

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

Covering the period from 2/1/18 to 1/31/19  
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)-**
- (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.

**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 and this year also had harassment 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.
- (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.**