

EEO Public File Report

Prairie Public Broadcasting - TV & RADIO, Fargo, ND
 All Employment Units
 December 1, 2023 - November 30, 2024

Full-Time Positions Filled

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	Radio Producer	11/30/2023	2/12/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web	2	
				PMBA		
				NETA		
				Internal Posting	1	1
				Production Hub		
				TV Jobs		
				INDEED	4	
Zip recruiter						
2	Community Engagement Specailist	12/21/2023	2/5/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				CPB		
				Prairie Public Broadcasting - Web	1	
				PMBA		
				NETA		
				Internal Posting	1	
				Production Hub		
				TV Jobs		
				INDEED	1	
Zip recruiter	1	1				
3	Business Development Representative	1/19/2024	4/15/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Prairie Public Broadcasting - Web	1	1
				Internal Posting		
				Zip recruiter	2	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	

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				Employee		
4	Gaming Auditor	2/2/2024	2/24/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting	1	1
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	
				Employee		
5	Radio Studio Operator	3/22/2024	8/1/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web	1	
				Internal Posting		
				Zip recruiter	3	1
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	
				Employee		
6	Education Manager	3/25/2024	6/3/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web	2	1
				Internal Posting		
				Zip recruiter	2	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	3	
				Employee		
				The Forum Newspaper		

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7	Digital Communication Specialist	4/25/2024	7/8/2024	ND Job Service		
				Jobs HQ	1	1
				Prairie Public Broadcasting - Web	1	
				Internal Posting		
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	
				Employee		
8	Tioga Manager	5/7/2024	7/1/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ		
				Prairie Public Broadcasting - Web		
				Internal Posting	1	1
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	2	
Employee						
8	Education Associate	7/12/2024	9/9/2024	The Forum Newspaper		
				ND Job Service		
				Jobs HQ	1	
				Prairie Public Broadcasting - Web		
				Internal Posting		
				Zip recruiter	1	
				TV Jobs		
				CPB		
				PMBA		
				NETA		
				Indeed	4	1
Employee						
Total Interviewed and hired				49	6	

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Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	The Forum Newspaper	Lori @ Employment Sales Specialist	0	N
	101 5th Street North	Phone: 701-780-1165		
	Fargo, ND 58102	llanda@jobshq.com		
2	ND Job Service	ND Job Service Web site	0	N
	1350 32nd St SW	HR Manager lists position		
	Fargo, ND 58103			
3	Prairie Public Broadcasting Web	Marie	8	N
	207 North 5th Street, Fargo ND 58102	Communications Manager lists position		
4	Production Hub.com, Inc.	Production Hub Classifieds	0	Y
	801 W. Fairbanks Ave.	Classifieds@productionhub.com		
	Winter Park, FL 32789			
5	Broadcast Employment Services	email: jobs@tvjobs.com	0	Y
	(TV Jobs.com/AMFM Jobs.com/DigitalTalent.tv)			
	PO Box 4116			
	Oceanside, CA 92052			
6	Jobs HQ/Forum Communications Co	llanda@jobshq.com	3	N
	Fargo, ND	Email Lori @ Forum Communications		
7	CPB Job line (Corporation Public Broadcasting)	cpb.org/job_line	0	N
8	PMBA	info@pmbaonline.org	0	N
9	NETA	email: netaonline.org - Lists position byHR M	0	N
10	Indeed (online job postings)	indeed.com - Lists position by HR Mgr	22	N
11	PBS Pledgechat	Director of Development - Ann Clark	0	N
12	AFP Chapter	Director of Development - Ann Clark	0	N
13	Internal Posting	Pauline HR Mgr - Sends out email to staff.	4	N
14	Did not indicate		0	N
15	Zip recruiter		12	N
Total Interviewed			49	

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Outreach Activities Undertaken

Initiative		Date	Description	Scope of Involvement	Personnel Involved
Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.	1	May 28-June 1/2024	PBMA Conference	Staff member attended various seminars with HR emphasis, at the PBMA annual conference.	* Director of Finance
	2	March - Oct 2024	CPB	All staff viewed a video on Harassment Prevention Training	* Mandatory - ALL STAFF
Participation in other activities designed by the station to further the goal of disseminating employment opportunity to candidates who might otherwise be unaware of such opportunities.	3	Ongoing	Students hired & given the opportunity to acquire skills needed for employment in broadcasting.	Student employees participate in TV production activities during our pledge/membership drives and for Radio.	* Production Manager * Production Crew
Establishment of Internship Program.	4	Throughout the year 2024	Expose college students to broadcasting environment.	Each intern received experience and education in their assigned departments.	*Radio-Bill
Participation in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	5	February 20th	Tour of Prairie Public	*Individuals from Fargo Vocational Training Center	*Christine-Communications
	6	April 2, 2024	Tour of Prairie Public/Hosted meeting	West Fargo and Fargo Career & Technical Education Advisory Committee	*Barb Gravel-Education, programming, and TV
	7	April 19, 2024	Tour of Prairie Public	*Northern Lights Library Network	*Nick Lero- Education
	8	April 23, 2024	Career Fair at MSUM	*Had a booth at career fair	*Jeni - Human Resources
	9	June 24, 2024	Tour of Prairie Public	*MN Homeschool group	*Linda Mork- Education
	10	August 28, 2024	Tour of Prairie Public	*Senator Cramer's Aides	*John Harris/Nick Lero-Education
	11	October 14, 2024	NDSU Communications Career Day	*Attended and spoke about opportunities at Prairie Public	*Christine/Rick-Communications/Fundraising
	12	October 16, 2024	Tour of Prairie Public	*Wild & Free Homeschool Group	*Linda Mork- Education

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	13	October 23, 2024	Fargo & West Fargo Career & Technical Education Advisory Committee Extravaganza	*Participated and spoke during small group discussion	*Barb Gravel-Education, programming, and TV
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