

KAET-Phoenix Delivers...*Diversity* **Through ASU's Imperatives of Excellence, Access, and Impact**

As a unit (non-academic) of Arizona State University, personnel processes are governed by Arizona State University Policies and Procedures and approved by the Arizona Board of Regents - <https://inclusion.asu.edu/>.

As an equal opportunity employer, KAET-Phoenix (known locally as Arizona PBS) and Arizona State University are committed to the recruitment, retention and development of diverse classified and administrative staff, and service professionals. ASU is building an inclusive workforce by actively pursuing qualified employees from a wide range of ages, ethnicities, races, experiences, interests and cultures.

Our workforce displays passion, innovation, skill and intellectual curiosity and takes pride in its connection to the local community by proving *Excellence* through quality programming, *Access* through media reaching 85% of Arizona citizens and *Impact* by providing the people of Arizona with learning opportunities, information, related resources and community outreach efforts.

Implemented Diversity Initiatives

Outreach

- A. Job opportunities are announced and posted with organizations and job banks of broad-based membership, including women and minorities; such as, Chicanos Por La Causa, Arizona Business and Professional Women, Greater Phoenix Urban League, Family Service Agency Employment & Educational Support Service and NAACP of Arizona.
- B. Job opportunities are posted on the Arizona State University Employment Website (<http://cfo.asu.edu/applicant>). The Employment link is easily accessible from the KAET Website <https://azpbs.org/about/careers>.
- C. KAET offers to email notifications to individuals interested in job announcements when opportunities become available when subscribing to a distribution list at azpbsjobs@asu.edu.

Work-Study and Internship Opportunities

- D. KAET provides both part-time paid positions and internship opportunities to all ASU students with an interest in Broadcast Communications. Production positions include production crew for pledge drives, studio productions, and other local productions with responsibilities ranging from editing, to videography and directing. Other student duties include positions in on-air promotion, operations, reception and graphic design.

Performance Management and Employee Involvement

- E. Performance is evaluated against the university core expectations and supervisors are accountable for understanding and implementing the evaluation program. Managing employee performance includes regular feedback and a formal annual evaluation. This collaborative process facilitates the opportunity for the supervisor and the employee to communicate expectations, goals, accomplishments, a development plan (self- evaluation) and/or a performance improvement plan, if necessary.

General Manager, Adrienne Fairwell

Reviewed and Approved by



Date: 10/13/21