

EEO Public File Report
Hawaii Public Television Foundation
KHET TV, Honolulu, Hawaii
October 1, 2018 - September 30, 2019
Full-Time Positions Filled

FULL TIME POSITION	POSITION TITLE	DATE OPEN	DATE FILLED	RECRUITMENT SOURCES	NUMBER INTERVIEWED	NUMBER HIRED
1 FT	Vice President Communications	7/1/2018	2/4/2019	Star Advertiser Monster Midweek PBSHawaii.org Word of Mouth Facebook Twitter - PBS Hawaii Hawaii Jobs on Demand	1 2 1	1
1 FT	Production Manager	1/7/2019	5/6/2019	Hawaii Jobs on Demand PBSHawaii.org Word of Mouth Facebook - PBS Hawaii Twitter - PBS Hawaii	2 1 2 1	1
1 FT	Advancement Assistant	2/4/2018	6/24/2019	Hawaii Jobs on Demand PBSHawaii.org HANO AFP - Hawaii Chapter Word of Mouth Facebook - PBS Hawaii Twitter - PBS Hawaii	1 1 1	1
1 FT	Online Editor, Asst. Producer	7/9/2019	8/26/2019	Hawaii Jobs on Demand PBSHawaii.org Word of Mouth Facebook - PBS Hawaii Twitter - PBS Hawaii	2 2	1

**EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET TV, HONOLULU, HI
OCTOBER 1, 2018 - SEPTEMBER 30, 2019
RECRUITMENT SOURCES FOR FULL-TIME VACANCIES**

Recruitment Source	Contact	Total Interviewed	Total Hired	Entitled to Notification
Honolulu Star Advertiser 500 Ala Moana Blvd., Ste. 7500 Honolulu, HI 96813	Michael Relayo 808-529-4377	1		N
MidWeek 500 Ala Moana Blvd., Ste. 7500 Honolulu, HI 96813	Michael Relayo 808-529-4377			N
pbshawaii.org PBS Hawaii 315 Sand Island Access Road Honolulu, HI 96819	Karen Yamamoto 808-462-5025	2	1	Y
Monster.com 622 Third Avenue, 39th Floor New York, NY 10017	Michael Relayo 808-529-4377			N
Word-of-mouth		7	2	N
HANO	https://hano-hawaii-jobs.careerwebsite.com			N
AFP Hawaii Chapter	https://community.afpnet.org			N
Twitter PBS Hawaii 2350	Jody Shiroma			N
Facebook PBS Hawaii	Jody Shiroma	1		N
Hawaii Jobs on Demand hawaiijobsondemand.com	Setup online	6	1	N

FCC-EEO Annual Report

Long-Term Initiatives Two Year Period: October 1, 2017 – September 30, 2019

Reporting Period: October 1, 2018 – September 30, 2019

1. *Establishment of an intern program designed to train students for a career in the broadcasting industry.*

PBS Hawaii's Content Department continues to employ college students on a part-time basis as paid interns and provides ongoing, hands-on training and mentoring in all areas of broadcast production including: floor management, set construction, remote production and the operation of production equipment. The interns assist with many of the station's broadcast productions such as: An hour-long public affairs program on Thursday evenings, regular taped half-hour segments highlighting a prominent local figure, taped 1-hour musical productions of traditional Hawaiian songs in our studio and remotely and live 2-hour town hall programs discussing statewide issues. Additional work would include taping any promotional shoots and b-roll. Six part-time student technicians constitute the majority of the crew—operating cameras, audio equipment, video switcher, teleprompter, character generator, as well as floor directing and set lighting. These students are also employed on location shoots, where they learn different skills for sound and lighting, all under the guidance of highly skilled, veteran, full-time production staff. Some of them also assist the Production Coordinator with the clerical and administrative needs of the department. After graduating, some of these students have gone on to successfully pursue careers in the broadcast industry. A few months ago one of our students who recently graduated was hired by a video production house. There are several others that are employed as independent contractors for commercial stations as well as being hired as part of our crew as needed.

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

PBS Hawai'i offers full-time employees the opportunity to further their education by providing the Educational Training Reimbursement program, which helps them toward their goals for future advancement. Employees may qualify for full tuition and course material reimbursement for classes in pursuit of a degree relating to their current position. Since the program was instituted, we have assisted a staffer in attaining her Masters in Human Resources and also another staffer received a second degree in IT. We have not had any applicants to this program this past year.

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

Newly hired and promoted managers are required to attend Hawai'i Employers Council's "Supervisory Certificate Series" workshops. This is a series of eight classes spanning four days. Classes include: "Supervision 101," "Basic Employment Laws," "Avoiding Sexual and Other Harassment Claims," "Interviewing and Selection," "Performance Appraisal I – Overview," "Performance Appraisal II – Communicating with the Employee," "Building Employee Performance," and "Addressing Misconduct." During this period, we sent John Kovacich (newly promoted to Chief Programmer), Jody

Shiroma, VP of Communications (new hire) and Randy Ennis, Production Manager (new hire).

- 4. Participation in at least four events or programs sponsored by educational institutions and organizations representing groups present in the community relating to career opportunities in broadcasting, including conventions, career days, workshops and similar activities.***

PBS Hawai'i's HIKI NŌ (Hawaiian for "Can Do") is the nation's first statewide student news network. 90 public, charter and private schools throughout the state participate in this program, in which elementary, middle and high school students, under the guidance of their media teachers, create news features that meet PBS standards in journalistic practices and reporting, storytelling, production values and technical specs. The students, under the mentorship of local industry professionals, undergo a rigorous process of revising and re-editing, until their stories meet the PBS standards and are approved to air in a weekly, half-hour, primetime program on PBS Hawai'i. From the experience, the students gain the real-world skills of collaboration, creative problem solving, critical thinking, entrepreneurialism, perseverance and the ability to take constructive criticism and use that criticism to make improvements.

The HIKI NŌ team (including the Director of Learning Initiatives, Managing Editor, Online Editor/Associate Producer, industry professional mentors, and advanced media teachers) conducts workshops and training sessions for teachers and students on the skills needed to create stories that meet PBS standards. These workshops and training sessions were held on the following days and locations throughout the state:

October 8—11, 2018

Oahu Media Camp Workshop at Moanalua High School in Honolulu on Oahu.

48 attendees.

HIKI NŌ teachers attended with their media students (up to four students per teacher). Students and teachers were taught the fundamentals of shot composition, sound recording (natural sound and interviews), the responsibilities of specific crew positions, teamwork, selecting a story topic, interviewing, transcribing, story structure, scripting, and editing. On the 3rd day of the four-day workshop, students (under the supervision of their teachers) went out in crews of three or four to shoot a project (either a story or a "how-to" video). On the 4th day, students edited their projects and screened them in front of the whole group for critique and feedback. Certain projects that showed promise were selected by PBS Hawai'i's HIKI NŌ staff to be further developed for a future HIKI NŌ broadcast.

April 16—26, 2019

Pearl City High School media teacher Bryson Chun underwent a CTE (Career Technology Education) externship at PBS Hawai'i. Under the supervision and mentoring of PBS Hawai'i's Director of Learning Initiatives, Chun received 60 hours of intensive training in all aspects of the HIKI NŌ process.

June 9 – 12, 2019

Kaua`i Media Camp Workshop at Chiefess Kamakahelei Middle School in Lihue, on Kaua`i.

45 attendees.

HIKI NŌ teachers attended with their media students (up to four students per teacher). Students and teachers were taught the fundamentals of shot composition, sound recording (natural sound and interviews), the responsibilities of specific crew positions, teamwork, selecting a story topic, interviewing, transcribing, story structure, scripting and editing. On the 3rd day of the four-day workshop, students (under the supervision of their teachers) went out in crews of three or four to shoot a project (either a story or a “how-to” video). On the 4th day, students edited their projects and screened them in front of the whole group for critique and feedback. Certain projects that showed promise were selected by PBS Hawaii’s HIKI NŌ staff to be further developed for a future HIKI NŌ broadcast.

June 17 – 20, 2019

Oahu Media Camp Workshop at Wai`anae High School in Wai`anae on Oahu.

65 attendees.

HIKI NŌ teachers attended with their media students (up to four students per teacher). Students and teachers were taught the fundamentals of shot composition, sound recording (natural sound and interviews), the responsibilities of specific crew positions, teamwork, selecting a story topic, interviewing, transcribing, story structure, scripting and editing. On the 3rd day of the four-day workshop, students (under the supervision of their teachers) went out in crews of three or four to shoot a project (either a story or a “how-to” video). On the 4th day, students edited their projects and screened them in front of the whole group for critique and feedback. Certain projects that showed promise were selected by PBS Hawaii’s HIKI NŌ staff to be further developed for a future HIKI NŌ broadcast.

June 30—July 3, 2019

Hilo Media Camp Workshop at Waiakea High School in Hilo on Hawai`i Island

35 attendees.

HIKI NŌ teachers attended with their media students (up to four students per teacher). Students and teachers were taught the fundamentals of shot composition, sound recording (natural sound and interviews), the responsibilities of specific crew positions, teamwork, selecting a story topic, interviewing, transcribing, story structure, scripting, and editing. On the 3rd day of the four-day workshop, students (under the supervision of their teachers) went out in crews of three or four to shoot a project (either a story or a “how-to” video). On the 4th day, students edited their projects and screened them in front of the whole group for critique and feedback. Certain projects that showed promise were selected by PBS Hawaii’s HIKI NŌ staff to be further developed for a future HIKI NŌ broadcast.

July 8 – 11, 2019

Kona Media Camp Workshop at Kealakehe Intermediate School in Kona on Hawai`i Island

30 attendees.

HIKI NŌ teachers attended with their media students (up to four students per teacher). Students and teachers were taught the fundamentals of shot composition, sound recording (natural sound and interviews), the responsibilities of specific crew positions, teamwork, selecting a story topic, interviewing, transcribing, story structure, scripting and editing. On the 3rd day of the four-day workshop, students (under the supervision of their teachers) went out in crews of three or four to shoot a project (either a story or a “how-to” video). On the 4th day, students edited their projects and screened them in front of the whole group for critique and feedback. Certain projects that showed promise were selected by PBS Hawaii’s HIKI NŌ staff to be further developed for a future HIKI NŌ broadcast.

July 16 – 19, 2019

Maui Media Camp Workshop at Maui High School in Kahului on Maui

30 attendees.

HIKI NŌ teachers attended with their media students (up to four students per teacher). Students and teachers were taught the fundamentals of shot composition, sound recording (natural sound and interviews), the responsibilities of specific crew positions, teamwork, selecting a story topic, interviewing, transcribing, story structure, scripting, and editing. On the 3rd day of the four-day workshop, students (under the supervision of their teachers) went out in crews of three or four to shoot a project (either a story or a “how-to” video). On the 4th day, students edited their projects and screened them in front of the whole group for critique and feedback. Certain projects that showed promise were selected by PBS Hawaii’s HIKI NŌ staff to be further developed for broadcast in a future HIKI NŌ.

July 1 – August 30, 2019

PBS Hawai`i’s Director of Learning Initiatives mentored Kaua`i High School Class of 2019 HIKI NŌ graduate Tiffany Sagucio during the production of her news feature project for her PBS News Hour Gwen Ifill Fellowship. Pennybacker gave Sagucio feedback on her scripts and rough-cuts, until Sagucio’s story met the standards needed to submit to PBS News Hour.

September 7, 2019

2019 HIKI NŌ Statewide Teachers Workshop at PBS Hawai`i in Honolulu on Oahu.

Approximately 100 attendees.

The majority of HIKI NŌ teachers attended this workshop to participate in break-out sessions on audio editing, directing the voiceover talent, shooting the on-camera host, getting started in HIKI NŌ, finding the story within a topic, how to shoot a sequence, the 3-act story structure, how a reporter prepares, editing dos and don’ts for stronger storytelling and documentary storytelling.