

KUED PBS UTAH (UNIVERSITY OF UTAH)
EEO PUBLIC FILE REPORT
(June 1, 2022 thru May 30, 2023)

RECRUITMENT SOURCES USED FOR FULL-TIME VACANCIES

Appendix A includes a mailing list of referral organizations, who receive notice of station full-time job vacancies. Contact information is included. Code numbers are assigned each organization on the list and are referenced, where applicable, for each job opening.

The mailing list is open to any subscriber so the list of individuals and/or organizations that receive information about job postings may be broader than the referral source list in Appendix A. New subscribers may be an organization or a private individual. An invitation is sent annually to new organizations asking if it will provide more contact information.

FULL-TIME POSITIONS FILLED AND RECRUITMENT SOURCES USED

1) KUED Director, Engineering PRN30258B

Notice sent to Referral Source list for entries on or before 4-26-22
Date Filled: 8-8-22
Number of Interviewees: 7
Interviewees according to Referral Source: B6=1; B7=4; C43=2
Hiree: C43

2) KUED Coordinator, Specialty Media PRN30472B

Notice sent to Referral Source list for entries on or before 5-5-22
Date Filled: 7-18-22
Number of Interviewees: 2
Interviewees according to Referral Source: B7=1; C43=1
Hiree: B7

3) KUED Producer Director PRN31854B

Notice sent to Referral Source list for entries on or before 8-12-22
Date Filled: 11-15-22
Number of Interviewees: 7
Interviewees according to Referral Source: B1=1; B6=3; C43=3
Hiree: C43

4) KUED Development Specialist PRN31936B

Notice sent to Referral Source list for entries on or before 8-18-22, Local Pkg \$375
Date Filled: 9-15-22
Number of Interviewees: 3

Interviewees according to Referral Source: B6=1; B7=1; C43=1
Hiree: C43

5) KUED Sr Events Coordinator PRN32428B

Notice sent to Referral Source list for entries on or before 9-23-22 – Indeed.com
\$150, KSL \$75, local Pkg \$375
Date Filled: 12-19-22
Number of Interviewees: 6
Interviewees according to Referral Source: B6=2; B7=1; C43=3
Hiree: C43

6) KUED Accountant PRN32577B

Notice sent to Referral Source list for entries on or before 10-6-22 - Local
Package KSL, Monsterboard, Indeed \$325; LinkedIn \$175; Other Advertising:
Current.
Date Filled: 11-16-22
Number of Interviewees: 3
Interviewees according to Referral Source: B1=1; B6=1; B7=1
Hiree: B7

7) KUED Business Systems Analyst PRN32771B

Notice sent to Referral Source list for entries on or before 10-25-22 Local
Package KSL, Monsterboard, Indeed \$325; LinkedIn \$175; Other Advertising:
Current.
Date Filled:
Number of Interviewees: 8
Interviewees according to Referral Source: B1=1; B6=3; B7=2; C43=2
Hiree: B7

8) KUED Audio Engineer PRN33123B

Notice sent to Referral Source list for entries on or before 12-2-22
Date Filled: 1-30-23
Number of Interviewees: 5
Interviewees according to Referral Source: B7=2; C43=3
Hiree: B7

9) KUED Acct Executive Content Writer PRN33337B

Notice sent to Referral Source list for entries on or before 12-28-22
Date Filled:
Number of Interviewees: 1
Interviewees according to Referral Source: B7= 1
Hiree: B7

10) KUED Program Assistant PRN33849B

Notice sent to Referral Source list for entries on or before 2-10-23
 Date Filled: 4-1-23
 Number of Interviewees: 4
 Interviewees according to Referral Source: B6=3; B7=1
 Hiree: B7

TOTAL INTERVIEWEES FOR FULL-TIME POSITIONS

41 Persons

NUMBER OF INTERVIEWEES FROM REFERRAL SOURCES USED

B1=3; B6=14; B7=12; C43=12

SUPPLEMENTAL OUTREACH ACTIVITIES

Appendix B contains a brief description of activities from the *FCC Menu* of outreach initiatives undertaken during the reporting period, including station personnel involved in the activities.

APPENDIX A: EMPLOYMENT REFERRAL AND RECRUITMENT (REFERRAL SOURCE LIST)

Updated: 5/18/23; Created 5/21/03

Job Service Locations

Notes

- The University has a signed contract with the Utah Department of Workforce Services (DWS).
- Postings are sent to the State Employment Team via postajob@utah.gov.
- DWS Employment Centers do not have direct phone numbers; calls are directed to a general call center at 801-526-0950 or 1-866-435-7414.

Agency	Contact	Phone	Address	E-mail	Date Entered	
Workforce Service Centers						
A 1	Department of Workforce Services Employer Services	N/A	801-526-0997 1-888-920-9675	140 East 300 South, SLC, UT 84111	postajob@utah.gov	10/5/17

Agency	Contact	Phone	Address	E-mail	Date Entered
Beaver Employment Center	N/A	N/A	875 North Main / PO Box 1138, Beaver, UT 84713	postajob@utah.gov	N/A
Blanding Employment Center	N/A	N/A	544 North 100 East, Blanding, UT 84511	postajob@utah.gov	N/A
Brigham City Employment Center	N/A	N/A	138 West 990 South, Brigham City, UT 84302	postajob@utah.gov	N/A
Cedar City Employment Center	N/A	N/A	176 East 200 North / PO Box 669, Cedar City, UT 84720	postajob@utah.gov	N/A
Clearfield Employment Center	N/A	N/A	1290 East 1450 South, Clearfield, UT 84015	postajob@utah.gov	N/A
Delta Employment Center	N/A	N/A	44 South 350 East, Delta, UT 84624	postajob@utah.gov	N/A
Emery County Employment Center	N/A	N/A	550 West Hwy 29/PO Box 859, Castle Dale, UT 84513	postajob@utah.gov	N/A
Heber City Employment Center	N/A	N/A	69 North 600 West, Ste C, Heber, UT 84032	postajob@utah.gov	N/A
Junction Employment Center	N/A	N/A	550 North Main / PO Box 127, Junction, UT 84740	postajob@utah.gov	N/A
Kanab Employment Center	N/A	N/A	468 East 300 South, Kanab, UT 84641	postajob@utah.gov	N/A
Lehi Employment Center	N/A	N/A	557 West State St, Lehi, UT 84043	postajob@utah.gov	N/A

Agency	Contact	Phone	Address	E-mail	Date Entered
Loa Employment Center	N/A	N/A	18 South Main / PO Box 267, Loa, UT 84747	postajob@utah.gov	N/A
Logan Employment Center	N/A	N/A	446 North 100 West, Logan, UT 84321	postajob@utah.gov	N/A
Bridgerland Technical College Employment Center	N/A	N/A	1301 North 600 West, Logan, UT 84321	postajob@utah.gov	N/A
Manti Employment Center	N/A	N/A	55 North Main, Ste #3, Manti, UT 84642	postajob@utah.gov	N/A
Midvale Employment Center	N/A	N/A	7292 South State, Midvale, UT 84047	postajob@utah.gov	N/A
Moab-South Employment Center	N/A	N/A	457 Kane Creek Blvd, Moab, UT 84532	postajob@utah.gov	N/A
Nephi Employment Center	N/A	N/A	625 North Main, Nephi, UT 84648	postajob@utah.gov	N/A
Ogden Employment Center	N/A	N/A	480 East 27th Street, Ogden, UT 84401	postajob@utah.gov	N/A
Panguitch Employment Center	N/A	N/A	665 North Main Street, Panguitch, UT 84759	postajob@utah.gov	N/A
Park City Employment Center	N/A	N/A	1846 Prospector Ave / PO Box 680697 Park City, UT 84068	postajob@utah.gov	N/A
Price Employment Center	N/A	N/A	475 West Price River Dr, Ste 300, Price, UT 84501	postajob@utah.gov	N/A

Agency	Contact	Phone	Address	E-mail	Date Entered
Provo Employment Center	N/A	N/A	1550 North 200 West, Provo, UT 84604	postajob@utah.gov	N/A
Richfield Employment Center	N/A	N/A	115 East 100 South, Richfield, UT 84701	postajob@utah.gov	N/A
Roosevelt Employment Center	N/A	N/A	140 West 425 South 330-13, Roosevelt, UT 84066	postajob@utah.gov	N/A
St. George Employment Center	N/A	N/A	162 North 400 East Bldg B, St. George, UT 84770	postajob@utah.gov	N/A
Salt Lake City Metro Employment Center	N/A	N/A	720 South 200 East, SLC, UT 84111	postajob@utah.gov	N/A
South County Employment Center	N/A	N/A	5735 South Redwood Rd, Taylorsville, UT 84123	postajob@utah.gov	N/A
South Davis Employment Center	N/A	N/A	763 West 700 South, Woods Cross, UT 84015	postajob@utah.gov	N/A
Spanish Fork Employment Center	N/A	N/A	1185 North Chappel Dr, Spanish Fork, UT 84660	postajob@utah.gov	N/A
Tooele Employment Center	N/A	N/A	305 North Main Street, Ste 100, Tooele, UT 84074	postajob@utah.gov	N/A
Vernal Employment Center	N/A	N/A	1050 West Market Dr, Vernal, UT 84078	postajob@utah.gov	N/A

College Recruiting/Educational Institutions

	Agency	Contact	Phone	Address	E-mail	Date Entered
B 1	KUEN/KUED/KU ER staff	Elena Sharma, Lindsey Gideon, Miji Lee and Ernesto Negrete	801-581- 7777	101 Wasatch Dr, SLC, UT 84112	ebc@lists.u tah.edu	3/28/03
B 2	KUEN/KUED/KU ER website	Elena Sharma, Lindsey Gideon, Miji Lee and Ernesto Negrete	801-585- 6021	250 East 200 South Ste 125, SLC, UT 84111	ebc@lists.u tah.edu	3/28/03
B 3	Utah Valley University	Kaylen Dodson	801-863- 7438	800 W University Parkway Mail Stop: 203 University Orem, UT 84058- 5999	kaylen.dods on@uvu.ed u	10/2/18
B 4	Salt Lake Community College	Jack Hesleph	801-957- 4013	4600 South Redwood Rd, SLC, UT 84130	jack.heslep h@slcc.edu	3/28/03
B 5	Southern Utah University	Marisa Coburn	435-586- 5483	351 West Center St, Cedar City, UT 84720	careercente r@suu.edu	3/28/03

	Agency	Contact	Phone	Address	E-mail	Date Entered
B 6	University of Utah Human Resources (web)	Elena Sharma, Lindsey Gideon, Miji Lee and Ernesto Negrete	801-585-6021	250 East 200 South Ste 125, SLC, UT 84111	miji.lee@utah.edu; elena.sharma@utah.edu; lindsey.gideon@utah.edu; ernesto.negrete@utah.edu	5-19-22
B 7	University of Utah Staff (campus referral)	varied	varied	250 East 200 South Ste 125, SLC, UT 84111	miji.lee@utah.edu; elena.sharma@utah.edu; lindsey.gideon@utah.edu; ernesto.negrete@utah.edu	3/28/03
B 8	University of Utah Communication Dept	Cameroon Vakilian	801-581-6889	255 S Central Campus LNCO Rm 2400 SLC, UT 84112	comm-advisor@utah.edu	10/18/17
B 9	University of Utah University Press	Hannah New	801-585-0080	Marriott Library Ste 5400, SLC, UT 84112	hannah.new@utah.edu	3/28/03
B 1 0	Utah State Board of Regents	Julie Vincent / Anya Turner/ Kiersten Allred	801-321-7124	60 South 400 West, 5th Floor, SLC, UT 84101	HR@utahsbr.edu	3/28/03
B 1 1	Weber State University Career Services	Pat Wheeler	801-626-7914	1105 University Cir, Ogden, UT 84408-1105	pwheeler@weber.edu	3/28/03

	Agency	Contact	Phone	Address	E-mail	Date Entered
B 1 2	Weber State University	Betty Simons	801-626-6960	1105 University Cir, SC Rm 230, Ogden, UT 84408-1105	bsimons@weber.edu	3/28/03
B 1 3	West High School	Connie Wyckoff, CTE Specialist/Coordinator SLCSD	801-578-8500 ext. 383	241 North 300 West, SLC, UT 84103	Connie.Wyckoff@slcschools.org	3/28/03
B 1 4	University of Utah Film & Media Arts	Jennifer Humphreys	801-581-5127	375 S 1530 East, Rm 270 SLC, UT 84112	jenni.humphreys@utah.edu	11/21/17
B 1 6	University of Utah Department of Marketing	Paul Dowling	801-581-7489	1645 East Campus Center Dr, #107, SLC, UT 84112	mktpd@business.utah.edu	11/10/05
B 1 7	Weber State University	Larry Burdett	801626-8765	1105 University Cir, Ogden, UT 84408-1105	larryburdett@weber.edu	10/27/08
B 1 8	CTI (Career Services Network)	Vaughn Taylor	801-440-6380	842 E Three Fountains Dr, Ste 192 SLC, UT 848107	vaughn.cti@gmail.com	10/17/17
B 1 9	Career Services (Utah State)	Eddy Tsing	435-797-1748	4305 Old Main Hill, University Inn Room 102, Logan, UT 84322	career.services@usu.edu	3/19/09
B 2 0	SLCC Center for Arts & Media	Josh Elstein	801-957-3127	1575 S State, Rm 2-009C SLC, UT 84115	josh.elstein@slcc.edu	10/17/17
B 2 1	BYU Theater & Media Arts	Elizabeth Funk	801-422-7768	DD581 HFAC Provo, UT 84602	tina_bellon@byu.edu	6/8/22

	Agency	Contact	Phone	Address	E-mail	Date Entered
B 2 2	BYU Career Placement	Scott Greenh algh	801-422-7600	2400A WSC, Provo, UT 84602	cougarcareers@byu.edu	5/26/16
B 2 3	City Academy	Crystal Boteju or Sonia Woodbury	801-596-8489	550 East 200 South SLC UT 84102	office@cityacademyslc.org	5/26/16
B 2 4	Davis School District	Sandra DeCaire	435-760-5538	45 East State Street, Farmington, UT 84025	sdecaire@dsdmail.net	5/27/16
B 2 5	North Sanpete School District: Adult Education	Ben Cox	435-462-2452	220 East 700 South, Mt Pleasant, UT 84647	ben.cox@nsanpete.org	5/27/16
B 2 6	South Summit School District	Kip Bigelow	435-783-4301	285 East 400 South, Kamas, UT 84036	kbigelow@summit.org	5/27/16
B 2 7	Stansbury High School	Tom Rathke	435-882-2479	5300 Aberdeen Lane, Toole, UT 84074	trathke@gmail.com	5/27/16
B 2 9	BYU School of Communication	Debbie Jackson	801-422-2997	360 BRMB Provo, UT 84602	comms_secretary@byu.edu	10/12/17
B 3 0	Idaho State University Comm, Media & Persuasion	Carrie Page	208-282-3695	921 S 8 th Ave, Stop 8242 Frazier Hall, Rm 219 Pocatello, ID 83209	cmp@isu.edu	10/12/17
B 3 1	LDS Business College	Reception	801-524-1925	95 North 300 West, SLC, UT 84101-3500	employmentcenter@LDSBC.edu	10/10/17

Community/Minority Agencies

	Agency	Contact	Phone	Address	E-Mail	Date Entered
C 1	Broadcast Employment Services (TVJobs.com)	Mark C. Holloway	760-754-8177	PO Box 4116, Oceanside, CA 92052	jobs@tvjobs.com	11/10/05
C 2	Center for Ethnic Student Affairs (CESA)	Feleti Fatu Matagi	801-581-8151	200 South Central Campus Drive SLC, UT 84112	f.matagi@utah.edu	5/27/16
C 3	Keith Kippen	Keith Kippen	801-773-2468	3105 West 4800 South, Roy, UT 84067	kippenks@yahoo.com	10/3/17
C 4	NAACP	Jeanetta Williams	801-250-5088	PO Box 25414, SLC, UT 84125-0414	jdwnaACP@att.net	3/28/03
C 5	LDS Inner City Project	Robert B. Hall	801-967-5466	https://icp.lds.org/	rvhall41@msn.com	6/1/10
C 6	LDS Employment Resource Services	Bruce Ellis	801-240-7240	780 West 800 South, SLC, UT 84104	bruiserslc@gmail.com	10/17/17
C 7	LDS Employment Resource Services : West Valley & Tooele	Lori Harding	801-988-4455	2994 South Glen Eagle Dr, WVC, UT 84128	loriharding@ldschurch.org	10/17/17
C 8	LDS Employment Resource Services: West Valley & Tooele	Lori Harding	801-988-4455	2994 S. Glen Eagle Dr, WVC, UT 84128	wel-ec-tooele@ldschurch.org	10/17/17
C 9	New Pilgrim Baptist Church	Elizabeth Needelman	801-969-4681	6196 South Redwood Rd, SLC UT 84123-5333	npilgm@aol.com	3/28/03

	Agency	Contact	Phone	Address	E-Mail	Date Entered
C10	ProductionHUB.com	Multiple contacts	407-629-4122	801 West Fairbanks Ave, Winter Park, FL 32789	classifieds@productionhub.com	2/2/05
C11	Project Coord, HIV/AIDS No. Utah Project	Mary Saenz Cervantes	801-393-4153	536 24th Street, Ste 2B, Ogden UT 84401	nuc24th@comcast.net	5/25/16
C12	Volunteers of America Youth Center	Erin McGuire	801-364-0744 x 115	888 South 400 West SLC, UT 84101	erin.McGuire@voaut.org	11/7/17
C13	Work Activity Center	Melissa Foulger	801-977-9779 x 133	1275 West 2320 South, WVC, UT 84119	mfoulger@hotmail.com	3/28/03
C14	HigherEdJobs	Staff	814-861-3080 x2	328 Innovation Blvd, Ste 235, State College, PA 16803	Posted through University of Utah portal by contract	10/30/18
C15	Salt Lake County Mayor Office of Diversity & Inclusion	Emerald Greene (intern; changes every year)	385-468-7036	2001 South State St N2100, SLC, UT 84190-3050	dintern@slco.org	1/17/19
C16	Other Sources not contacted by the station: e.g., Indeed, Glassdoor, tvjobs.com; Utah Alumni Career Services					5/15/18

Miscellaneous/School Districts

	Agency	Contact	Phone	Address	E-Mail	Date Entered
D 5	Millcreek	Andrew Odoardi	801-520-6816	1377 Skyline Dr, SLC, UT 84108	andrewodoardi@mac.com	12/5/11
D 6	Kearns	Enrique Ruiz	801-651-0475	5573 Mallow Ridge Cir, Kearns, UT 84118	eruizv@gmail.com	12/12/11
D 7	Davis School District	Kay Lynn Schick	801-831-3012	9305 North River Rd, Elwood, UT 84337	kschick@icloud.com	3/11/13

Appendix B: PBS Utah 's Supplemental Initiatives June 1, 2022 – May 31, 2023

This report summarizes PBS Utah's supplementary outreach to broaden dissemination of employment opportunities with the station and information about careers in public media.

(1) Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions;

- PBS Utah Executive Director, Station Manager, and Director of Content attended the University of Utah Student Job Fair for Part-Time & On-Campus Jobs on August 24, 2022.
- PBS Utah Executive Director, Station Manager, and Director of Content participated in the Utah College Media Career and Internship Fair at Salt Lake Community College on September 17, 2022.
- PBS Utah's Executive Director, Station Manager, and Director of Content participated in the University of Utah Internship and Career Fair on September 20, 2022.
- PBS Utah's Executive Director, Station Manager, and Director of Content participated in the Public Media Virtual Career Fair hosted by Current on March 29, 2023.

(4) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities;

- PBS Utah Associate Producer spoke to a journalism class at Judge Memorial High School on September 14, 2022 about the She Votes Utah project and the PBS NewsHour Student Reporting Lab. She spoke about ideas and ways for students to be involved in the digital aspect of this project.
- The PBS Utah Station Manager, Director of Content, and Director of Engineering gave a tour of the station to middle school students from the Granite School District's STEM Career Pathways program on June 21, 2022. They viewed the production department, studio, and asked questions about careers in public broadcasting.
- PBS Utah Host/Producer moderated the Legacy of Leadership event on November 2, 2022. The event featured a screening of a PBS documentary film with panelists who discussed how we can use our voices and power to create change.
- PBS Utah Senior Producer served as a panelist at the Legacy of Leadership event on November 2, 2022. The event was hosted at the Marmalade Public Library. The Senior Producer discussed her role in creating documentaries and the process of creating a documentary.

(5) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;

- PBS Utah hired a Production Intern for the Fall 2022 semester to help work on local productions.
- The PBS Utah Education Department hired two student interns from the University of Utah for the Summer 2022 semester (May-August, 2022). Students participated in

education events in local K-12 schools across the state of Utah including the Writers & Illustrators Contest.

- PBS Utah Education Department hired two student interns for the Fall 2022 semester (September-December, 2022) to learn about and help with education and engagement events across the state. Students helped with the planning of education events including the Reading Marathon Kickoff in October 2022.

(6) Participation in job banks, internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies);

- The PBS Utah Education Manager invited three college students to serve as judges at their Writers & Illustrators Event on May 26, 2022. The students were from Brigham Young University, Weber State University, and the University of Utah.
- The PBS Utah Community Engagement and Education teams tabled at the Utah Pride Festival on June 4 & 5, 2022. Several PBS Utah staff members spoke to festival attendees and provided information about the programming and services provided by PBS, PBS Utah, and PBS KIDS.
- PBS Utah's Executive Director conducted a station tour for a college student interested in broadcast engineering and IT on August 25, 2022. The student was given a tour of the station, introduced to staff members, discussed job shadowing and internships with PBS Utah's Executive Director as well as careers in broadcast and radio engineering.
- PBS Utah's Education team hosted a Reading Marathon Kickoff event at the Salt Lake City Library on October 29, 2022. The event welcomed families and community members and provided information on PBS Utah's Reading Marathon, as well as educational resources offered by PBS, PBS Kids, and PBS Utah.

(7) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;

- PBS Utah offered the Robert K. Avery Scholarship from September 2021- December 2022 for a University of Utah student internship. This intern had the opportunity to work at PBS Utah for an intensive internship experience in the Digital Media Department.

(8) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;

- The University of Utah/PBS Utah offers 50% tuition reduction for eligible employees and their families. The link to the tuition reduction procedure is located at: <https://www.hr.utah.edu/benefits/tuition.php>.
- PBS Utah Administration supports staff participation in conferences that will educate them to develop additional skills, increase technical expertise, and gain a greater understanding of the industry. Staff attended five conferences during the reporting period. (NETA: September, 2022; PTMMG: October, 2022; PTPA/APT Fall Marketplace:

November, 2022; APTS Public Media Summit: February, 2023; PBS Annual Meeting: May 2023; PMBA Conference, June 2023)

(10) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;

- PBS Utah’s Education Program Manager spoke to students from the College of Social and Behavioral Sciences at the University of Utah about internships and the needs of students entering the workforce. The lecture was on July 21, 2022 and was arranged by the internship coordinator at the college.
- PBS Utah’s Education Program Manager was a guest lecturer at the University of Utah in a Human Development and Early Childhood Education Department class on September 27, 2022. She spoke with students about career opportunities within the education department at PBS Utah.
- PBS Utah Executive Producer and the PBS Utah Station Manager facilitated a station tour and spoke to students from The University of Utah’s ArtsForce program on October 28, 2022. The undergraduate students in this program learn about ways to transition from college into successful and rewarding careers in and out of the arts.
- PBS Utah Producer/Director spoke to students at Glendale Middle School on their career day about his work on documentary films and what his job entails. He visited their school on November 11, 2022.
- The PBS Utah Education Program Manager participated in the Clayton Middle School Career Fair day on January 27, 2023. The career fair had over 150 student attendees. The Education Manager discussed careers in education, kids programming, and community outreach at PBS Utah.
- PBS Utah Executive Producer served as a panelist on the ArtsForce 10th Annual Networking Event on March 25, 2023. The event was hosted by the University of Utah College of Fine Arts, ArtsForce and Emerging Leaders. She shared her insights about the benefits of networking and internships with students interested in documentary filmmaking and broadcast journalism careers.
- PBS Utah Executive Director spoke to students at Westminster College on May 24, 2023. The class was titled “Reframing the Realities of Women in Leadership”.

(12) Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities;

- PBS Utah’s Director of Content listed open positions with organizations representing minorities and women; including Current, the Black Chamber of Commerce, Public Media Women in Leadership, National Association of Hispanic Journalists (NAHJ), South Asian Journalist Association (SAJA).

(14) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;

- PBS Utah employees took an online CPB Harassment and Bias Prevention training that was due on September 30, 2022.

- All station employees took a training course titled “Respectful Culture at the University” offered through the Office of Equal Opportunity, at the University of Utah. Training was completed by March 31, 2023. Utah law requires all employers within the Utah System of Higher Education to provide training to their employees regarding abusive conduct and the policy for resolving abusive conduct reports.
- All station employees took a training course titled “Addressing Discrimination and Sexual Misconduct” offered through the Office of Equal Opportunity at the University of Utah.

(15) Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;

- PBS Utah Station Manager participated in a media training event at the Weber County Library on August 22, 2022 hosted by KUER. The event was a media training day for local nonprofit groups to ask journalists and reporter’s questions about how to pitch stories and who to contact within media organizations. The event included a presentation, Q & A with panelists, and one-on-one discussions.
- PBS Utah hosted a media training event in partnership with KUER at the Weber County Library on January 30, 2023. The event was a media training day for local nonprofit groups and journalists to learn techniques to speak about their organizations for interviews on radio and camera.

(16) Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

- As a department of the University of Utah, PBS Utah, KUER, and KUEN/UEN is required to post all full-time positions with University Human Resources and follow Equal Opportunity guidelines. Job postings at the University are advertised on the Human Resources website, Utah Workforce Services, University Career Services, and HigherEdJobs.com. The link to the University Staff Employment policy can be found at: <https://regulations.utah.edu/human-resources/5-102.php> and the University of Utah employment page is www.employment.utah.edu. The University Human Resources Recruitment Manager also performs additional local recruitment outreach where all open positions are made available to attendees.
- PBS Utah sends out a weekly e-Newsletter to approximately 3,000 people notifying them of PBS Utah special productions, PBS programs, film series and discussions, etc. This number includes PBS Utah members and non- members. Included in this newsletter is an announcement asking if organizations referring job seekers would like to participate on a mail list and receive notice about job openings at the station.

FCC Menu Categories

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions
2. Hosting of at least one job fair
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies)
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions
9. Establishment of a mentoring program for station personnel
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities