

KHPR, KIPO, KKUA, KANO, KIPM, KIPH, KHPH, KAHU

Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: KHPR Honolulu, HI; KIPO Honolulu, HI; KKUA Wailuku, HI; and KANO Hilo, HI; KIPM Waikapu, HI; KIPH Hana, HI; KHPH Kona, HI; and KAHU Pahala, HI and is required to be placed in the public inspection files of these stations and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning October 1, 2015 to and including September 30, 2016.

The FCC’s 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Stations comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified by name, address, contact person, and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

The report which follows provides the required information. Please note that the numbers listed in Recruitment Source Information under the column entitled “Full-time Positions for Which This Source Was Utilized During This Period” refer to the number of the full-time job positions listed under Vacancy Information.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer. A person was deemed “interviewed” whether he or she was interviewed in person and/or over the telephone.

Hawaii Public Radio
Annual EEO Public File Report through September 30, 2016
For Stations: KHPR, KIPO, KKUA, KANO, KIPM, KIPH, KHPH, KAHU

Vacancy Information

	Full-time Positions Filled by Job Title	Recruitment Source of Hiree	Total Number of Interviewees from All Sources for this Position	Date Job Filled
1	Director of Development	Hawaii Public Radio Consultant	5	2/2/2016
2	Production Assistant	Hawaii Public Radio Website	8	3/7/2016
3	President and General Manager	Livingston Associates	19	5/9/2016
4				
5				

Total Number of Persons Interviewed During the Applicable Period:

32

Recruitment Source Information

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Job Candidates This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized During This Period
1	Hawaii Public Radio Staff/Volunteers/Interns/Associates/Consultants 738 Kaheka Street #101 Honolulu, HI 96814 (808) 955-8821	19	3
2	Honolulu Star-Advertiser(Monster.com/Indeed.com) P.O. Box 30210 Honolulu, HI 96820 (808) 525-8000 Classified Advertising Dept.	74	2
3	Hawaii Public Radio Website / Facebook 738 Kaheka Street #101 Honolulu, HI 96814 (808) 955-8821	2	3
4	Livingston Associates' (website & database) 3000 Chestnut Ave, Ste 208 Baltimore, MD 21211 (410) 243-1974 Adam Livingston	34	1
5	Current Newspaper (print & online) 6930 Carroll Ave, Suite 625 Takoma Park, MD 20912 (301) 270-7240 ext 35 David Kramer	4	1
6	The Chronicle of Philanthropy Philanthropy Careers http://philanthropy.com/section/Jobs/224/ 1255 23rd St NW #700 Washington, DC 20037 (202) 466-1200 Online posting entry	2	1
7	Social Media Job Posting - LinkedIn (410) 243-1974 - Livingston Associates ad set up by Adam Livingston	12	1
8	Social Media Platforms - Paid Ads Twitter & Facebook (410) 243-1974 - Livingston Associates campaign managed by Adam Livingston	0	1
9	Asian American Journalists Assoc. (AAJA) http://www.aaaja.org/ https://customer9867c50f.portal.production.membersuite.com/Login.aspx 5 Third Street, Suite 1108	0	1

	San Francisco, CA 94103 (415) 346-2051; national@aja.org Online posting entry		
10	Hawaii Alliance of Nonprofit Organizations (HANO) http://hano-hawaii.org/newhano/ http://hano-hawaii-jobs.careerwebsite.com/home/index.cfm?site_id=10746 1020 South Beretania St 2nd Floor Honolulu, HI 96814 (808) 529-0466 Online posting entry	1	1
11	Corporation for Public Broadcasting (CPB) http://www.cpb.org/jobline/ (202) 879-9600 Online posting entry	3	1
12	Greater Public http://greaterpublic.org/job-line 401 North 3rd Street, Suite 370 Minneapolis, MN 55401 (888) 454-2314 (415) 431-1391 Online posting entry	0	1
13	Public Media Business Association (PMBA) http://www.pbma.org/node/312 7918 Jones Branch Drive, Suite 300 McLean, VA 22102 (703) 506-3292 email positions to: info@pmbaonline.org	0	1
14	National Educational Telecommunications Association (NETA) http://www.netaonline.org/jobs.htm 939 South Stadium Road Columbia, SC 29201 (803) 799-5517 Maryanne Schuessler; email positions to: maryanne@netaonline.org	0	1
15	PRNDI http://prndi.org/term/jobs-0 (605) 490-3033 Christine Paige Diers; email positions to: cpaigediers@gmail.com	0	1
16	Industry Listserv Announcements Pubradio pubradio@lists.pubradio.org email to the listserv PRADO PRADO@listserv.svr.edu email to the listserv	9	1
17	National Association for Multi-Ethnicity in Communications (NAMIC) http://namic.com/job-bank/ 50 Broad Street, Suite 1801 New York, NY 10004 (212) 594-5985; susan.waldman@namic.com Online posting entry	0	1
18	NAMAC - national alliance for media arts & culture http://www.namac.org/job-bank/ 145 9th Street #250 San Francisco, CA 94103 (415) 431-1391 Online posting entry	0	1
19	TV and Radio Jobs http://tvandradijobs.com/cgi-bin/classifieds/classifieds.cgi?add_item_button=on P.O. Box 7049 Charlottesville, VA 22906 Online posting entry	0	1
20	All Access http://www.allaccess.com/forum/viewforum.php?f=10 24955 Pacific Coast Highway, C303 Malibu, CA 90265 (310) 457-6616 Online job openings forum / board; online posting entry	3	1

21	RADIO ONLINE http://jobs.radio-online.com/cgi-bin/rol.exe/jobs_list 3500 Tripp Avenue Amarillo, TX 79121-1637 Online posting entry	0	1
22	Radio and Production Magazine https://www.rapmag.com P.O. Box 630071 Irving, TX 75063-0071 (972) 432-8100 Online posting entry	0	1
23	Radio & Television Business Report http://rbr.com/classifieds/submit-a-media-job/ P.O. Box 6633 Woodbridge, VA 22195 (703) 490-3099 Online posting entry	0	1
24	Craigs List http://honolulu.craigslist.org/oah/np/5410807636.html http://honolulu.craigslist.org/oah/tfr/5410807641.html 222 Sutter Street, 9th Floor San Francisco, CA 94108 (415) 399-5200 ext 8283 Online posting entry	2	1

Additional Recruitment Sources - if needed

25	Association of Fundraising Professionals Aloha Chapter John Ciabrone P.O. Box 11899 Honolulu, HI 96828 (808) 238-0119	0	1
26	Indeed www.indeed.com 6433 Champion Grandview Way, Bldg 1 & 2 Austin, TX 78750 (512) 664-9300 Online posting entry	5	1
27	University of Hawaii Career Services 2600 Campus Rd, QLC 212 Honolulu, HI 96822-2205 Dir. Career Services (808) 956-8136	0	0

Supplemental Recruitment Activities Undertaken

Mary Helen Gustafson, Alex Abe, and Paul Marto Pinto interned with "The Conversation" during the year. Paul Marto Pinto came to HPR through the East West Center (located on the University of Hawaii at Manoa campus). Their tasks included gathering and researching topics for the "back yard quizzes", recording and editing sound, filling in when needed for the production assistant, scheduling and greeting guests as they arrive for the show, writing copy culling local and national news for segment topics, cutting and uploading segments to the website, recording show ID's with guests, and attending production meetings.

HPR hosted college students enrolled in the Institute for Shipboard Education's Spring 2016 Semester at Sea Program. The station visit (field work) was part of the curriculum for their "Journalistic Ethics" course. Students received an overview and tour of the station, followed by a Q&A session with Bill Dorman and Beth-Ann Kozlovich. It is hoped that this collaboration will continue with future Semester at Sea voyages.

Phyllis Look addressed two freshman "Intro to Business" classes of the University of Hawaii's Shidler's Direct Admit Program. The existence and services provided by HPR, insight into the challenges of marketing an organization like HPR, and how businesses partner with HPR were discussed.

Bill Dorman had discussions with young journalists interested in Hawaii Public Radio. Those who visited were given a tour of the station. Discussions centered around careers in public radio, what they were currently doing in their respective positions, the different paths individuals take in this career, and the contrast between working at location stations versus national organizations.

Gene Evans hosted a station tours for students and interested organizations. The tours begin with general information about the station, how it operates, and its future, followed by a tour of the station including meeting and talking to staff and hosts about their duties and responsibilities. Similar tours were provided for new station members and major donors.

The station continued hosting the "Commentator's Lunch" on Oahu. Staff members from various departments introduce themselves, give a brief description of what they do, field audience questions, then provide a reply to a general question provided by the station.

Hawaii Public Radio was one of the sponsors of the Hawaii Book and Music Festival. Gene Evans coordinated volunteers and staff that serviced Hawaii Public Radio's booth. Information about the station was disseminated and questions about the station and staff were addressed.

Postings for the President & General Manager and Director of Development were posted in job banks and with organizations such as the Association for Fundraising Professionals, Current, CPB, Livingston Associates, PMBA, PRNDI, Greater Public, and HANO.

A number of staff attended national conferences including PMDMC, PRNDI, PRPD and SRG. These conferences provided training and professional development opportunities for staff who attended.

A diversity policy and review process is being maintained in compliance with guidelines established by CPB.

Hawaii Public Radio contracts with Hawaii Human Resources for human resources, benefits, and payroll services. They provide newsletters and workshops which highlight EEO issues and have staff on hand to answer any EEO questions that may arise.

HPR is a member of PMBA. This organization provides information, workshops, and conferences that address human resources and management issues including EEO compliance.

Bernie Shimono is enrolled in a human resources training program provided by Travelers. The program covers discrimination, sexual harassment, ethical behavior, and wrongful termination. Staff and board members can participate in the program. Additional employment related webinars are provided by the Nonprofits Insurance Alliance Group.