

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2015 through September 21, 2016

The following table provides information on full-time vacancies filled during this reporting period:

Job Title	Recruitment Source Used	Number of Interviewees	Interviewees Recruitment Source	Date Filled & Successful Source
Producer	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; and Internal Posting	1	Internal Posting	November 2015 Internal Posting
Director of Business Affairs	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; Internal Posting; NETA; and PMBA	7	VI Department of Labor (2); Careervi.com (2); Virgin Islands Daily News (1); Internal Posting (1); and Word of Mouth (1)	November 2015 Internal Posting
Production Technician II (STT)	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; and Internal Posting	11	WTX Website (4) and Word of Mouth (7)	December 2015 Word of Mouth
Facilities Coordinator (STT)	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; and Internal Posting	4	Indeed.com (<i>job was linked from Careervi.com site</i>) (2); VI Department of Labor (1); and Word of Mouth (1)	February 2016 VI Department of Labor
Director of Development and Fundraising	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; Internal Posting; NETA; PMBA; and WTJX Take 12 Magazine	10	VI Department of Labor (3); Careervi.com (2); Virgin Islands Daily News (1); WTJX Website (2); and Word of Mouth (2)	April 2016 WTJX Website

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2015 through September 21, 2016

Assistant Director of Engineering	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; Internal Posting; NETA; PMBA; and Society for Broadcast Engineers	3	VI Department of Labor (1); Society for Broadcast Engineers (1); and Word of Mouth (1)	August 2016 VI Department of Labor
Chief Operating Officer	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Website; Internal Posting; NETA; PMBA; and WTJX Take 12 Magazine	5	Indeed.com (<i>job was linked from Careervi.com site</i>) (1); WTJX Website (3); and Internal Posting (1)	August 2016 WTJX Website
Facilities Coordinator (STT)	VI Department of Labor; Careervi.com; Virgin Islands Daily News; WTJX Facebook; WTJX Twitter; WTJX Website; Internal Posting; and Division of Personnel	4	Indeed.com (<i>job was linked from Careervi.com site</i>) (1); VI Department of Labor (2); and Word of Mouth (1)	September 2016 Indeed.com (<i>job was linked from Careervi.com site</i>)

Below is a listing of the **recruitment sources** used, as appropriate for each open position, complete with contact persons and their corresponding mailing addresses:

Master Recruitment Source List

RS ID#	Recruitment Source Name and Contact Information	Number of interviewees referred
1	Terrance Jacobs The Virgin Islands Daily News 9155 Estate Thomas St. Thomas, VI 00802 (340) 774-8772 * 335	2
2	Career.vi/ BIZVI, LLC 38 Newbury Street, Suite 702, Boston, MA 02116 (617) 401-2447	8
3	Charlene Hodge Department of Labor Job Services Division P.O. Box 302608 St. Thomas, VI 00803 (340) 776-3700	9
4	Diane Richardson, Human Resources Director Virgin Islands Public Broadcasting System Internal Posting/ Word of Mouth 158-158A Haypiece Hill St. Thomas, VI 00801	15

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2015 through September 21, 2016

	(340) 774-6255 ext. 248	
5	Dino Fontaine, Director of New Media Virgin Islands Public Broadcasting System WTJX Website – www.wtjx.org 36 & 37 Estate Richmond St. Croix, VI 00820 (340) 718-3339	9
6	Maryanne Schuessler, NETA Senior Internal Administrator National Educational Telecommunications Association (NETA) P.O. Box 50008 Columbia, SC 29250 (803) 978-1579	0
7	Dino Fontaine, Director of New Media Virgin Islands Public Broadcasting System WTJX- Facebook 36 & 37 Estate Richmond St. Croix, VI 00820 (340) 718-3339	0
8	Scott Jones Society of Broadcast Engineers Inc. 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 (317) 846-9000	1
9	Caroline White Coordinator of Association Services Public Media Business Association 7918 Jones Branch Drive, Suite 300 McLean, VA 22102 (703) 506-3292	0
10	Tanya-Marie Singh, Chief Operating Officer Virgin Islands Public Broadcasting System WTJX- Take 12 Programming Guide 158-158A Haypiece Hill St. Thomas, VI 00801 (340) 774-6255 ext. 225	0
11	Michael V. Trotman Executive Assistant Division of Personnel 3438 Kronprindens Gade GERS Complex 3rd Floor St. Thomas, VI 00802 (340) 774-8588 ext. 5104	0
12	Dino Fontaine, Director of New Media Virgin Islands Public Broadcasting System WTJX- Twitter 36 & 37 Estate Richmond St. Croix, VI 00820 (340) 718-3339	0

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2015 through September 21, 2016

The following long-term recruitment initiatives were implemented by the Virgin Islands Public Broadcasting System during this reporting period:

A. Internship Program.

The System provided learning opportunities for a total of eight (8) students within three of the internship categories.

1. Apprenticeship - Two (2) high school students worked with WTJX to complete their on-the-job training requirements for high school. The students worked in our Media Library and Production departments for a period of 10 weeks and received hands on training.

2. Summer Employees – During the summer a total of four (4) students worked in our Production, Executive, and Development departments. The students selected employment with our station because of their career interests and/or the desire to work in the broadcasting setting to develop their skills. The students worked for a period of 4-6 weeks depending on the job program they applied through.

3. College Internship – Two (2) College students completed non-paid internships with WTJX. One student joined us from the University of the Virgin Islands and worked in our Production Department for the Spring 2016 Semester. The student received (3) three course credits and worked with the station for 10-weeks. On the island of St. Croix, the other College student worked in our Producer Department and completed a total of 262 hours during the summer.

B. Career Fairs.

The System participated in one career fair that provided information to high school students about various careers in television and radio broadcasting. Exhibits were set up that allowed students to obtain first-hand knowledge and work with some of the basic equipment used in our production department. In addition, we participated in one (1) Job Fair sponsored by the Government's Division of Personnel. This event allowed us to showcase information about our services and provide the public with information about employment opportunities in broadcasting.

C. Career Development Training Program.

The Virgin Islands Public Broadcasting System encourages employees to obtain training and professional development in order to maintain and enhance their

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2015 through September 21, 2016

performance, knowledge and skills. Training and professional development prepare our employees for advancement in the organization. Some areas of training completed during the reporting period include the following:

2015 Government Expo Video Conference - this conference provided valuable information about cameras, video, editing and lighting techniques that assisted in enhancing our production quality. The training also provided information on how to utilize small crews more efficiently when working field and in-house productions.

Customer Service Training - this training was designed to enhance and develop employees' skills when interacting with the public. The training also provided techniques to improve communication skills and problem solving abilities.

2016 Public Media Business Association Conference - this training highlighted changes in public media, new approaches to day-to-day station operations, and innovative strategic solutions to ensure sustainability in the industry. The conference also provided information on how to gather and report details on the SAS and SABS reports.

2016 Sage Summit - this training provided information on fixed assets management, purchase orders, automating account payments, data management and how to integrate systems using Cloud technology with our current software. The information obtained will assist in improving our workflow and processes in our Business Office.

2016 PBS Technology Conference - This conference provided resources to assist the station with enhancing our technology infrastructure. The conference provided new ideas on technology used in the industry that can be applied in our Engineering, Information Technology, New Media and Programming departments.

2016 National Association of Broadcasters Conference - this conference provided updates on changes in the broadcasting field. Information was provided on the latest content and innovations in broadcasting, audio and digital technology, and engineering updates.

2016 SHRM Annual Conference - that training was provided to assist the HR department in keeping updated with various employment and labor laws, rules and regulations that impact our workforce.

Tsunami Training - this course included information about tsunami hazards, warnings, and evacuation routes that should be implemented once there is a

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
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threat of a Tsunami approaching. The course also provided information on the community notification process and risk reduction strategies that should be used when emergency sirens are activated to warn residents.

2015 Public Assistance Workshop - this training provided preparation and recovery information when a disaster affects the islands. The workshop also provided an overview of FEMA's programs, guidelines, and requirements when seeking assistance after a disaster.

Hurrevac Training - this training provided information on the electronic system designed to monitor and track the projection of a storm's course. With the tracking, the System can better prepare for any landfall impacts. The training also provided information on how to forecast landfalls, monitor impact hours, and how to organize resources and prepare when a storm is approaching.

D. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

1. *Sexual Harassment Training* – Full-time employees including Managers and Supervisors received Sexual Harassment Training. The training was designed to build awareness about professional behaviors and defining boundaries in the workplace. The training also providing information on how employees may file complaints in violation of the Sexual Harassment Policy.
2. *Disability Awareness training* – This training explored the contributions individuals with disabilities make and the barriers they face within the workplace and community. The training also provided information on the interactive process and providing reasonable accommodates for employees and the public.
3. *Diversity Training*- Managers, Supervisors, and the Board of Directors received training on the importance of maintaining and embracing a diverse and inclusive work environment.

E. Listing of Upper-Level Positions.

The job openings for the Chief Operating Officer, Director of Business Affairs, and Director of Development and Fundraising positions were posted with the National Educational Telecommunications Association (NETA) and the Public Media Business Association (PBMA). Both organizations have broad-based membership that includes women and minorities.

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2015 through September 21, 2016

F. Station Tours.

WTJX provided tours to groups and organizations interested in a behind the scenes look of our station. Our tours provided an opportunity for students to learn about television production and the equipment used in live studio shows. It also provided the opportunity for students to learn about the history behind the only PBS station in the Virgin Islands and the careers of the employees involved in making it all possible.

Dates of Tours:

- Richmond Head Start II (St. Croix) – April 20, 2016
- Caribbean Youth Alive (St. Croix) – May 9, 2016
- Knowledge Is...Summer Program (St. Thomas) – July 8, 2016
- Summer Bridge Program (St. Croix) – July 8, 2016
- Go Local VI Media (St. Thomas) – July 22, 2016