

KUAC TV/FM
Annual EEO Public File Report
October 1, 2011 – September 30, 2012

Full-Time Vacancies – Position # 1

Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
FM News Reporter/ Producer	11/04/2011	12/03/2011	University of Alaska Career Site: https://www.uakjobs.com	1	1
			Fairbanks Daily News-Miner	0	0
			Total Number of Interviewees	4	1
* See Attached List of Recruitment Sources for Contact Information					

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Full-Time Vacancies - Position # 2

Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
Corporate Support Manager	8/25/2012	8/26/2012	Internal University of Alaska recruitment to allow promotional opportunity for full-time or higher level position.	1	1
			Total Number of Interviewees	1	1
* See Attached List of Recruitment Sources for Contact Information					

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Full-Time Vacancies – Position # 3

Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
Donor Services Coordinator	9/05/2012	9/16/2012	University of Alaska Career Site: https://www.uakjobs.com	0	0
			Fairbanks Daily News-Miner	0	0
			Association of Fundraising Professionals, Alaska Chapter	0	0
			www.kuac.org website and facebook	0	0
			State of Alaska Job Center Network	0	0
			Faxed position posting flyer to the Fairbanks Memorial Hospital, United Way of Tanana Valley, Fairbanks Resource Agency, Fairbanks Community Food Bank, American Red Cross. In addition, the flyer was faxed to three interior Alaskan native organizations (Fairbanks Native Association, Inc, Nana Development Corporation, Tanana Chiefs Conference Inc).	0	0
			University Policy requires that an employee who is in lay-off status be given the opportunity to be placed in an open position that is the same job classification before any consideration of applicants from the normal recruitment process. A University of Alaska employee in lay-off status was placed in this position, thus none of the applicants were interviewed or considered.	1	1
			Total Number of Interviewees	1	1

* See Attached List of Recruitment Sources for Contact Information

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Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Source Entitled to Vacancy Notification?
1	University of Alaska Career Site: https://www.uakjobs.com	UAF Human Resources 907-474-7700	1	Yes
2	Fairbanks Daily News-Miner 200 Cushman Street Fairbanks AK 99701	Classifieds 907-459-7509	0	No
3	Association of Fundraising Professionals Alaska Chapter http://www.afpalaska.afpnet.org	907-566-0509	0	No
4	KUAC Website & Facebook Page http://www.kuac.org	Lisa Scerbak Communications Manager 907-474-1890	0	No
5	State of Alaska Job Center Network https://alexsys.labor.state.ak.us	1-877-724-2539 or local Job Center	0	No
6	Three large local non-profits: Fairbanks Memorial Hospital (FMH) United Way of the Tanana Valley Fairbanks Resource Agency (FRA) Fairbanks Community Food Bank American Red Cross	FMH 458-5300 United Way 452-7211 FRA 456-8901 Food Bank 456-7761 American Red Cross 456-5937	0	No
7	Three interior Alaska region native organizations: Fairbanks Native Association (FNA) Nana Development Corporation (NANA) Tanana Chiefs Conference, Inc (TCC)	FNA Administrative Office 452-1648 NANA Corporate Headquarters 478-2000 TCC Administrative Office 459-3884	0	No

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Prong 3 Long-Term Recruitment Initiatives

No	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	Ongoing	Training program designed to enable station personnel to acquire skills that could qualify them for higher-level positions.	The University of Alaska Fairbanks provides employees, including KUAC employees, with opportunities to attend relevant training programs and seminars through their respective departments. In addition, staff members of the University of Alaska receive a comprehensive educational benefit program. Employees are able to pursue academic opportunities in their area of interest or career path.	Available to all full-time and part-time employees regardless of management status. All Managers are required to fulfill a required schedule of management training as per UAF Chancellors' directive that can help them to advance their careers.	Keith Martin, General Manager Patty Dyer-Smith, Director of Finance & Administration
2	Ongoing	Training to all personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	The University of Alaska Fairbanks provides employees, including KUAC employees, with opportunities to attend relevant training programs and seminars through their respective departments.	All personnel (including managers) attend annual training on EEO/Discrimination issues provided by UAF Director of Equal Opportunity.	Keith Martin, General Manager Earlina E Bowden, UAF Office of Equal Opportunity Patty Dyer-Smith, Director of Finance & Administration
3	Ongoing	Participate in scholarship programs directed at students desiring to pursue a career in broadcasting.	KUAC in partnership with the Alaska Broadcasters Association promotes and participates in the Linda Simmons Scholarship Program by promoting the opportunity to students in the local community and at the University via personal contact as well as our web site and on-air.	KUAC actively promotes the scholarship on our broadcast air and via our web site where we post all of our job openings.	Keith Martin, General Manager Patty Dyer-Smith, Director of Finance & Administration

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4	Ongoing	List every upper-level opening in a job bank or newsletter of a media trade group whose membership includes substantial participation of women and minorities.	KUAC posts every upper-level job opening at the Corporation for Public Broadcasting's job line. The CPB is a private non-profit corporation created by congress in 1967. CPB reaches the broadest scope of potential employees with its website job listings, which are available free to any interested parties.	KUAC posts all upper-level job openings to the CPB job line at www.cpb.org/jobline	Keith Martin, General Manager Patty Dyer-Smith, Director of Finance & Administration
5	Ongoing	Participate in other activities designed to further the goal of disseminating information about employment opportunities.	KUAC broadcasts regular announcements describing potential careers in broadcasting and makes information available at the station for those interested in the field.	Station broadcasts announcements regularly.	Keith Martin, General Manager Patty Dyer-Smith, Director of Finance & Administration