



Detroit Public Television

Annual FCC – EEO Public File Report
May 21, 2016 through May 20, 2017
Employment Unit consists of WTVS
And WRCJ-FM (Operated Under Management Agreement)

I. Recruitment for All Full-time Vacancies

Detroit Public Television (DPTV) posts each full time vacancy within the station on the station intranet. Vacancy information is also widely disseminated (as noted in II below) and all position vacancies are posted to the DPTV Website. www.dptv.org, except in exigent circumstances.

II. Notification to Community Groups

A. Routine Recruitment Outreach – As a regular practice, notices are sent to local organizations that have requested vacancy information for each full-time permanent opening. All such job announcements encourage those seeking information to refer to DPTV’s Website for additional information.

B. Job Specific Recruitment – For each vacant position, Human Resources, along with the department head, identify what paid advertisements, Websites or trade publications will be used in addition to the sources listed in the Recruitment Sources.

C. Other Advertisements – Detroit Public Television broadcasts at least two, sometimes three spots on the 1st and 15th day of each month that provide contact information to entities that would like to receive notices of job openings. A similar invitation is published in each edition of the station’s monthly “Signal” magazine, which has a circulation of approximately 60,000.

III. Non-Vacancy Specific Recruitment Efforts During Reporting Period

A. Attendance at Career and Job Fairs

During the reporting period, Detroit Public Television has participated in the following career fairs:

- 2017 MABF Broadcast Media Career & Networking Fair, The Lansing Center, March 8, 2017 – Carlota Almanza-Lumpkin, Production Manager and John Mark, VP Engineering and Technical Operations, and Brian Denn, Manager, Engineering attended the fair.
- 2017 Michigan State University ComArtSci Connect Career Fair, Michigan State University, East Lansing, MI, February 10, 2017. Carlota Almanza-Lumpkin,

Production Manager, and Stephen Danowski, Director, Business Development and Corporate Underwriting attending the fair.

B. Internship Program

The Detroit Educational Television Foundation (WTVS) internship program is designed to give qualified students, volunteers and members of the community an opportunity to gain an enhanced understanding of television production and station operations through meaningful and challenging work assignments and allows WTVS to participate in the educational process by providing a practical, first-hand television work experience.

Internships are administered on a quarterly basis. The rotation of interns aids WTVS in providing exposure of the television medium to a greater number of communications and journalism students and others.

Information regarding internships is available on the station website and has been distributed to area universities.

During the reporting period, a total of 11 students interned in the Production Department, from various local colleges, 3 students interned in the Communications Department, and 2 students interned in the Special Events Department.

C. Employee Training Programs

- Detroit Public Television offers several benefits that encourage employees to advance their education and careers, including training that may qualify employees for promotion and tuition reimbursement.
- Detroit Public Television offered onsite management training through Skillpath. Titles included: Communicating with Tact, Diplomacy, and Professionalism; Emotional Intelligence; Coaching and Teambuilding;
- Detroit Public Television hosts Lunch and Learns providing educational sessions on average, once per quarter during the lunch hour. All employees are encouraged to attend.
- During fiscal year 2017, DPTV implemented a policy requiring all employees to log at least 50 hours of training per year.

Section 1: Full time Job Openings Filled
 Time Period Covered: May 21, 2016 to May 20, 2017

Full Time Position Filled By Job Title and Date Filled	Recruitment Source that Referred the Person Hired	Number of Persons Interviewed
Part-Time Technicians – 7 hired Hired: 8/7/16, 9/7/16, 9/22/16, 9/28/16, 9/29/16 (2), and 9/30/16 Recruitment Sources: 1-30, 36-38	DPTV.org – 2 Referrals – 4 Internal – 1	14
Maintenance Technician Hired: 5/31/2016 Recruitment Sources: 1-30, 36-38	Central MI University	6
Business Development Exec Hired: 1/3/2017 Recruitment Sources: 1-30, 36-38	DPTV.org	12
Customer Service Rep Hired: 5/15/2016 Recruitment Sources: 1-30, 36-38	Employee Referral	26
Multi-Media Producer/Editor Hired: 9/19/2016 Recruitment Sources: 1-30, 36-38	Internal candidate - freelancer	3
Affiliate Relations Producer Hired: n/a Recruitment Sources: 1-30, 36-38	2 declined offers, repost	10
Affiliate Relations Producer Hired: 11/28/2016 Recruitment Sources: 1-30, 36-38	DPTV.org	11
Producer, National Productions Hired: 10/6/2016 Recruitment Sources: this position was filled using the pool of applicants for a very similar position in the same department that had been compiled through our normal outreach to referral sources just weeks before.	Internal Candidate – freelancer	0

PT Accounting Clerk Hired: 12/5/2016 Recruitment Sources: 1-30, 36-38	Indeed	12
Producer Hired: 1/30/2017 Recruitment Sources: 1-30, 36-38	DPTV.org	15
Social Media/Digital Content Coor Hired: 12/1/2016 Recruitment Sources: 1-30, 36-38	Internal Candidate	13
PT Technician – 3 hired Hired: 3/27/17 (2) and 4/24/2017 Recruitment Sources: 1-30, 36-38	MSU Employee Referral DPTV.org	10
Customer Service Rep Hired: 4/24/2017 Recruitment Sources: 1-30, 36-38	Indeed	14
Board Relations Manager Hired: 11/28/2016 Recruitment Sources: 1-30, 35-38	Indeed	14
Director, Communications & Engagement Hired:5/1/2017 We had to fill this position on an exigent basis that did not permit time for normal recruitment. The person who had been in this position left on April 28, 2017 on two weeks' notice. Late spring is the busiest time of year for this department because of the number of major community activities involving this department to which the station is committed. There was no one on staff who could be promoted to this position or who could adequately assume the duties even on a temporary basis. An independent contractor who had assisted in another department recently by coincidence had excellent credentials to fill the open position on a full-time	Internal Candidate – Freelancer	0

<p>permanent basis and we offered him the job to avoid the catastrophe that could result from loss of continuity with the community with major events impending.</p>		
<p>Communications/Digital Coord Hired: 12/15/2016 Recruitment Sources: 1-30, 36-38</p>	<p>Internal Candidate</p>	<p>11</p>

Time Period covered: May 21, 2016 to May 20, 2017

Stations in Employment Unit: WTVS

Job Posting: All positions

Recruitment Source (Name, Address, Telephone Number, Contact Name, Web/E-mail address)	Total Number of Interviewees This source has provided during this period
1. Station Website Postings Detroit Public Television www.dptv.org	26
2. Internal Station Postings Detroit Public Television hresources@dptv.org	8
3. Adrian College pbleam@adrian.edu	
4. Public Media Business Association info@pmbaonline.org	
5. JVS Employment Services - Detroit Angela Bevak <abevak@jvsdet.org>	
6. Schoolcraft College jstadnic@schoolcraft.edu	1
7. The Fitness Fellowship International emufitnessfellowship@gmail.com	
8. Young Nonprofit Professionals Network ynpndetroit@gmail.com	
9. Michigan Rehabilitation Services Terry Hargrave Hargravet1@michigan.gov	
10. Detroit Hispanic Development morozco@dhdc1.org	
11. Eastern Michigan University. mary.chambers@emich.edu	
12. Davenport University livonia.cs@davenport.edu	

13.	International Academy of Design Technology gneal@iadtetroit.com	
14.	Hillsdale College careersservices@hillsdale.edu	
15.	Delta College jobplace@delta.edu	
16.	Madonna University Career Services careerservices@madonna.edu	
17.	Lawrence Tech University ltuocs@ltu.edu	
18.	Southeastern Michigan Indians Inc. semii1975@yahoo.com	
19.	Aquinas College Career Services saintsforhire@aquinas.edu	
20.	Michigan State University Career Services hireaspartan@csp.msu.edu	1
21.	Detroit Urban League shelita.richmond@deturbanleague.org	
22.	American Indian Services Inc. Ms. Fay Givens 1110 Southfield Rd. Lincoln Park, MI 48088 (313) 388-4100	
23.	Marygrove College Career Resources careersservices@marygrove.edu	
24.	Central Michigan University careers@cmich.edu	1
25.	Michigan Association of Broadcasters (MAB) www.michmab.com	
26.	TV Jobs: Bin/jobs2/employers/postjob.cgi	
27.	CPB Jobline: Public media employment http://cpb.org/jobline/submit.php	1
28.	Greater Public Jobline http://greaterpublic.org/job-line	

29.	Michigan Talent Bank – Online posting Mitalentbank.org https://jobs.mitalent.org/signin/	1
30.	Indeed.com	81
31.	Employee or Board Referral	26
32.	LinkedIn	1
33.	Friend	3
34.	Association of Fundraising Professionals (AFP) http://www.afpdetroit.afpnet.org/	
35.	MI non-profit Association https://www.mnaonline.org/jobcenterform.aspx	2
36.	PRNDI Chris Diers <cpaigediers@gmail.com>	
37.	Minority Supplier Bonita Gaston <bgaston@minoritysupplier.org>	
38.	Michigan Diversity Council http://www.diversityfirstjobs.com	
39.	NABJ – National Association of Black Journalists http://nabj.site-ym.com	
40.	NAJA - Native American Journalists Assn. https://www.naja.com/store/job-listings/	
41.	NAHJ – National Association of Hispanic Journalists http://nahj.org/	
42.	AAJA – Asian American Journalists Association http://www.aaja.org/	
43.	Journalismjobs.com	
44.	RTDNA – Radio Television New Directors Assn. http://www.rtdna.org/content/membership_benefits	

45.	MI Works http://www.michiganworks.org/employers/	
47.	Specs Howard http://www.specshoward.edu/employer-services/	
48.	Glassdoor https://www.glassdoor.ca/index.htm	