

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

## 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; KAHU Pahala, HI; and KIPL Lihue, 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, 2017 to and including September 30, 2018.

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, 2018**

**For Stations: KHPR, KIPO, KKUA, KANO, KIPM, KIPH, KHPH, KAHU, KIPL**

**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	Membership Coordinator	HPR Website	10	3/8/2018
2	Host - The Conversation	HPR Staff	4	12/15/2017
3				
4				
5				

Total Number of Persons Interviewed During the Applicable Period:

14

**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	5	2
2	Honolulu Star-Advertiser(Monster.com/Indeed.com/Ziprecruiter.com) P.O. Box 30210 Honolulu, HI 96820 (808) 525-8000 Classified Advertising Dept.	18	2
3	Hawaii Public Radio Website / Facebook / On Air 738 Kaheka Street #101 Honolulu, HI 96814 (808) 955-8821	21	2
4	Craigs List <a href="http://honolulu.craigslist.org/oah/np/5410807636.html">http://honolulu.craigslist.org/oah/np/5410807636.html</a> <a href="http://honolulu.craigslist.org/oah/tfr/5410807641.html">http://honolulu.craigslist.org/oah/tfr/5410807641.html</a> 222 Sutter Street, 9th Floor San Francisco, CA 94108 (415) 399-5200 ext 8283 Online posting entry	10	2

**Additional Recruitment Sources - if needed**

5	Hawaii Alliance of Nonprofit Organizations (HANO) <a href="http://hano-hawaii.org/newhano/">http://hano-hawaii.org/newhano/</a> <a href="http://hano-hawaii-jobs.careerwebsite.com/home/index.cfm?site_id=10746">http://hano-hawaii-jobs.careerwebsite.com/home/index.cfm?site_id=10746</a> 1020 South Beretania St 2nd Floor Honolulu, HI 96814 (808) 529-0466 Online posting entry	0	0
6	Association of Fundraising Professionals Aloha Chapter John Ciabrone P.O. Box 11899 Honolulu, HI 96828 (808) 238-0119	0	0
7	Chaminade University Advising & Career Development 3140 Waiialae Avenue Honolulu, HI 96816 (808) 735-4711	0	0
8	Hawaii Pacific University Career Development Center		

	1164 Bishop Street, Suite 122 Honolulu, HI 96813 (808) 544-0230	0	0
9	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, interned with "The Conversation". She assisted 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.

Harrison Patino was selected as a Society of Professional Journalists, Hawaii Chapter, intern for Hawaii Public Radio. He assisted "The Conversation" with preparing/posting social media content, selecting music beds, pitching segment ideas, writing/researching "Backyard Quizes," loading playlists in the audio vault, running sound checks with contributing partners, going out in the field with reporters to assist with interviews for show segments, and assisting with running the board when needed.

Savannah Harriman-Pote also interned with the Conversation in July, 2018. She greeted guests, recorded guest ID's, edited scripts, posted daily podcasts, monitored and posted to social media, scheduled interviews, researched stories, wrote "Backyard Quizes," cut music cues, produced sound for newscasts, and accompanied reporter out in the field.

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

Bill Dorman coordinated a visit by Punahou students. They toured the station and received a station overview, then focused on operations, how newscasts, stories, and other programs are put together; the idea of storytelling for the ear, and how to prepare content for podcasts.

HPR is assisting the YWCA with helping women in transition, from incarceration back to society, tell their story. We provided a facility for them to practice their presentations, assisted them with the structure of their stories, and provided advice about public speaking, pacing, and technical issues.

The station hosted a Town Hall meeting where the number of staff employed at the station, their various duties, and programming were discussed.

Commentator's lunches were held on Oahu and Maui. 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.

Jose Fajardo, our President & GM, was part of a panel discussion hosted by the Hawaii Community Foundation, which discussed the local news environment and the gaps in coverage that nonprofit media serves.

Noe Tanigawa participated in a AAUW panel discussion about the perceptions and presentation of women in the media

Hawaii Public Radio continued to be one of the sponsors of the Hawaii Book and Music Festival. Staff and volunteers disseminated information and answered questions about the station, its programming, and staff.

A number of staff attended national conferences including PMBA, 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 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.