

**EEO PUBLIC FILE REPORT  
HAWAII PUBLIC TELEVISION FOUNDATION  
KHET – TV, HONOLULU, HI  
October 1, 2006 – September 30, 2007**

**FULL-TIME POSITIONS FILLED**

<b>Full Time Position</b>	<b>Position Title</b>	<b>Date Open</b>	<b>Date Filled</b>	<b>Recruitment Sources</b>	<b>Number Interviewed</b>	<b>Number Hired</b>
1 FT position	Receptionist	9/1/06	10/20/06	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly Honolulu Star-Bulletin Midweek Newspaper Starbulletin.com Referral	2 0 0 0 0 0 0 0 0 1	0 0 0 0 0 0 0 0 0 1
1 FT position	Administrative Assistant	9/1/06	12/1/06	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly Honolulu Star-Bulletin Midweek Newspaper Starbulletin.com Referral	1 0 0 0 0 1 0 0 0 1	0 0 0 0 0 0 0 0 0 1
1 FT position	President & CEO	7/1/06	3/12/07	The Honolulu Advertiser Careerbuilder.com Pbshawaii.org Island Weekly Inkinen & Associates	3 0 0 0 3	0 0 0 0 1
1 FT position	Membership Specialist	4/15/07	5/30/07	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly	2 6 0 1 0	1 0 0 0 0

1 FT position	Information Systems/Web Technician	4/15/07	7/16/07	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly	3 0 0 0 0	1 0 0 0 0
2 FT position	Producer/Director	6/17/07	8/6/07, 8/6/07	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly Referral	0 2 0 0 0 1	0 2 0 0 0 0
2 FT position	Membership Specialist	06/17/07	8/20/07, 8/27/07	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly Referral	2 3 0 2 0 1	1 0 0 1 0 0
1 FT position	Editor	06/17/07	9/4/07	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly Referral	1 1 0 0 0 0	0 1 0 0 0 0
1 FT position	Vice President, Creative Services	06/17/07	9/4/07	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly Pbshawaii.org Island Weekly Referral	3 0 0 0 0 5	0 0 0 0 0 1

## Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

Recruitment Source	Contact	Total Interviewed	Entitled to Notification
Careerbuilder.com (coordinated through The Honolulu Advertiser – see below)	808-521-9111	12	N
Career Builder Weekly (coordinated through The Honolulu Advertiser – see below)	808-521-9111	0	N
The Honolulu Advertiser 605 Kapiolani Boulevard Honolulu, HI 96813	808-521-9111	17	N
Honolulu Star Bulletin 500 Ala Moana Boulevard, Ste. 7-500 Honolulu, HI 96813	Mina Kim 808-529-4829	1	N
Inkinen & Associates 1001 Bishop Street, Pauahi Tower, Ste. 477 Honolulu, HI 96813	Kathy Inkinen 808-521-2331	3	N
Island Weekly 605 Kapiolani Boulevard Honolulu, HI 96813	808-521-9111	0	N
<a href="http://www.pbshawaii.org">www.pbshawaii.org</a> PBS Hawaii 2350 Dole Street Honolulu, HI 96822	Dana Funai 973-1000	3	N
Midweek Newspaper 500 Ala Moana Boulevard, Ste. 7-500 Honolulu, HI 96813	Mina Kim 808-529-4829	0	N
Referral	n/a	9	N

## Long-Term Prong 3 Initiatives

Long-Term Initiatives Two Year Period: October 1, 2006 – September 30, 2008

Reporting Period: October 1, 2006 – September 30, 2007

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.

An increase in local productions over the past year has provided an even richer learning environment for student technicians; the average number of hours students worked per month from October 2006 through August 2007 increased 30% over the same period the year prior. With the growth in local productions, technicians were able to participate in more live tapings, as well as shoots on the neighbor islands, all under the guidance of veteran, highly-skilled full-time staff.

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

All managers attend Hawaii Employer Council's Supervisory/Management Training Workshops which cover topics including: basic employment law, harassment avoidance, and best practices for interviewing applicants. New managers attended workshops in October 2006, January 2007, and July 2007. 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.

3. *Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment*

PBS Hawaii has an internship program in which individuals are able to gain practical work experience within our Development and Community Relations departments. Both community members and students participate in the program.

- Those who assist in the Development department experience first-hand what it takes to raise revenue for a non-profit, community supported television station. Program participants provide support with fund-raising activities such as direct mail premium fulfillment, bulk mail preparation, member acquisition, and clerical duties. Both students and community members assist the Development department, with an average of six individuals per month involved in the opportunity to learn more about fund raising activities within a non-profit television station.
- Interns within our Community Relations department support station promotions by assisting with the writing of press releases, promotion of special events, and website development. From June through September of 2007, a community member benefited from their experience in our promotions department, devoting over 400 hours within the 4 month period; in addition, the individual was able to observe and participate in station special events and live studio productions. A student intern, who joined the station in June, presently continues to broaden his experience within the Community Relations department by assisting with aforementioned activities.