

## EEO Public Inspection Report

Outreach Initiatives June 1, 2013 – May 30, 2014

### 1. Specify First Initiative:

Establishment of an internship program designed to assist students from Howard University and other colleges and high school students to acquire skills needed for broadcast employment. Hosting several tours for newly accepted students to Howard, summer camps, PBS Interns and CPB.

### Describe activities undertaken to fulfill that initiative:

WHUT provides training opportunities and supportive activities for students to enhance their knowledge of the broadcasting industry, and to broaden career aspirations. Participation is open to all students with special emphasis on the following schools:

#### **SCHOOL OF COMMUNICATIONS**

Students from the School of Communications get experience in broadcast management, journalism, television production, programming, promotions, publicity, marketing development research and technical operations.

#### **SCHOOL OF BUSINESS**

Students from the School of Business and Public Administration get hands on experience in accounting, finance, and marketing.

#### **THE COLLEGE OF ENGINEERING AND ARCHITECTURE**

Students from the School of Engineering get a variety of experiences in engineering maintenance, design, and construction.

#### **THE COLLEGE OF ARTS AND SCIENCES**

Students from the Fine Arts division may get experience in graphic arts designs, which are used for print ads and on-air promotions. Students from the Liberal Arts division enhance their research skills and writing by writing for production and programming.

#### **THE SCHOOL OF EDUCATION**

Students from the school of Education work closely with our education and outreach department and assist in teaching school kids the use of digital media, computers and tablets

Students from all schools and colleges at Howard University are welcome to come to **WHUT-TV** for training as student interns. The program is primarily open to Howard University students, however, students from other area universities and colleges as well as neighboring high schools with prior television or radio experience are also considered for participation in the internship program. On occasion, high school students and

students in specialized programs are also considered for internships. All students applying for internships must gain clearance and/or approval from the schools or colleges in which they are enrolled.

The student performs services at WHUT-TV for academic credit as stipulated by the school or college in which the student is officially enrolled.

Specify Second Initiative:

Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher-level positions.

Describe activities undertaken to fulfill that initiative:

WHUT, a part of Howard University, offers to Full-time members of the faculty and staff who have served a minimum of one year of continuous service are entitled to remission of tuition for not more than two (2) courses per semester offered in the applicable schools and colleges.

Specify Third Initiative:

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

Describe activities undertaken to fulfill that initiative:

WHUT listed vacant positions on a number of websites such as

Maslow Media Group  
2233 Wisconsin Avenue, NW, Suite 400  
Washington, DC 20007-4121  
[www.tvgigsonline.com](http://www.tvgigsonline.com)

Corporation of Public Broadcasting (CPB) Jobline  
401 Ninth Street, NW  
Washington, DC 20006  
[www.cpb.org](http://www.cpb.org)

Howard University  
400 4th St NW, Washington, DC 20059  
[www.howard.edu](http://www.howard.edu)

Public Broadcasting Service (PBS)  
2100 Crystal Drive Arlington,  
VA 22202  
<http://connect.pbs.org>

Specify Fourth Initiative:

Participation in at least four job fairs over two-years by station personnel who have substantial responsibility in the making of hiring decisions

Describe activities undertaken to fulfill that initiative:

WHUT was represented at the Women in Film and Video job fair on April 6, 2013 and April 12, 2014 by the Executive Director of Operations and the Students and volunteer Coordinator. At each event WHUT distributed job descriptions of the vacancies available at the station and collected resumes from individuals interested in applying for positions at WHUT. WHUT also participated in the job fair for the school of Communications

Specify Fifth Initiative:

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

Describe activities undertaken to fulfill that initiative:

WHUT supports and funds employee training for professional development and improvement of skills. Professional Development training sessions and workshops have been hosted at WHUT in lighting. A number of WHUT staff have attended several conferences that are held by the Public Broadcasting system such as the Annual Meeting, The American Public Television Market Place, NAB & PBS Technology Conference. Members of the management team have also attended a number of Peoplesoft Human Resources and Financial systems workshops. Some of WHUT staff attended editing and lighting workshops.

EEO Public File Report  
 WHUT  
 June 1, 2013 - May 31, 2014

| Position Title               | Date open  | Date Filled | Recruitment Sources   | Interviewed | Hired | Recruitment Source for Hiree   |
|------------------------------|------------|-------------|---|-------------|-------|--|
| Broadcast Technician IV      | 7/24/2012  | 2/2/2014    | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu | 4           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Broadcast Technician IV      | 10/29/2013 | 2/24/2014   | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu | 3           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Administrative Aide          | 7/26/2013  | 11/24/2013  | Monica Dean   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   (202) 806-1288   mddean@howard.edu            | 2           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Producer                     | 8/28/2013  | 4/4/2014    | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu | 4           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Education & Outreach Coordin | 8/23/2013  | 10/7/2013   | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu | 3           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Facilities Supervisor        | 8/23/2013  | 12/2/2013   | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu | 3           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Individual Giving Manager    | 9/19/2013  | 4/7/2014    | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu | 4           | 1     | Howard Website, PBSConnect, cpb.org/jobline, maslowmedia.com, nbpc.tv/resources,WIFV jobfair |
| Maintenance Engineer         | 7/24/2013  |             | Ajoke Akinsika   Howard University   Office of Human Resources – Recruitment<br>2244 10th Street, NW, 4th Floor   Washington, DC 20059   202.806.1286   ajoke.t.akinsika@Howard.edu |             | 1     | Howard Website   |