

NEW HAMPSHIRE PUBLIC BROADCASTING

ANNUAL EEO PUBLIC FILE REPORT

Stations WENH-TV, Durham/WEKW-TV, Keene/WLED, Littleton, New Hampshire
December 1, 2021 -November 30, 2022

Recruitment

NHPBS filled 4 full time vacancies

4 FULL TIME OPEN POSITIONS	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
Broadcast Operations Coordinator	05/05/2022	NHPBS Website (all social media) NHAB NH Ctr. Non-Profits Public Media Jobs/virtual job fair LinkedIn	NH PBS Website	2	1 NHPBS Website 1 Public Media Job Fair
Community and Education Engagement Coordinator	07/11/2022	NHPBS Website (all social media) NHAB NH Ctr. Non-Profits Public Media Jobs/virtual job fair LinkedIn	LinkedIn via Spanish Media network	5	3 NHPBS Website/referral 1 LinkedIn 1 Public Media Job Fair
Director of Development	7/11/2022	NHPBS Website (all social media) NHAB NH Ctr. Non-Profits Public Media Jobs/virtual job fair LinkedIn	NHPBS Prior interview resume held on file	3	1 NHPBS Website 1 Public Media Job Fair 1 Resume on File
Transmission Engineer	07/27/2022	NHPBS Website (all social media) NHAB NH Ctr. Non-Profits Public Media Jobs/virtual job fair LinkedIn Society of Broadcast Engineers ZipRecruiter	Zip Recruiter	2	2 Zip Recruiter

Recruitment Source / Contact Name	Address	Phone	Email/Contact	Type
NHPBS Website	268 Mast Road Durham, NH 03824	603-868-1100		Post to web and/all social media platforms including LinkedIn

New Hampshire Association of Broadcasters Tracy Caruso	707 Chestnut Street Manchester, NH 03104	603-627-9600	tracy@nhab.org	Post to web/ broadcast job fair
NH Center for Non Profits / Carrie Bean	194 Pleasant Street Suite 14 Concord, NH 03301	603-225-1947	cbean@nhnonprofits.org	Online job board
Public Media Online Job Fair	Samantha Couture	727-497-6565 x 3302	www.ymycareers.com	Online job fair
Society of Broadcast Engineers	9102 North Meridian Street, Suite 105 Indianapolis, IN 46260	314-846-9000	https://sbe.org/resources/jobs/	Online Job posting
Zip Recruiter	Online service	877-252-1062	https://www.ziprecruiter.com	Online Job posting

Outreach Initiatives

Internship Program

During the reporting period, NHPBS hosted 4 interns. Two interns from the University of New Hampshire, in the spring semester of 2022, one intern from the University of New Hampshire in the summer semester of 2022, and one intern from the University of New Hampshire in the fall semester of 2022. This year the interns performed their duties remotely but as we settle back into a more in-office workflow, NHPBS will increase intern capacity.

The 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 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 offers internships for "academic credit" or as a "non-paid work base activity" to students pursuing a career in the broadcasting industry. Interns will 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 will spend time assisting all departments within NHPBS, including Production, Local Content Development, Web/Digital, Communications, Educational Outreach, and Information Technology.

Mentor Program

NHPBS created the Staff Mentor Program to help with the important transitional period for a new employee. A staff mentor is there 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 those people at NHPB who expert in an activity are or matter they are interested in or concerned about.

During the last reporting period NHPBS assigned 4 mentors to 4 full time staff members hired from December 1, 2021 - November 30, 2022. The mentors were selected according to their knowledge of NHPBS, length of service, area of expertise, and organizational status in relation to the new hires. The program has been very successful. 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

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 NHAB virtual job fair in June of 2022 and participated in the Public Media Virtual Job Fair in partnership the NETA in April of 2022.

MANAGEMENT EEO TRAINING

NHPBS provided workplace harassment and diversity training to all staff during the reporting period. In partnership with the Corporation for Public Broadcasting there are training modules that all staff are required to complete, this training was completed for all staff on September 30, 2022. This information is then reported back to the HR Management team as well as the CPB.

The training explored the following:

- What constitutes acceptable and unacceptable workplace behavior.
- How to recognize harassment when it occurs; and
- How to report and respond to violations.

This training will be ongoing for all new employees, not just managers, to ensure equal employment opportunity and to prevent discrimination.

Annually NHPBS reviews establish diversity goals for its workforce, management, and boards. NHPBS has established formal and informal diversity training programs for management and appropriate staff to raise awareness and developed management skills.