

**Appendix 3
ANNUAL EEO PUBLIC FILE REPORT FORM**

**Covering the period from 2/1/17 to 1/31/18
Stations Comprising Station Employment Unit: KOOD(TV) Hays, Ks**

**Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities
Undertaken by Station Smoky Hills Public Television (KOOD)**

Long-Term Recruitment Initiatives

(1) Participated in programs designed to promote outreach generally (vi)-

Our Director of Production helped an area high school by assisting a teacher in teaching a class about production and broadcasting. The students learned how to shoot, edit, and produce videos along with learning about different equipment used in the broadcasting field. This outreach service was another opportunity for Smoky Hills Public Television to discuss and promote the field of broadcasting.

(2) Continued our established training program for station personnel to acquire skills to qualify for higher level positions (viii)-

Smoky Hills Public Television has training opportunities for our staff to learn new skills that may help them qualify for higher-level positions. When budget allows, Smoky Hills Public Television encourages staff to travel to conferences. This year the general manager went to PBS Annual meeting in San Diego Cal. in May

Provided training to management level personnel as to methods of ensuring equal employment opportunities and preventing discrimination (xiv)-

All management level personnel undergo consistent training as it relates to EEO and preventing discrimination. All new employees are required to watch a video of a taped training session presented by a professional on methods of ensuring the prevention of discrimination and sexual harassment in the workplace. In addition, all those involved with the interviewing and hiring of new employees must meet with the Human Resource director to discuss the discrimination policies that are in place at Smoky Hills Public Television. All station employees have performed diversity training in accordance with CPB requirements.

(3) Community events to inform and educate members of the public as to employment opportunities in broadcasting.

Tours of Smoky Hills Public Television's facilities and equipment are regularly given to community members and station volunteers. This past year, several of our staff members gave tours through out the year. The tours include information about jobs that are performed by station personnel, how some of the broadcasting equipment works, and general information about careers in the broadcasting field. Some of the tours also allowed some people to touch some of the equipment to see how it operated. Our Marketing Director attended 3 events where she explained broadcasting and answered questions by the attendees. These were the Hays Rotatory on 5/26/2016, Russell Rotary on 9/3/2016 and the

Hays Optimums on 9/15/2016. On oct.12th & 13th the Gm and other staff attended the 3I show in Dodge City, KS. One of those days was career day for high school students.

- (4) The KOOD (TV) Hays, Ks market population is less than 250,000 persons, such that KOOD is required to complete two long-term activities every two years.

**Appendix 1
Annual EEO PUBLIC FILE REPORT FORM**

Covering the period from
2/1/17 to 1/31/18

Stations Comprising Station Employment Unit: KOOD

Section 1: Vacancy Information

Full Time Positions Filled By Job Title	Recruitment Sources used for postion opening	Total Number of Interviewees From All Sources of this Position	Source that produce the hire
General Manager	Website:www.shptv.org		
	KRSL.com		
	SHPTV Facebook page		
	Website KAB.com		
	Centralksjobs.com		
	nextechclassifieds.com	1	
	SHPTV Twitter page		
	Hays Has Jobs website		
	Link-in		
	Work in Western kansas website		
	SHPTV on air spot		
	CPB Jobs website	1	
	Indeed.com	2	

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