

EEO PUBLIC FILE REPORT

APRIL 1, 2017 – MARCH 31, 2018

1. Full-Time vacancies filled during preceding year:
 - Grants and Communications Manager
 - Corporate Development Assistant (restructured to a part-time position)
 - Multi-Media Producer
 - Director of Corporate Development
 - Grants and Communications Manager
 - Director of Operations (restructured to a part-time position)
 - Multi-Media Journalist (position currently open)
2. See attached list of recruitment sources used to fill each vacancy. The same list was used to fill all the above vacancies.
3. Recruitment source of each person hired and recruitment source for each person interviewed for full-time vacancies:
 - Grants and Communications Manager – filled May 2017 – Current full-time WNIN employee working in another position in the department was promoted to this position with additional responsibility.
 - Corporate Development Assistant – filled May 2017 – The department was restructured changing this position to a part-time position. We hired a current part-time WNIN employee for this vacancy.
 - Multi-Media Producer – filled June 2017 – Current part-time WNIN employee working as a TV Producer was hired for this vacancy as a full-time employee. 2 others were interviewed, 1 referred by a posting on the WNIN website, 1 referred by a posting on Monster.com.
 - Director of Corporate Development – filled August 2017 – Current full-time WNIN employee with prior experience as an Assistant to this position was hired – 6 others were interviewed, 4 referred by a posting on the WNIN website, 2 referred by WNN employees.
 - Grants and Communications Manager - filled September 2017 – person hired was referred by a WNIN employee – 5 others were interviewed, 2 referred by other WNIN employees, 2 referred by postings on the WNIN website, and 1 was a current WNIN employee (referred by internal posting of opening in staff breakroom).
 - Director of Operations - filled October 2017 – person hired was a former WNIN part-time operations/master control employee – 2 others were interviewed, both referred by a posting on Monster.com. This position was restructured as a part-time position to TV Operations Manager. Other current Radio staff absorbed the Radio operations duties for now; we may revisit changing back to a full-time position at a later date.
 - Multi-Media Journalist – position currently open.
4. A total of 20 people were interviewed for the above 6 full-time vacancies that were filled during the period. The number of interviewees referred by each recruitment source is as follows. Resumes were also received that had been referred by a number of other sources used for posting the openings, including WorkOne of Southwest Indiana, Indeed, Corporation for Public Broadcasting, University of Southern Indiana Career Services, Ivy Tech Career Services, the Evansville Courier, and others.

- 8 – WNIN website
- 5 – Current WNIN employee interviewed
- 4 – WNIN employee referral
- 3 – Monster.com

5. Recruitment initiatives undertaken by WNIN during this period:

- #1 – WNIN participated in a job fair at the University of Evansville on February 13, 2018. A number of students stopped to speak with our recruiter, our VP of Finance and Administration, about internships and employment opportunities, many of whom were members of various diverse segments of society. We are working to line up internships with students who stopped by. WNIN offers internships in Radio, TV, community engagement / communications, events, and engineering with students from all area universities.
- #1 – WNIN participated in 2 job fairs at the University of Southern Indiana on September 20, 2017 and February 21, 2018. Many students stopped and talked with our recruiter at each fair, our Vice President of Finance and Administration, about internships and current full-time and part-time job openings. We hired several interns from these career fairs, and recently a new part-time staff member.
- #1 – WNIN participated in a job fair at Ivy Tech on April 5, 2017 geared to technology students, and will participate in another career fair there on April 3, 2018. Ivy Tech held 3 different career fairs each targeted to specific majors and areas of interest, each year. We recruited for all openings we had – full-time and part-time jobs, internships, and event volunteers.
- #1 – WNIN participated in a job fair at the Southern Indiana Career and Technical Center on November 1, 2017. This was geared towards Junior and Senior high school students who were looking for jobs and internships in specific fields including broadcasting, broadcast engineering, and journalism. The manager of the student radio station at the center is a former WNIN employee. Students from the school volunteered at WNIN to gain experience.
- #4 – WNIN participated in an activity sponsored by a community group to inform others about employment opportunities in broadcasting. We hosted 6 eighth grade students from Castle North Junior High School on December 1, 2017 as part of the National Job Shadow program sponsored by Junior Achievement. This provided the students an opportunity to work with WNIN content, production, and development staff in both TV and Radio, where the students produced a short film in groups.
- #4 – WNIN participated in a College and Career Fair at Central High School for high school seniors on October 25, 2017 to provide them with information about types of career opportunities in broadcasting, and the education and training requirements for these jobs.
- #4 – WNIN participated in a Career Day at Reitz Memorial High School on February 15, 2018 geared to all grade levels. Students participated by grade level, visiting different employers to learn about career opportunities available, and the education /training required for these jobs. We spoke to students about types of career opportunities in public media along with the education/training required.

- #4 – WNIN participated in Job Spark sponsored by the Public Education Foundation and Junior Achievement on September 27, 2017. Students participated in many hands on activities within each career cluster to help them learn about potential future careers and the educational requirements for different careers. We developed several activities to engage the students (8th – 12th grade) who came from many area middle and high schools, helping them learn about public media, broadcasting and journalism careers.
- #5 – Establishment of an internship program. WNIN’s internship program continues to successfully work with 10-15 students per year from local, regional, and other colleges and universities including the University of Southern Indiana, University of Evansville, Ivy Tech, and Georgetown this past year. These internships spanned all semesters, spring, summer and fall, and our interns were all part of their universities’ formal internship programs, working at least 150 hours and receiving college credit for the internships. Student interns worked at WNIN in TV, station events (Auction, Kid’s Fest, and other station events), communications, and radio (news/reporting, Summer of Music production, and Que Pasa Midwest? Podcast). We are currently recruiting students for internships in the summer and fall of 2018 after the recent round of spring job fairs in all these areas, and hope to hire several shortly. We have been approved for a grant from the Lilly Foundation to fund one of our current internship positions.
- #8 – WNIN participates in ongoing job training. Many employees attend local seminars and training opportunities to develop and enhance their skills and job performance, including skills to perform other jobs of interest. These included local seminars on employee benefit and human resource topics, a seminar on hiring foreign nationals (including students). WNIN’s Vice President of Development participated in a leadership development program through Leadership Evansville, and another WNIN employee will participate in 2018. Three staff members recently participated in PBS sponsored Digital Immersion training, and another employee also attended a grant writing workshop. Through a national grant award from PRX two Radio staff members participated in a series of extensive training sessions to teach and provide the necessary tools to develop our podcast series Que Pasa Midwest? Another Radio staff member participated in grant funded health reporting training through a Side Effects grant award.

Last year WNIN participated in an exchange program through IREX with a TV station in Ukraine, TV Avers. On March 23, 2018 a local commercial TV station is hosting another group of staff from a station in Ukraine. WNIN will be hosting this group for a day, providing an opportunity to work with WNIN staff in a variety of areas.

- WNIN has a website to promote all aspects of our operations. All job openings and announcements are posted on our website.