

Annual FCC – EEO Public File Report
May 21, 2018 through May 20, 2019
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.

III. Non-Vacancy Specific Recruitment Initiatives During Reporting Period

A. Attendance at Career and Job Fairs

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

- October 17, 2018 – Wayne State University Journalism Day Internship Fair, Italian Room/General Lectures Building, Detroit, MI. Mariellen Chynoweth, Production & Operations Manager, attended the fair.
- May 17, 2019 Specs Howard School of Media Arts Internship fair -19900 W. Nine Mile Road, Southfield MI 48075. Cheri Mitchell, HR Coordinator, Jacob Stocking, former intern and Lexus Jacobs, current intern, attended 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 15 students interned in the Production Department, 3 students interned in the Communications Department, 1 student interned in the WRCJ Station, 1 student interned in the Human Resources Department, 1 Student in Business Development, and 1 student interned in the Special Events Department. All the students who interned came from a variety of local universities and colleges.

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 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 2019, DPTV encouraged all employees to log at least 35 hours of training.

D. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities

- All upper level openings during the reporting period were posted with the Michigan Association of Broadcasters job bank.

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

- All station personnel completed an anti-harassment training, which was conducted by the Corporation for Public Broadcasting.

Section 1: Full time Job Openings Filled
 Time Period Covered: May 21, 2018 to May 20, 2019

Full Time Position Filled By Job Title and Date Filled	Recruitment Source that Referred the Person Hired	Number of Persons Interviewed
PT Payroll Coordinator Hired:10/29/2019 Recruitment Sources: 1-30; 36-38	Indeed	6
Sr. Accountant & Systems Hired: 10/08/2018 Recruitment Sources: 1-30; 36-38	CFO Referral	2
HR Coordinator Hired: 07/09/2018 Recruitment Sources: 1-33; 36-38	Internal Candidate - Intern	4
Events Manager Hired: 07/09/2018 Recruitment Sources: 1-30; 36-38	Internal Candidate - Freelancer	3
Marketing Specialist Hired: 04/22/2019 Recruitment Sources: 1-33; 36-38	Employee Referral	3
GLN: News Director Hired: 04/22/2019 Recruitment Sources: 1-33; 36-38	Social Environmental Journal	3
WRCJ: On-Air Host - Classical Hired: 03/11/2019 Recruitment Sources: 1-30; 36-38	Employee Referral	3
Foundations and Grants Specialist Hired: 05/20/2019 Recruitment Sources: 1-33; 36-38 +48	Referral	4
Director, Major Gifts Hired: 04/29/18 Recruitment Sources: 1-33; 36-38, +47	Employee Referral	7

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 Stations in Employment Unit: WTVS
 Job Posting: All positions

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Digital Platforms Coordinator Hired:01/02/19 Recruitment Sources: 1-30; 36-38, 47	Referral	5
Events & Communications Coordinator Hired: 11/12/2018 Recruitment Sources: 1-33; 36-38, 47	Internal Candidate - Intern	3
Major Gifts Officer Hired: 11/26/2018 Recruitment Sources: 1-33; 36-38	Employee Referral	2
Early Learning Specialist Hired: 05/01/2019 Recruitment Sources: 1-30; 36-38	Internal Candidate - Freelancer	2
Product Development Manager Hired: 07/23/2018 Recruitment Sources: 1-30; 36-38	Referral	2
Program Director: GLN Hired: 09/24/2018 Recruitment Sources: 1-33; 36-38	Employee Referral	4
Part-Time Technicians – 7 hired Hired:07/30/18, 08/06/18, 10/0/18, 11/1/18, 11/5/18, 11/6/18, 5/20/19 Recruitment Sources: 1-30, 36-38	Dptv.org – 1 Employee Referral – 2 Indeed – 4	9

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Recruitment Source (Name, Address, Telephone Number, Contact Name, Web/E-mail address)	Total Number of Interviewees This source has provided during this period
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1.	Station Website Postings Detroit Public Television www.dptv.org	12
2.	Internal Station Postings Detroit Public Television hresources@dptv.org	
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	
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	Has requested notifications
23.	Marygrove College Career Resources careersservices@marygrove.edu	
24.	Central Michigan University careers@cmich.edu	
25.	Michigan Association of Broadcasters (MAB) www.michmab.com	1
26.	TV Jobs: Bin/jobs2/employers/postjob.cgi	
27.	CPB Jobline: Public media employment http://cpb.org/jobline/submit.php	
28.	Greater Public Jobline http://greaterpublic.org/job-line	
29.	Michigan Talent Bank – Online posting Mitalentbank.org	

	https://jobs.mitalent.org/signin/	
30.	Indeed.com	62
31.	Employee or Board Referral	23
32.	LinkedIn	5
33.	Friend	
34.	Association of Fundraising Professionals (AFP) http://www.afpdetroit.afpnet.org/	
35.	MI non-profit Association https://www.mnaonline.org/jobcenterform.aspx	
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	