

**EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET – TV, HONOLULU, HI
October 1, 2010 – September 30, 2011
FULL-TIME POSITIONS FILLED**

Full Time Position	Position Title	Date Open	Date Filled	Recruitment Sources	Number Interviewed	Number Hired
1 FT position	Director of Business Support	05/11/10	10/12/10	Honolulu Star Advertiser pbshawaii.org careerbuilder.com craigslist.org Hirenet Hawaii LinkedIn Referral	1 1 1 0 0 0 4	0 0 0 0 0 0 1
1 FT position	Director of Grant Support	10/29/10	12/06/10	Honolulu Star Advertiser pbshawaii.org careerbuilder.com monster.com indeed.com Referral	1 1 0 0 1 1	0 0 0 0 1 0
1 FT Position	Online Editor / Assistant Producer	10/18/10	12/20/10	Honolulu Star Advertiser pbshawaii.org careerbuilder.com monster.com Referral	1 2 1 0 3	0 0 0 0 1
2 FT Positions	Vice President of Programming and Communications Vice President of Digital Networking	11/24/10	04/04/11	Honolulu Star Advertiser pbshawaii.org careerbuilder.com monster.com indeed.com Referral	1 1 0 1 1 1	0 0 0 1 1 0
1 FT Position	Multi-Media Writer	04/17/11	6/27/11	Honolulu Star Advertiser pbshawaii.org careerbuilder.com monster.com Twitter Referral	3 2 0 0 1 1	0 0 0 0 1 0

Note: In the process of recruiting for the VP of Programming and Communications position, Hawaii Public Television Foundation utilized the same recruitment and candidate pool to fill another newly created position (Vice President of Digital Networking) which called for similar qualifications.

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

Recruitment Source	Contact	Total Interviewed	Total Hired	Entitled to Notification
Careerbuilder.com 200 N. La Salle St., #1100 Chicago, IL 60601	866-438-1485	2	0	N
Craigslist.org	n/a	0	0	N
Hirenethawaii.com 830 Punchbowl Street, Rm. 112 Honolulu, HI 96813	808-586-8700	0	0	N
Honolulu Star Advertiser 500 Ala Moana Boulevard, Ste. 7500 Honolulu, HI 96813	808-529-4377	7	0	N
Indeed.com	n/a	2	2	N
Linkedin.com 2029 Stierlin Court Mountain View, CA 94043	n/a	0	0	N
Monster.com 622 Third Avenue, 39 th Floor New York, NY 10017	212-351-7000	1	1	N
www.pbshawaii.org PBS Hawaii 2350 Dole Street Honolulu, HI 96822	Dana Funai 973-1000	7	0	N
Referral	n/a	10	2	N
Twitter.com	n/a	1	1	N

Long-Term Prong 3 Initiatives

Long-Term Initiatives Two Year Period: October 1, 2010 – September 30, 2012

Reporting Period: October 1, 2010 – September 30, 2011

1. *Establishment of a mentoring program for station personnel.*

The Production Manager and Crew Chief continuously strive to train student technicians in all areas of productions including floor management, set construction, remote production techniques, and the operation of production equipment. As active participants within the Production Department, the students are given the opportunity to participate in live tapings and continually increase their knowledge and skill set.

The station tapes two to three local productions per week and these productions continue to provide a rich learning environment for student technicians. Currently, 12 student technicians participate in weekly live tapings, as well as shoots on the neighbor islands, all under the guidance of veteran, highly-skilled full-time staff.

2. *Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

In support of our mission of lifelong learning, PBS Hawaii has established an Educational Training Reimbursement program available to employees enrolled in a qualified degree program. The program allows employees to be reimbursed for a portion of tuition and associated course materials for classes related to an employee's current position. The program assists in broadening an employee's skills and knowledgebase and encourages the potential for growth into higher level positions. During the reporting period, two employees elected to participate in the Education Training Reimbursement program.

3. *Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*

Newly hired managers attended Hawaii Employer Council's Supervisory/Management Training Workshops which cover topics including: basic employment law, harassment avoidance, and best practices for interviewing applicants. Two new managers attended multiple workshops in July, 2011. The Hawaii Employer Council (HEC) is located at 2862 Waiwai Loop, Honolulu, HI 96819. Most of the workshops, which are held at HEC's facilities, are half or all day events. In addition to the listening to presentations given by qualified human resources professionals, information is reinforced by reference materials distributed at the workshops.