

**Maryland Public Television
Annual EEO Public File Report
Reporting Period June 1, 2017 – May 31, 2018**

I. Vacancies filled: (Refer to list below)

Position Title	*Recruitment Sources	# of Applicants Interviewed	# of Interviewees from Sources	Recruitment Source for this Hire
MPT Production Assistant (MotorWeek)	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	11	1-Facebook 2-College or University Recruiting 3-State of MD Website 1-MWE 4-External Referral	Facebook
MPT Accountant	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	3	2-State of MD Website 1-Internal Referral	Internal Referral
MPT Maintenance Mechanic	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	4	4-State of MD Website	State of MD Website
MPT Assistant Producer/Writer	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	5	3-State of MD Website 1-External Referral 1-Internal Referral	State of MD Website

MPT Database Coordinator	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	4	2-State of MD Website 2-External Referral	State of MD Website
MPT Transmitter Maintenance Engineer	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources, North American Trade Schools, Brightwood Career Institute, Lincoln Tech, Society of Broadcast Engineers, Corporation for Public Broadcasting	3	3-State of MD Website	State of MD Website
MPT Production Editor	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	5	2-External Referral 2-State of MD Website 1-Indeed	State of MD Website
MPT Associate Producer/Reporter (MotorWeek)	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	3	1-External Referral 1-State of MD Website 1-Indeed	External Referral

MPT Managing Director, Major and Planned Giving	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources, Current, Humanities DC-Job Bank, The Chronicles of Philanthropy, Corporation for Public Broadcasting, Chesapeake Planned Giving Council	3	1-External Referral 1-Internal Referral 1-Current	Internal Referral
MPT Maintenance Mechanic	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	3	1-External Referral 2-State of MD Website	External Referral
MPT Assistant Producer	Posted - MPT, State of MD Website, Recruitment Mailing List, Colleges and Universities, List of Organizations That Have Requested Job Openings, General Sources	3	1-State of MD Website 1-Facebook 1-Internal Referral	Internal Referral

There were 47 applicants interviewed during this reporting period.

II. Recruitment Sources:	# of Interviewees Referred by This Source
Current	1
Facebook	2
College or University Campus Recruiting	2
Indeed.com	2
MD Workforce Exchange	1
External Referrals	12
Internal Referrals	4
State of Maryland Job Openings Website www.jobaps.com/MD/	23

MD Dept. of Budget and Management (MD Website)
301 W. Preston Street
Baltimore, MD 21201
Mark Townend
800-705-3493
410-767-4917
mark.townend@maryland.gov

Wide dissemination of notice of all full time vacancies.

Wide dissemination of our vacancies is a business imperative and ensures that we obtain a broad pool of qualified candidates.

As documented by the sources listed above, MPT recruits for every full time vacancy using a variety of sources. Every effort is made to reach candidates in the greater Baltimore metropolitan area. Many of our recruitment sources/websites (State of Maryland, Maryland Workforce Exchange, Indeed, Facebook, career oriented professional organizations, online magazines, college and university career/alumni portals, and advocacy groups) reach candidates throughout the US.

(1) RECRUITMENT MAILING LIST

Girl Scouts of Central MD Attn: Violet Apple 4806 Seton Dr. Baltimore, MD 21215	Greater Washington Urban League Executive offices 2901 14 th Street, NW Washington, DC 20009	Parents & Friends of Ex-Gays and Gays Attn: Regina Griggs Box 510 Reedville, VA 22539
Lesbian, Gay, Bisexual & Transgender Equity Center 2218 Marie Mount Hall University of Maryland College Park, MD 20742	Prince George's Workforce Development 1801 McCormick Dr., Suite 400 Largo, MD 20774-5469	Salisbury University Career Services, GC 133 Attn: C. Dickerson 1101 Camden Ave. Salisbury, MD 21801
Television Bureau of Advertising Attn: Careers 120 Wall Street, Floor 15 New York, NY 10005-3905	UDC Department of Mass Media Attn: Careers 4200 Connecticut Ave., NW Washington, DC 20008	Conexiones of Howard County P.O. Box 6997 Columbia, MD 21045
Nat'l. Association of Black College Broadcasters P.O. Box 3191 Atlanta, GA 30302	Notre Dame of MD University Human Resources, MBK Sports & Rec. Center, Room 215 4701 N. Charles Street Baltimore, MD 21210	Virginia Association of Broadcasters Attn: Careers 250 W. Main Street, Suite 100 Charlottesville, VA 22902
Montgomery County Government Center Attn: Career Services 755 Roanoke St., Suite 2D Christiansburg, VA 24073-3180	NAACP, Washington Bureau Attn: H. Shelton Suite 915 1156 15 th Street, NW Washington, DC 20005	Habitat Chesapeake Women Build Attn: Leila Kohler-Frueh 3741 Commerce Dr., Suite 309 Baltimore, MD 21227
Hood College Career Services 401 Rosemont Ave. Frederick, MD 21701	Nat'l. Organization for Women Attn: Careers 1100 H Street, NW, 3 rd Floor Washington, DC 20005	

University of Maryland Graduate School/Career Services 660 W. Redwood St., Room 021 Baltimore, MD 21201	National Academy of Television, Arts & Sciences Attn: Jeffrey Kramer 12504 Quarterhorse Dr. Bowie, MD 20720	American Association of University Women Career Services 1310 L Street, NW Washington, DC 20005
Art Institute of Washington Attn: Kim Resnick 1820 North Fort Myers Drive Arlington, VA 22209	Center for Immigration Studies Attn: Mark Krikorian 1629 K Street, NW, Suite 600 Washington, DC 20006	Career Builder Suite 1100 200 N. LaSalle Street Chicago, IL 60610
The Catholic University of America Department of Education O'Boyle Hall Washington, DC 20064	Columbia Union College 7600 Flowers Ave. Takoma Park, MD 20912	Baltimore Works Attn: Job Developer 2701 W. Patapsco Ave., Suite 110 Baltimore, MD 21230
House of Ruth Attn: Careers 5 Thomas Circle, NW Washington, DC 20005	Department of Human Services Arlington Employment Center 2100 Washington Blvd. Arlington, VA 22204	Jewish Women International 112 & 20 th Street, NW, Suite 801 Washington, DC 20036
Mayor's Office on Latino Affairs Reeves Municipal Center, Suite 206 2000 14 th Street, NW Washington, DC 20009	Howard University Career Services Center, Rm. 206 C. P. Powell Building 525 Bryant St., NW Washington, DC 20009	Institute for Women's Policy Research 1200 18th Street NW, Suite 301 Washington, DC 20036
Pennsylvania Women Work! 650 Smithfield St., Suite 520 Pittsburgh, PA 15222-3913	Marymount University Attn: Careers 2807 N. Glebe Road Arlington, VA 22207	Emma Bowen Foundation for Minority Interests in Media Attn: Sandra Dorsey Rice 524 W. 57 th Street New York, NY 10019
National Council of Negro Women Attn: Nakiya Lee 633 Pennsylvania Ave., NW	Hampton University Attn: Vivian David 114 Wigwam Building, Room 114 Hampton, VA 23668	National Lesbian & Gay Journalists Association Attn: Career Center 2120 L Street, NW, Suite 850 Washington, DC 20037
Maryland Women's Heritage Center Attn: Judi Williams 39 W. Lexington St. Baltimore, MD 21201	Fairfax Virginia Department of Rehabilitation 11150 Fairfax Blvd., Suite 300 Fairfax, VA 22030	

(2) COLLEGES AND UNIVERSITIES

Morgan State University - morgan-csm.symplicity.com/employers/
University of Maryland Baltimore County - umbc-csm.symplicity.com/employers
Bowie State University - bowiestate-csm.symplicity.com/employers
Goucher College - goucher-csm.symplicity.com/employers
Stevenson University - app.joinhandshake.com/
Towson State University - www.myinterfase.com/towson/employer/
Loyola University Maryland - www.myinterfase.com/loyola-maryland/employer/
St. Mary's University - www.collegecentral.com/msmary/Employer.cfm
McDaniel College - mcdaniel-csm.symplicity.com/employers/
Maryland Institute College of Art - www.myinterfase.com/mica/employer/
University of Baltimore - ubalt-csm.symplicity.com/employers/
Howard Community College - www.myinterfase.com/howardcc/employer/
Prince Georges Community College - www.myinterfase.com/pgcc/employer/
Johns Hopkins University - app.joinhandshake.com/
Community College of Baltimore County - www.collegecentral.com/ccbc/Employer.cfm
Frederick Community College - www.collegecentral.com/frederick/Employer.cfm
Coppin State University - www.collegecentral.com/coppin/Employer.cfm
Washington College - Lisa Moody, lmoody2@washcoll.edu
University of Maryland College Park - gtsemployer.mbafocus.com/Maryland/Employers/
Gettysburg College - app.joinhandshake.com/

(3) LIST OF ORGANIZATIONS THAT HAVE REQUESTED JOB OPENINGS

Women in Film & Video – Washington DC
4000 Albemarle Street, NW
Suite 305
Washington, DC 20016
Melissa Houghton
202-429-9438
director@wifv.org

Requested and received job notice for the MPT Transmitter Maintenance Engineer position:

North American Trade School
6901 Security Blvd. Ste. 16
Baltimore, MD 21244
Lisa Schaffer
443-380-2088
lschaffer@natradeschools.edu

Brightwood College
1520 South Caton Avenue
Baltimore, MD 21227
Lora Friedman
410-644-6400
Lora.friedman@brightwood.edu

Lincoln Technical Institute
9325 Snowden River Parkway
Columbia, MD 21046
Fred Guntz
fguntz@lincolntech.edu

(4) GENERAL SOURCES

Current - jobs.current.org/employer/login/
Humanities DC-Job Bank - wdchumanities.org/jobbank/
The Chronicles of Philanthropy - philanthropy.com/jobs
Corporation for Public Broadcasting - cpb.org/user/register
Chesapeake Planned Giving Council - chesapeakeplannedgiving.org/Career-Corner/#mpt
TVjobs.com - www.tvjobs.com/cgi-bin/global/login.cgi?referrer=managejobs
MPT Insider - pledge@mpt.org via mta-bbcspool.convio.net

Department of Labor, Licensing, and Regulations
Veterans Workforce Development
Job Center – Eastpoint
7930 Eastern BLVD
Baltimore, Maryland 21224
Jorge Cruz
410-288-9050
Jorge.cruz@maryland.gov

Baltimore County Department of Economic
and Workforce Development
400 Washington Ave – STE 100
Towson, Maryland 21204
Leighton McPhaul
410-887-3959
lmcphaul@baltimorecountymd.gov

Baltimore County Department of Economic and
Workforce Development
400 Washington Ave – STE 100
Towson, Maryland 21204
Sara Trener
410-887-8030
strener@baltimorecountymd.gov

OUTREACH INITIATIVES

Participation in longer-term recruitment initiatives (job fairs, scholarship and internship programs and community events) designed to inform the public of employment opportunities in broadcasting.

Maryland Public Television provided station tours and skill opportunities for many diverse organizations, schools, and families from June 2017 through May 2018. Information was provided on each tour regarding careers in broadcasting. The groups ranges in age from 4-5 years old to senior citizens. The groups traveled from different areas across the state including Baltimore City, Baltimore County, Anne Arundel County, Carroll County, and more. Throughout the year, MPT provided 22 tours to 340+ individuals from groups including Smart Fit Kids Academy, UMD Eastern Shore, Anhui Media Delegation, Senior Box Office, National Center on Institutions and Alternatives, The Harbour School, Girl Scout Troops, home school groups, families, and more.

Tours

Stephanie Ryan, WHUT / USTTI (5), June 2017
Stephanie Ryan, American Industry & Global Competition UMES (7), July 2017
Stephanie Ryan, Smart Fit Kids Academy (60), August 2017
Stephanie Ryan, Lapidario Family (3), August 2017
Stephanie Ryan, Root Branch Film Academy (12), August 2017
Stephanie Ryan, Men's Retiree Group based in Hanover, MD (23), June 2017
Stephanie Ryan, The Harbour School (24), September 2017
Stephanie Ryan, Homesteaders of Columbia, MD (7), October 2017
Stephanie Ryan, Anhui Media Delegation & Forte International Exchange Association (18), October 2017
Stephanie Ryan, Quantum Leap of Owings Mills, MD (12), October 2017
Stephanie Ryan, STEM Festival Homeschoolers Event (20), November 2017
Stephanie Ryan, UMBC TV Production Class (9), November 2017
Stephanie Ryan, Students interested in MPT (2), December 2017
Stephanie Ryan, Linwood Center Inc. (8), December 2017
Stephanie Ryan, Living Sans Frontieres (12), January 2018
Stephanie Ryan, Cedarday Living & N2 Publishing (6), January 2018
Stephanie Ryan, Columbia Homeschoolers (25), February 2018
Stephanie Ryan, Mount View Middle School (40), March 2018
Stephanie Ryan, National Center on Institutions and Alternatives (15), March 2018
Stephanie Ryan, Senior Box Office (6), March 2018
Stephanie Ryan, Girl Scout Troop 245 (12), April 2018
Stephanie Ryan, Senior Connection (20), May 2018

Job skills Opportunities

2 students, Itineris Baltimore, engaged in mailing team activities June 2017-May 2018
6 students, The Harbour School, engaged in mailing team activities June 2017- May 2018
12 volunteers, Chimes International, engaged in mailing team activities June 2017- May 2018
1 volunteer, Jewish Community Services, engaged in clerical activities June 2017-May 2018

Pledge volunteers

28 students from Owings Mills H.S
45 students from Dulaney High School
8 students from Institute of Notre Dame
4 students from River Hill High School
19 students from Morgan State University
21 students from Coppin State University

Individual Volunteers

363 volunteers belonging to 25 organizations June 2017-May 2018

Volunteers from Organizations

363 volunteers belonging to 25 organizations June 2017-May 2018

Establishment of an internship program designed to develop skills needed for broadcast employment.

Maryland Public Television has an active internship program and posts internship opportunities on university and college job/internship online message boards throughout the great Baltimore metropolitan area.

We were able to provide 27 academic and 15 volunteer internships to students from June 2017 – May 2018. Interns represented the following colleges, universities, technical and high schools:

Towson State University
Stevenson University
McDaniel College
University of Maryland – College Park
University of Baltimore
Bowie State University
Maryland Institute College of Art
Notre Dame University
Brooklyn College
Drew University
Lynchburg College
Kent State University
Goucher College
University of Maryland Baltimore County
Broadcast Institute of Maryland
Beth Tfiloh
Edmund Burke High School
Gilman High School
Baltimore Design High School
Baltimore School for the Arts (High School)

We continue to interview and select students for spring, summer and fall internships.

Participation in Job Fairs by station personnel who have substantial responsibility in hiring decisions:

September 2017, Jakiraman Jones (Recruitment Manager) and Jenny Trust (Director of Membership) participated in Howard Community College Fall 2017 Internship Fair

September 2017, Jakiraman Jones (Recruitment Manager) and Jordan Porretto (Project Specialist) participated in Johns Hopkins University Fall 2017 Career Fair

October 2017, Jakiraman Jones (Recruitment Manager) participated in Bowie State University Fall 2017 Career Fair

October 2017, Jakiraman Jones (Recruitment Manager), Noel Webster (Editor) and Isaiah Gibson (Director/Videographer) participated in Coppin State University Fall 2017 Career Exploration Day

October 2017, Jakiraman Jones (Recruitment Manager) and Jordan Porretto (Project Specialist) participated in Morgan State University 43rd Annual Career Day

November 2017, Jakiraman Jones (Recruitment Manager) and Jordan Porretto (Project Specialist) participated in McDaniel College Fall 2017 Internship Fair

February 2018, Jakiraman Jones (Recruitment Manager) and Noel Webster (Digital Media Specialist I) participated in Morgan State University Connection 2018 & SYE Open House

March 2018, Jakiraman Jones (Recruitment Manager) and Karen Winn (HR Associate) participated in McDaniel College Fall 2018 Career & Internship Fair

April 2018, Colette Colclough (VP of HR) and Jakiraman Jones (Recruitment Manager) participated in Women in Film and Video (WIFV) Media Job Fair

May 2018, Jakiraman Jones (Recruitment Manager) participated in Frederick Community College Extravaganza Job Fair

Establishment of training or mentoring program designed to enable employees to acquire skills to qualify for higher level positions.

MPT has a formal training program in place for Transmitter Engineers. Under the supervision of our Transmitter Supervisor and Chief Trainer, candidates are hired and trained in transmitter related engineering operations in order to be promoted to the Engineer level. One employee participated in this training this year.

MPT has an informal training program in place that allows employees hired at the Assistant Producer level to continue to advance to Associate Producer, Producer and Executive Producer level positions.

Participation in events or programs relating to career opportunities sponsored by educational institutions.

October 2017, Jakiraman Jones (Recruitment Manager) participated in The University of Baltimore's 2017 Arts and Technology Night

November 2017, John Dietz (Digital Video Broadcast Supervisor) participated as a panelist for Careers in Film/TV Video Production at The University of Maryland Baltimore County

March 2018, Jakiraman Jones (Recruitment Manager) participated in 'Rip The Resume' at The University of Baltimore

Provide training to upper level management personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

In addition to past formal training, managers are required to attend trainings on a regular basis throughout the year. Each manager is subject to individual training and guidance on equal opportunity policies. Each job is discussed thoroughly and a plan for recruitment is devised. The State of Maryland has introduced a training portal for use of employees entitled the HUB (a state-wide learning system). On an ongoing basis, employees attend sessions to learn how to access the HUB and they are encouraged to utilize it for training purposes. Within the portal, all employees including upper level management have access to trainings such as trainings concerning issues dealing with Sexual Harassment and providing Equal Opportunity Employment. In addition, staff have attended the following trainings:

- ADA
- Sexual Harassment

October 2017, Provided mandatory full-day session on EEO compliance that was conducted for all employees by outside counsel and consultants.

Participation in other activities designed to disseminate information as to employment opportunities in broadcasting to job candidates who might be unaware of such opportunities.

We welcome civic groups, community groups and local schools for tours, screenings and lectures throughout the year.

June 2017, Jakiraman Jones (Recruitment Manager) and Nickole Scroggins (Major & Planned Giving Assistant), participated in conducting Mock Interviews at the Marion House for Women

November 2017, Jakiraman Jones (Recruitment Manager) and Karen Fuller-Hardy (Membership Coordinator), participated in conducting Mock Interviews at the Marion House for Women

November 2017, Colette Colclough (VP of HR) Jordan Porretto (Project Specialist), participated in Junior Achievement of Central Maryland's Biztown event

December 2017, Colette Colclough (VP of HR) Jordan Porretto (Project Specialist), participated in Junior Achievement of Central Maryland's Path to Promise Career Booth

January 2018, Jakiraman Jones (Recruitment Manager), hosted The Eastern Association of Colleges and Employers (EACE) Road Trips to the Real World event at MPT

March 2018, Colette Colclough (VP of HR), hosted a Women's Leadership Forum