEdJobs.com	
Indeed.com	2
Jobing.com	
LinkedIn.com	2
Monster.com	
Productionhub.com	
TVJobs.com	
Professional Organization	2
Broadcast Education Association website	
Arizona Broadcast Association website	
Journalismjobs.com	
The Arizona Assoc for the Edu of Young Children (AzAEYC)	
Newsletter	
First things first listserve	
Facebook group	1
Search Firm	
Other or no answer	3
Total	33

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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:

Dept HR Specialist Sr

Office Specialist Sr, OHR Recruitment and Staffing

Career Day/Job Fairs

N/A

Staff Development

Daniel Klug, the Director of Recruitment & Selection for Arizona State University, facilitated a Diversity Recruitment Training & Certification training session, good for two years, to Arizona PBS staff involved in the interviewing and hiring process on 06/19/2018. The session covered the best practices, policies and laws surrounding equal employment opportunity. 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 and intern positions.

Staff Involved:

- Dept HR Specialist Sr
- Academic Financial Specialist
- 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:

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

KAET
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Director, Development
Development Officer
Coordinator, Digital Marketing
Coordinator, Membership
TV Producer / Director

Station Tours

Ongoing – Approximately 40 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, Membership
Specialist, Communications
AZ PBS Volunteer
Director of Development
Development Officer