

**EEO PUBLIC FILE REPORT**

**FOR**

**KUNI/KHKE FM RADIO**

**EEO PUBLIC FILE REPORT  
FOR  
KUNI/KHKE FM  
Licensed to: The University of Northern Iowa, Cedar Falls, Iowa**

**October 1, 2017 – September 30, 2018**

The report below lists all full-time vacancies filled during the reporting period.

All full-time positions are posted on the Iowa Public Radio website: <http://iowapublicradio.org/careers-ipr>.

**Mailing Address:**  
  
**Communication Arts Center 322  
 University of Northern Iowa  
 Cedar Falls, IA 50614-0359**

**Telephone Number: 515-725-1705  
 Contact Person: Kelly Edmister  
 E-mail Address: kedmister@iowapublicradio.org**

<u>Job Title</u>	<u>Total Interviewed</u>	<u>Interviewees Source of Referral</u>	<u>Selected Hire Source of Referral</u>	<u>Recruitment Sources Utilized, From Attachment A</u>
Production Assistant	7	Iowa Public Radio On-Air Announcements (2); Current Employee Referrals (2); Corporation for Public Broadcasting Website (2); No Response (1)	Current Employee Referral	1 – 7; 9 – 16

**KUNI/KHKE FM**  
**EEO Public File Report**  
**Attachment "A"**

Recruitment Sources used for Full-Time Job Openings:

1. Iowa Public Radio On-Air Announcements  
1013 WOI Rd.  
Ames, IA 50011  
515-294-8518

**Total interviewees for reporting period: 2**

3. Current Employee Referrals  
E-mail to all staff announcing the open position and encouraging them to recruit.

**Total interviewees for reporting period: 2**

5. Dual Career Network  
616 Jefferson Building  
Iowa City, IA 52242  
319-335-3524  
Contact: Garry Klein

**Total interviewees for reporting period: 0**

7. Filipino-American Association of Iowa  
Contact: Alma Reed  
<http://www.filamofiowa.com/index.php>

**Total interviewees for reporting period: 0**

- Iowa Broadcasters Association  
9. PO Box 71186  
Des Moines, IA 50325  
515-224-7237

Contact: Sue Toma  
<http://iowabroadcasters.com/>

**Total interviewees for reporting period: 0**

11. Iowa State University Career Services  
1320 Gerdin Business Building  
Ames, IA 50011  
<https://ecms.eng.iastate.edu/employers/>

**Total interviewees for reporting period: 0**

2. Iowa Public Radio Website  
2111 Grand Avenue, Suite 100  
Des Moines, IA 50312  
515-725-1707  
[www.iowapublicradio.org](http://www.iowapublicradio.org)

**Total interviewees for reporting period: 0**

4. Corporation for Public Broadcasting Website  
<http://www.cpb.org/jobline/>  
401 Ninth Street, NW  
Washington, DC 20004-2129  
202-879-9600

**Total interviewees for reporting period: 2**

6. Facebook (Iowa Public Radio Facebook page)  
1 Hacker Way  
Menlo Park, CA 94025  
650-543-4800

**Total interviewees for reporting period: 0**

8. Friend or other referrals  
NOTE: Non-IPR recruiting source. Applicants were referred to available positions through friends or other sources that were aware of the opportunity.

**Total interviewees for reporting period: 0**

- Iowa College Recruiting Network  
10. 10 Merrill Park Circle, Suite B  
Grinnell, IA 50012  
515-867-6890  
Contact: Valorie Larsson

<http://recruitiowagrads.com/>

**Total interviewees for reporting period: 0**

12. University of Iowa Career Services  
100 Pomerantz Center, Suite C310  
Iowa City, IA 52242  
319-335-1023  
<http://uiowa-csm.symplicity.com//employers>

**Total interviewees for reporting period: 0**

13. University of Northern Iowa  
102 Gilchrist Hall  
Cedar Falls, IA 50614-0384  
319-273-6857

<http://www.uni.edu/careerservices/>

**Total interviewees for reporting period: 0**

15. Vision Maker Media  
1800 N. 33 St  
Lincoln, NE 68503  
402-472-3522

Contact: Shirley Sneve

<http://www.nativetelecom.org/>

**Total interviewees for reporting period: 0**

17. No response

The candidate opted not to share  
information on where they learned  
of the position.

**Total interviewees for reporting period: 1**

14. University of Wisconsin Platteville  
Tower 610, 1 University Plaza  
Platteville, WI 53818  
608-342-1627

<http://www.uwplatt.edu/>

Contact: Becky Troy

**Total interviewees for reporting period: 0**

16. Wartburg College  
100 Wartburg Blvd.  
Waverly, IA 50677  
319-352-8615

<http://wartburg-csm.symplicity.com//employers>

**Total interviewees for reporting period: 0**

**Grand total interviewees for reporting period: 7**

**KUNI/KHKE FM  
EEO Public File Report  
Attachment "B"**

KUNI/KHKE FM has engaged in the following outreach activities as covered during the term of this report:

<b>Type of Activity</b>	<b>Description</b>
<p style="text-align: center;">(i) Job Fair Participation –</p> <p>In two years' time: Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions</p>	<p>KUNI/KHKE participated in the participated in the February 15, 2018 Iowa State University Greenlee School of Journalism Jump-Start Internship and Job Fair career fair, presenting professional and internship opportunities in public radio and raising general awareness of the organization among young professionals.</p>
<p style="text-align: center;">(iv) Participation in community group events –</p> <p>In two years' time: 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</p>	<p>On November 6, 2017, <i>All Things Considered</i> Host Pat Blank, Music Director Al Schares, and Engineering Services Manager Steve Schoon hosted a University of Northern Iowa Digital Media class of twenty-four students. The students toured the station, talked about what makes public broadcasting unique, and learned about career opportunities in public media.</p> <p>On August 3, 2018, Classical music host Jacqueline Halbloom served as a panelist during a breakout session for the annual Iowa Arts Summit, held in Des Moines. She discussed how artists can effectively communicate the value of their work to media representatives. During the conversation, she interacted with artists interested in working with the media, including public media.</p>
<p style="text-align: center;">(viii) Training Programs –</p> <p>In two years' time: Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions</p>	<p>KUNI/KHKE encourages its employees to participate in career-development opportunities, which include webinars, in-person training, and conference participation in areas of relevance to the employee and the employee's work. This year, staff participated in several professional development training programs. A few of those programs are included as examples of how KUNI/KHKE supports training for its employees.</p>

<p>(viii) Training Programs (Cont'd) –</p>	<p>Account Executive Tiffany Batchelor participated in several webinars hosted by Greater Public focused on various aspects of selling and fundraising. Some of the sessions she attended include “Show &amp; Tell: Writing Fast, Effective Sponsorship Proposals,” “Building a Sales Playbook that Salespeople Will Really Use,” “Key Accounts: An Insider’s Look at How to Foster Relationships and Get More Sales.”</p> <p>Radio Broadcast Engineer Keaton Scovel participated in several webinars hosted by the Society of Broadcast Engineers (SBE) throughout the year. Some of the sessions he attended include “Cybersecurity Webinar #2 – Understanding the Firewall,” “RF Safety,” and “RF201: Module 3 – AM Directional Antenna Systems.”</p> <p>IT Specialist William Wallin and Radio Broadcast Engineer Keaton Scovel visited Minnesota Public Radio June 19, 2018. During the visit, they toured and discussed the technical operations of MPR/APM, including IT infrastructure, broadcast transmission, and radio automation procedures.</p> <p>Account Executive Tiffany Batchelor attended the Iowa Broadcaster’s Association Sales seminar on June 21, 2018 in West Des Moines. The sessions focused on selling profitably in a media fragmented world and impressing and retaining clients.</p>
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*NOTE: The station employment unit is located in a market with a population of fewer than 250,000, and therefore is required to complete two long-term outreach activities every two years.*