

**Wyoming PBS  
Equal Employment Opportunity  
Public File Report  
For the period 6/1/2012 to 5/31/2013**

Wyoming PBS is a service of Central Wyoming College a public institution of higher education governed locally by the Fremont County Community College District through a board of elected trustees and as part of a state-wide system of community colleges administered by the Wyoming Community College Commission. Central Wyoming College is the licensee of KCWC-FM, KCWC-DT, KWYP-DT, KPTW-DT and associated microwave and translator systems. In the year beginning June 1, 2012 and ending May 31, 2013 Central Wyoming College filled the following employment vacancies for Wyoming PBS.

**Wyoming PBS Producer**

This hire was the culmination of 5 separate job postings covering the period beginning July 1, 2010 and ending with the current employee start date of July 9, 2012. During those 5 searches a total of 72 applicants applied. The search committees conducted 18 phone interviews, 2 Skype interviews and invited a total of 6 candidates to campus for on interviews. One of the candidates invited to campus withdrew. A total of 4 offers of employment were extended, two of which were initially accepted with the candidate eventually withdrawing, one offer was rejected outright before the current employee accepted the position.

The **Wyoming PBS Producer** position opening was advertised in the following: CPB Website, Craig's List, Current Magazine, CWC on campus and website, Monster.com, NETA Website, PBS Website, Riverton Ranger, Lander Journal, Wind River News, Society of Professional Journalists, The Write Job, TV Jobs online, Wyoming PBS website, Wyoming Work Force website and by word of mouth.

Each of the candidates interviewed on campus responded to a different job announcement. The candidate who was eventually hired to fill this position responded because of a phone call from a Wyoming PBS staff member indicating that the position was open. One candidate responded to a position announcement on the Wyoming PBS website and another candidate responded to the job announcement on the CWC website. Another interviewee responded to the job announcement on the Job Services website and another responded to an Email from Studio Daily indicating the position was open.

**Wyoming PBS Production Specialist**

This open position was posted on 4-27-12 and filled on July 9, 2012. A total of 24 applicants applied for the position. One candidate was invited to interview on campus and was subsequently offered and accepted the position. The candidate who

eventually accepted the position responded to a personal contact from a Wyoming PBS staff member indicating that the position was open.

The **Wyoming PBS Production Specialist** position opening was advertised in the following: : CPB Website, CWC on campus and website, Entertainmentcareers.net, Facebook, Mandy.com, NETA Website, PBS Website, ProductionHub.com, Riverton Ranger, Lander Journal, Wind River News, TV Jobs.com, Wyoming PBS website, Wyoming Work Force website and by word of mouth.

### **Wyoming PBS Web Developer/Graphics Designer**

This open position was posted on 3-30-12 and filled on July 31, 2012. A total of 9 applicants applied for the position. Two candidates were invited to interview on campus, one of whom was subsequently offered and accepted the position. The candidate who eventually accepted the position responded to a position announcement on the CWC web site. The other on campus interviewee responded to a personal invitation from a Wyoming PBS staff member.

The **Wyoming PBS Web Developer/ Graphics Designer** position opening was advertised in the following: CPB Website, CWC on campus and website, Facebook, NETA Website, PBS Website, Riverton Ranger, Lander Journal, Wind River News, Wyoming PBS website, Wyoming PIO group list serve, Wyoming Work Force website and by word of mouth.

These new employees were hired by Central Wyoming College under college policies and guidelines administered by Jennifer Rey, Executive Director for Human Resources. All applicants were referred to the Office of Human Resources at Central Wyoming College which processed the applications and coordinated the interview and hiring process according to college policy 7.1.2 which includes the following statements:

“3. All job announcements and help wanted ads will display the following statement: "Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in, its education programs, services or activities."

4. All other qualifications being equal, an effort will be made to select members of ethnic minorities, women, Vietnam-era disabled veterans, persons of disability and/or persons between ages 40-70 to fill vacant positions.”

**Contact information for the recruitment sources identified in the 2010- 2011, 2011-12 and 2012-13 public file reports. (2010-11, 11-12 are included because of the protracted search to fill the Wyoming PBS Producer position.)**

**CPB Website:** [www.cpb.org/jobline](http://www.cpb.org/jobline)

**Craig's List:** [www.iwantmedia.com/craigslis/index.html](http://www.iwantmedia.com/craigslis/index.html)

**Current Magazine:** Kathleen Unwin, 877-745-8776 #1

**CWC on campus and website:** [www.cwc.edu](http://www.cwc.edu) posted by: [jgoodric@cwc.edu](mailto:jgoodric@cwc.edu)

**Entertainmentcareers.net:** [www.entertainmentcareers.net/employer/postjob.asp](http://www.entertainmentcareers.net/employer/postjob.asp)

**Facebook:** [www.facebook.com/WyomingPBS?ref=hl](http://www.facebook.com/WyomingPBS?ref=hl) Jennifer Amend 307-856-6944

**Mandy.com:** [www.mandy.com/2/mypost.cfm](http://www.mandy.com/2/mypost.cfm)

**Monster.com:**

[http://hiring.monster.com/indexProspect.Redux.aspx?WT.mc\\_n=skr\\_www](http://hiring.monster.com/indexProspect.Redux.aspx?WT.mc_n=skr_www)

**NETA Website:** [www.netaonline.org/jobs](http://www.netaonline.org/jobs)

**PBS Website:** <https://secure.connect.pbs.org/home> job board

**Productionhub.com:** [www.productionhub.com/job/](http://www.productionhub.com/job/)

**Riverton Ranger, Lander Journal, Wind River News by:** [rangerads@wyoming.com](mailto:rangerads@wyoming.com)

**Society of Professional Journalists:** [www.spj.org/jobbank.asp](http://www.spj.org/jobbank.asp)

**The Write Job:** [www.writejobs.com/](http://www.writejobs.com/)

**TV Jobs online:** [www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi](http://www.tvjobs.com/cgi-bin/jobs2/employers/postjob.cgi)

**WyCAN classified ad:** [wyopress@wyopress.org](mailto:wyopress@wyopress.org) Jim Angel

**Wyoming PBS website:** [www.wyomingpbs.org](http://www.wyomingpbs.org) posted by: [tfisher@cwc.edu](mailto:tfisher@cwc.edu)

**Wyoming PIO group:** [leslie.hill@townsquaremedia.com](mailto:leslie.hill@townsquaremedia.com)

**Wyoming Work Force:** [www.wyomingworkforce.com](http://www.wyomingworkforce.com) posted by: [sedan@state.wy.us](mailto:sedan@state.wy.us)

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**Wyoming PBS and KCWC-FM  
Equal Employment Opportunity  
Initiatives Undertake Pursuant to 73.2080 (C(2))**

Wyoming PBS and KCWC-FM as services of Central Wyoming College share their facilities with the educational components of the college. The College's Radio and Television Production curriculum annually awards more than \$17,500 in scholarships to students who are enrolled in the curriculum. Students are regularly employed in part-time positions which develop experience in radio and television skills. For the 2012-2013 academic year, the college employed 9 students per semester in the internship program for radio and TV at an average wage of \$7.50 per hour for 19 hours per week at an annual expense approaching \$41,000. Many of the entry level positions at stations KCWC-FM and KCWC-DT have been filled over the years by students who have gained experience by part-time work. These students are often recommended to other broadcast facilities when openings become available. Additionally, Central Wyoming College, the licensee of KCWC-FM, KCWC-DT, KWYP-DT, KPTW-DT and associated microwave and translator systems annually sponsors a community wide job-fair on campus. The stations participate by setting up booths and sharing with those in attendance information concerning educational opportunities, job openings and how to apply.

**Wyoming PBS and KCWC-FM**  
**Outreach Statement**

Wyoming PBS and KCWC-FM as services of licensee Central Wyoming College seek to achieve broad and inclusive outreach in filling employment opportunities by:

- Advertising job openings in the local paper.
- Advertising job openings on the Wyoming Employment web-site
- Advertising job openings in national trade magazines appropriate to the job.
- Posting job openings on appropriate web sites i.e. PBS Connect and SBE job line.
- Soliciting responses from qualified candidates by word of mouth.