

**Maryland Public Television
Annual EEO Public File Report
Reporting Period June 1, 2008 – May 31, 2009**

I. Vacancies Filled:

Position Title	Recruitment Sources	# of Applicants Interviewed	# of Interviewees from Sources	Recruitment Source for This Hire
Desktop Publisher	MPT website, PBS, craigslist, CareerBuilder, Univ of MD Balto Co, Towson Univ	5	3 craigslist 2 CareerBuilder	CareerBuilder
Director, Station Relations	MPT website, PBS, cpb, Emmyonline, TVJobs, DC Web Women, CareerBuilder, craigslist, creative hotlist, Towson Univ, Morgan State Univ, Johns Hopkins Univ, Univ of MD Balto Co, Internal posting	15	4 MPT website 7 CareerBuilder 1 TV Jobs 1 Employee referral 1 PBS 1 Internal	CareerBuilder
Procurement Specialist	MPT website, State of MD Job Board, CareerBuilder, craigslist,	4	1 MPT website 2 CareerBuilders 1 craigslist	CareerBuilder
Major Gifts Officer	MPT Website, PBS, cpb, CareerBuilder, craigslist, Idealist, Assoc of Fundraising Pro, Chronicles of Philanthropy, Univ of Balto, Loyola Univ, Univ of MD Balto Co, Johns Hopkins Univ, Towson Univ Morgan State Univ, DC Web Women, College of Notre Dame	6	3 MPT website 2 craigslist 1 CareerBuilder	MPT Website
Broadcast Ser Coor	MPT website, PBS, cpb, TV Jobs, CareerBuilder, craigslist, Univ of MD Balto Co, Towson Univ, Morgan State Univ. Internal posting	3	2 Internal 1 MPT website	MPT website
Member Relations Rep (2)	MPT website, PBS, cpb, craigslist, Careerbuilder, State Job Board	13	5 MPT website 7 CareerBuilder 1 State Job Board	2 MPT website

There were 46 applicants interviewed during this reporting period.

II. Recruitment Sources: # of Interviewees Referred by This Source

Careerbuilder.com Bob Westwater 8420 West Bryn Mawr Ave Suite 1000 Chicago, Illinois 60631 888-488-4473	19
CPB Website Corporation for Public Broadcasting 401 Ninth Street, N.W. Washington, D.C. 20004-2129 Amy Turman 202-879-9600 Contact: Jobline@cpb.org	0
Craig's List www.baltimore.craigslist.com	6
DC Web Women Valerie Baten listadmin@dcwebwomen.org	0
Idealist Idealist.org	0
Maryland Public Television Website & Internal 11767 Owings Mills Blvd Owings Mills, MD 21117 S. Joy Holly 410-581-4180 www.mpt.org	18
PBS Website PBS Express (First Class) 1320 Braddock Place Alexandria, VA 22314 Phone: 703-739-5132 www.pbs.org	1

State of Maryland Job Board 1
Doug Swanson
410-767-4898
dswanson@dbm.state.md.us

The National Television Academy (Emmyonline) 0
Maggie Eubanks
111W. 57th Street Suite 600
New York, NY 10019
314-664-6776

TV Jobs 1
Broadcast Employment Services
Mark Holloway
jobs@tvjobs.com

Association of Fundraising Professionals 0
4300 Wilson Blvd
Suite 300
Arlington, VA 22203
703-684-0410

Chronicles of Philanthropy 0
1255 23rd Street NW
Suite 700
Washington, DC 20037
202-466-1200

Creative Hotlist 0
110 Constitution Drive
Menlo Park CA 94025
650-815-4290 phone

College and University Recruitment Sources

University of Maryland, Baltimore County 0
1000 Hilltop Circle Math/Psych #410
Baltimore, MD 21250
Diane Fogle Crump
410-455-2216

Towson University 0
8000 York Road
Towson, MD 21252
Career Services, Glenda Hinkle
410-704-2233

Morgan State University 0
1700 E. Cold Spring Lane
Montebello Complex C Rm 224
Baltimore, MD 21251
William Carson
443-885-3110

Johns Hopkins University 0
Garland Hall 3rd Floor
3400 N. Charles Street
Baltimore, MD 21218
Julia Galeazzi
410-516-4041

University of Baltimore 0
Student Center Room 306
1420 N. Charles Street
Baltimore MD 21201
Barry Dunkin
410-837-5440

Loyola College of Maryland 0
DeChiaro College Center
4501 N. Charles Street
Baltimore, MD 21210
Mary DeManss
410-617-7692

College of Notre Dame of Maryland 0
Theresa Hall Room 022
4701 N Charles Street
Baltimore, MD 21210
Gina Roussos
410-532-5387

Prong 1. Wide dissemination of notice of all full time vacancies.

As documented by the 20 sources listed above MPT recruits for every full time vacancy using a variety of sources. Every effort is made to reach candidates in the greater Baltimore metropolitan area. Many of our recruitment sources (CareerBuilder, cpb, PBS, TVJobs, university career/alumni websites) reach candidates throughout the US.

Prong 2. Notice of each full time vacancy to recruitment organizations that have requested it.

MPT maintains a list of organizations interested in receiving notices of full time vacancies. During the period from June 1, 2008 to May 31, 2009 one organization (CSB School of Broadcasting, Columbia, MD) requested notice of job openings. CSB has been added to our list and is notified of all vacancies.

Prong 3. Participation in longer- term recruitment initiatives (job fairs, scholarship and internship programs and community events) designed to inform the public of employment opportunities in broadcasting.

Participation in Job Fairs by station personnel who have substantial responsibility in hiring decisions.

October 15, 2008

Towson University

Career & Internship Fair

Donna Vaughan, Director-Recruitment and Employee Relations participated in a Career Fair designed to make communication, TV, film and electronic video students aware of internship and career opportunities available at MPT.

February 27, 2009

Maryland College Consortium

Donna Vaughan, Director-Recruitment and Employee Relations participated in a regional consortium attended by college students and job seekers from the greater Baltimore metropolitan area. Information on MPT's internship program, recruitment notices for current job vacancies, and information on careers in broadcasting were distributed to hundreds of attendees.

March 3, 2009

Johns Hopkins University

Public Service Career Fair

Donna Vaughan, Director-Recruitment and Employee Relations participated in the Public Service Career Fair sponsored by Johns Hopkins University. Job seekers were made aware of current and future job openings.

March 7, 2009

Women in Film and Video

Baltimore/Washington, DC Career Fair

Donna Vaughan, Director-Recruitment and Employee Relations, participated in the Media Job Fair sponsored by Women in Film and Video. Hundreds of attendees were made aware of current and future career opportunities available at MPT.

April 3, 2009

Capitol College, the National Society of Black Engineers and the Society of Women Engineers Career Fair

Donna Vaughan, Director-Recruitment and Employee Relations, participated in an engineering/IT career fair designed to recruit inform minority and female students about careers in broadcasting.

April 19, 2009

Morgan State University

Communications Career Fair

Donna Vaughan, Director-Recruitment and Employee Relations, participated in a career fair designed to inform minority students about the types of careers available in television, film and video.

Establishment of an internship program designed to develop skills needed for broadcast employment.

Maryland Public Television has an active internship program and posts internship opportunities on university and college job/internship online message boards throughout the greater Baltimore metropolitan area. We were able to provide internships to 17 students in the summer of 2008. Currently (Spring '09) there are 12 interns in 5 different departments at MPT. There are already 15 students from 11 different colleges and universities scheduled to begin summer internships on June 1, 2009.

Participation in scholarship programs directed to students who want to pursue a career in broadcasting.

The Corporation for Public Broadcasting (CPB) and the Emma Bowen Foundation established a scholarship/internship program to encourage promising minority students to consider careers in media. MPT is one of four public broadcasters selected to participate. The program provides the selected student the opportunity to participate in every area of the organization over the course of 4-5 summers. The Emma Bowen student selected began his internship on May 19, 2008 and will return for his second year on June 1, 2009.

Maryland Public Television has partnered with The Scott Lee Foundation to provide an internship in broadcasting to the recipient of the Nicole Lynette Scott Memorial Scholarship award. This award is presented to minority college students currently pursuing a degree in a communication-related field.

Establishment of training or mentoring program designed to enable employees to acquire skills to qualify for higher level positions.

MPT has a formal training program in place for Transmitter Engineers. Under the supervision of our Transmitter Supervisor and Chief Trainer, Richard Logan, candidates are hired and trained in transmitter related engineering operations in order to be promoted to the Engineer level.

MPT also has an informal training program in place that allows employees hired at the Assistant Producer level to continue to advance to Associate Producer, Producer and Executive Producer level positions.

Participation in events or programs relating to career opportunities sponsored by educational institutions.

November 10, 2008

University of Maryland, Baltimore County

Discussion Panel

Donna Vaughan, Director-Recruitment and Employee Relations, and Matthew Raines, Member Relations Representative, participated in a lunchtime panel discussion designed to give students and faculty an opportunity to meet and network with career professionals. Discussions included in the skills and knowledge and the types of majors necessary to begin a career in a variety of fields.

January 9, 2009

Johns Hopkins University

Media/PR class presentation

Donna Vaughan, Director-Recruitment and Employee Relations, and Phillip Guthrie, Station Relations Director, participated in a classroom discussion and interactive case study designed to provide insight into what executives in a television environment do. Trade journals, current position openings and information about careers in broadcasting were provided to the students.

On-Going

Maryland Department of Education

Arts, Media & Communications state-wide advisory panel

Alex Vitalo, Director, Creative Services and Interactive Media, regularly attends MSDE meetings as an industry expert. The panel elicits curriculum advice from teachers and industry professionals to develop and provide the coursework necessary for students to pursue a career in Communications, including TV, Film and Radio.

Listing each upper level opening in a job bank or newsletter of a media trade group with broad based membership, including participation of women and minorities.

Maryland Public Television lists all upper level and TV related job openings with PBS and the Corporation of Public Broadcasting. In addition, other trade resources such as TVJobs, emmyonline, Women in Film and Video and DC Web Women are regularly used.

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

MPT provided mandatory EEO/Sexual Harassment training to all upper level management personnel during the months of February and March 2009. Senior Staff, Managers and Supervisors were given copies of all pertinent policies and procedures and participated in discussion groups designed to promote sensitivity and awareness of EEO/Sexual Harassment issues. Participants received copies of all pertinent policies and procedures.

Participation in other activities designed to disseminate information as to employment opportunities in broadcasting to job candidates who might be unaware of such opportunities.

March 25, 2009

Wilde Lake High School, Columbia, MD

MPT's Director, Recruitment and Employee Relations, Donna Vaughan, participated in Wilde Lake High School's Career Day for juniors. She worked with students on interviewing and resume- writing skills and provided information on how to conduct a job search.