

EEO Public File Report
Hawaii Public Television Foundation
KHET TV, Honolulu, Hawaii
October 1, 2017 - September 30, 2018
Full-Time Positions Filled

| FULL TIME POSITION | POSITION TITLE | DATE OPEN | DATE FILLED | RECRUITMENT SOURCES | NUMBER INTERVIEWED | NUMBER HIRED |
|--------------------|---------------------------|-----------|-------------|--------------------------|--------------------|--------------|
| 1 FT | Technology Specialist | 12/8/2017 | 3/5/2018 | Hawaii Jobs on Demand | 0 | 0 |
| | | | | Midweek | 0 | 0 |
| | | | | Honolulu Star Advertiser | 0 | 0 |
| | | | | Monster.com | 1 | 1 |
| | | | | HANO | 0 | 0 |
| | | | | PBSHawaii.org | 1 | 0 |
| | | | | Facebook - PBS Hawaii | 0 | 0 |
| | | | | Twitter - PBS Hawaii | 0 | 0 |
| | | | | Word of Mouth | 1 | 0 |
| 1 FT | Vice President of Content | 1/24/2018 | 4/29/2018 | Hawaii Jobs on Demand | 0 | 0 |
| | | | | PBSHawaii.org | 1 | 0 |
| | | | | Indeed.com | 0 | 0 |
| | | | | KITV Jobsboard | 0 | 0 |
| | | | | Word of Mouth | 1 | 1 |
| | | | | Facebook - PBS Hawaii | 0 | 0 |
| | | | | Twitter - PBS Hawaii | 0 | 0 |
| | | | | Honolulu Star Advertiser | 2 | 0 |
| | | | | Midweek | 0 | 0 |
| | | | | Monster.com | 0 | 0 |

**EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET TV, HONOLULU, HI
OCTOBER 1, 2017 - SEPTEMBER 30, 2018
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 | Alma Sakagawa 808-529-4377 | 2 | 0 | N |
| MidWeek 500 Ala Moana Blvd., Ste. 7500 Honolulu, HI 96813 | Alma Sakagawa 808-529-4377 | 0 | 0 | N |
| pbshawaii.org PBS Hawaii 2350 Dole Street Honolulu, HI 96822 | Karen Yamamoto 808-973-1000 | 2 | 0 | Y |
| Monster.com 622 Third Avenue, 39th Floor New York, NY 10017 | 212-351-7000 | 1 | 1 | N |
| Word-of-mouth | | 2 | 1 | N |
| Twitter | PBS Hawaii | 0 | 0 | N |
| Facebook | PBS Hawaii | 0 | 0 | N |
| Indeed.com | | 1 | 0 | N |
| Association of Fundraising Professionals P.O. Box 11899 Honolulu, Hawaii 96828 | 808 527-2426 | 0 | 0 | N |
| Hawaii Jobs on Demand hawaiijobsondemand.com | Setup online | 0 | 0 | N |
| Hawaii Alliance of Nonprofit Organization 1020 S. Beretania Street Honolulu, Hawaii 96814 | 808-529-0466 | 0 | 0 | N |

FCC-EEO Annual Report

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

Reporting Period: October 1, 2017 – September 30, 2018

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 and taped 1-hour musical productions of traditional Hawaiian songs in our studio and remotely. Additional work would include broadcasting our live fund drives and taping any promotional shoots. 8 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. This past month, one of our graduating students have been hired by a commercial television station as a full-time employee. There are several others that are employed as independent contractor for commercial stations. We have a new local program produced twice times a year where we hire professionals to perform the duties and the students shadow them. The student get mentored in a live, real world situation.

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." We have not had any newly hired managers to take advantage of this resource but we did

send representatives from each department to attend First Aid and CPR day long classes. We also sent three staffers to social media workshops.

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.*

Run by PBS Hawaii's Learning Initiatives Department, HIKI NŌ (the nation's first statewide student news network) provides an outlet for student voices from large and small communities across the islands. This 90-school groundbreaking learning initiative promotes community engagement through its weekly on-air/online student newscast. By challenging students to meet national PBS standards in journalistic integrity, production values and effective storytelling, HIKI NŌ (Hawaiian language for "can do") develops the interpersonal, collaborative and critical thinking skills they need to succeed in the real world.

The Director of Learning Initiatives, HIKI NŌ Managing Editor, HIKI NŌ Editor, a core-group of advanced HIKI NŌ teachers known as Hawaii Creative Media and industry professionals conduct workshops for teachers and students in order to teach students the skills needed to produce PBS-quality segments for broadcast. These workshops were held on the following days and locations throughout the state:

October 7—10, 2017

Oahu Media Camp Workshop at St. Louis High School in Honolulu on Oahu. Approximately 40 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.

October 26, 2017

HIKI NŌ presentations at Schools of the Future convention. Hawaii State Convention Center in Honolulu on Oahu. Approximately 110 attendees.

Teachers attending the Schools of the Future convention who were interested in media education (and were, thus, potential HIKI NŌ teachers) visited the HIKI NŌ station in the Digital Playground room. Teachers were given a hand-out of the HIKI NŌ story criteria, which basically outlines what makes a good story. Teachers were then shown HIKI NŌ stories that did an excellent job of meeting the story criteria. These presentations were

moderated by either the HIKI NŌ Managing Editor or the HIKI NŌ Executive Producer. Teachers interested in joining HIKI NŌ left their contact information on a sign-up sheet.

December 2, 2017

Beginning camera and audio clinic for teachers and students, held at Maui Waena Intermediate School on Maui. Approximately 35 attendees.

HIKI NŌ teachers and students on Maui attended the clinic, in which HIKI NŌ mentor Tim Bradley (a professional videographer/producer) demonstrated all aspects of a typical DSLR camera that would be used by HIKI NŌ students. This included menu settings, focus, audio levels, aperture (for exposure), shutter speed, frame-rate, ISO, and various other technical aspects. Knowledge of these technical aspects of the camera are essential for filming HIKI NŌ projects. Mr. Bradley also covered the proper way to place a clip-on microphone onto an interview subject to get the best quality audio, and how to set the levels to properly record the sound coming from the microphone (also essential skills in HIKI NŌ production).

February 15, 2018

HIKI NŌ on-camera interview clinic at DOE Middle School Career Day event, Hawaii State Convention Center in Honolulu, on Oahu. Approximately 200 participants.

Middle school students attending this event who were interested in media took their turns participating in a staged HIKI NŌ shoot as either the camera-person, audio-person, director, or on-camera talent. Each student was mentored by either the HIKI NŌ mentor on duty or the HIKI NŌ Associate Producer/Online Editor.

April 15—18, 2018

HIKI NŌ Home-Base training boot camp at Kalama Intermediate School on Maui. Approximately 15 participants.

The HIKI NŌ teacher at this school and the students assigned to producing the Home-Base segments for a particular episode received four days of intensive, hands-on training. The Home-Base school provides the transitional elements that appear between the stories in a HIKI NŌ show and lead us from one section of the show to the next. These transitional pieces, or “factoids”, are usually about the unique characteristics and history of the school. The students are mentored by an industry professional on all crew positions and aspects of the Home-Base project: from script-writing, to on-camera hosting, to direction, to camerawork, to audio recording, to the recording of voiceovers (narration). By the end of the four-day “boot-camp”, the students will have completed the majority of their Home-Base elements.

April 18—21, 2018

HIKI NŌ Home-Base training boot camp at Kapaa Middle School on Kauai. Approximately 8 participants.

The HIKI NŌ teacher at this school and the students assigned to producing the Home-Base segments for a particular episode received four days of intensive, hands-on training. The Home-Base school provides the transitional elements that appear between the stories in a HIKI NŌ show and lead us from one section of the show to the next. These transitional

pieces, or “factoids”, are usually about the unique characteristics and history of the school. The students are mentored by an industry professional on all crew positions and aspects of the Home-Base project: from script- writing, to on-camera hosting, to direction, to camerawork, to audio recording, to the recording of voiceovers (narration). By the end of the four-day “boot-camp”, the students will have completed the majority of their Home-Base elements.

May 5, 2018

Beginning camera and audio clinic for teachers and students, held at Waimea Elementary School on Hawaii Island. Approximately 40 attendees.

HIKI NŌ teachers and students on Hawaii Island attended the clinic, in which HIKI NŌ mentor Tim Bradley (a professional videographer/producer) and Nikki Miyamoto (HIKI NŌ Associate Producer/Online Editor) demonstrated all aspects of a typical DSLR camera that would be used by HIKI NŌ students. This included menu settings, focus, audio levels, aperture (for exposure), shutter speed, frame-rate, ISO, and various other technical aspects. Knowledge of these technical aspects of the camera are essential for filming HIKI NŌ projects. Also covered was the proper way to place a clip-on microphone onto an interview subject to get the best quality audio, and how to set the levels to properly record the sound coming from the microphone (also essential skills in HIKI NŌ production).

June 4—7, 2018

Oahu Media Camp Workshop at Moanalua High School on Oahu. Approximately 54 attendees.

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.

June 11—14, 2018

Hilo Media Camp Workshop at Waiakea High School in Hilo on Hawaii Island. Approximately 42 attendees.

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.

June 18—21, 2018

Kauai Media Camp Workshop at Chiefess Kamakahelei Middle School on Kauai.
Approximately 43 attendees.

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.

June 25—28, 2018

Waimea Media Camp Workshop at Waimea Middle School in Waimea on Hawaii Island.
Approximately 37 attendees.

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 9—12, 2018

Maui Media Camp Workshop at Maui High School on Maui. Approximately 48 attendees.
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.

August 18, 2018

Annual Statewide Teachers Workshop at PBS Hawaii. Approximately 90 attendees.
Media teachers preparing for the upcoming season of HIKI NŌ attended this conference comprised of presentations and hands-on workshops to develop creative storytelling skills that they need to pass on to their students in order to create successful HIKI NŌ stories. Included was a workshop on the “5-Point Outline”, in which teachers were tasked with creating a story outline, and eventually an editing script, out of the raw transcript of an interview. Also included were activities such as brainstorm sessions, how to pitch story ideas, and how to teach these concepts to their students.