

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, 2016 to and including September 30, 2017.

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, 2017
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	Corporate Relations Assistant	HPR Staff	10	11/7/2016
2	General Assignment Reporter	Honolulu Star Advertiser(Monster.com)	12	4/10/2017
3	Corporate Relations Associate	Honolulu Star Advertiser(Monster.com)	7	9/18/2017
4				
5				

Total Number of Persons Interviewed During the Applicable Period: 29

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	9	4
2	Honolulu Star-Advertiser(Monster.com/Indeed.com) P.O. Box 30210 Honolulu, HI 96820 (808) 525-8000 Classified Advertising Dept.	59	14
3	Hawaii Public Radio Website / Facebook 738 Kaheka Street #101 Honolulu, HI 96814 (808) 955-8821	26	5
4	Current Newspaper (print & online) 6930 Carroll Ave, Suite 625 Takoma Park, MD 20912 (301) 270-7240 ext 35 David Kramer	17	4
5	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	2	0
6	Craigs List http://honolulu.craigslist.org/oah/npo/5410807636.html http://honolulu.craigslist.org/oah/tfr/5410807641.html 222 Sutter Street, 9th Floor San Francisco, CA 94108 (415) 399-5200 est 8283 Online posting entry	19	2

Additional Recruitment Sources - if needed

7	Association of Fundraising Professionals Aloha Chapter John Ciabrone P.O. Box 11899 Honolulu, HI 96828 (808) 238-0119	0	0
8	Chaminade University Advising & Career Development 3140 Waiālae Avenue Honolulu, HI 96816 (808) 735-4711	0	0
9	Hawaii Pacific University Career Development Center 1164 Bishop Street, Suite 122 Honolulu, HI 96813 (808) 544-0230	0	0
10	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

Emily Cardinali, a graduate student at the University of Hawaii, Manoa campus, is interning with "The Conversation". She is assisting the show with light board operating, preparing/posting social media content, answering phone calls, researching stories, pitching segment ideas, writing/researching a "Backyard Quiz" per week, recording show ID's with guests, attending production meetings, and other tasks as needed.

Katherine Ozawa interned during the summer in the membership department to fulfill volunteer hour requirements for the university she is attending. She provided event support, photographed donors attending events, and assisted with data entry, mailings, and donor reminder phone calls.

Tanya Riordan also interned during the summer in the membership, corporate relations, and marketing departments. She prepared HSO promotional scripts, researched pricing and created a strategy for premiums, created a template to evaluate events, updated the pledge drive volunteer script set, assisted with a one-day fundraising campaign, evaluated donation forms, prepared underwriting proposals for prospective clients, and prepared schedules for arts partners performance ads.

Bill Dorman hosted a group of 12 reporters from the ASEAN countries. The purpose of their visit was to see how a US media outlet newsroom operates and to discuss journalism in the current day and age. They chose Hawaii Public Radio and Bill Dorman specifically, because of his Asia Minute news segment that focuses on topics relevant to the Asia-Pacific region. The reporters were taken on a tour of the station after their initial meeting and had a chance to meet and talk to staff from various departments.

Gene Evans hosted a station tour 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 hosted several Town Hall meetings where the number of staff employed at the station, their various duties, and programming were discussed.

Hawaii Public Radio was one of the sponsors of the Hawaii Book and Music Festival. Sarah Bauer 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.

Ads for the General Assignment Reporter and Corporate Relations Associate were posted in job banks and with organizations such as Current 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 ProService Hawaii (previously HiHR) 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, Hawaii Employers Council, and HANO.