

## EEO Public Inspection Report

Outreach Initiatives June 1, 2019 – May 30, 2020

### 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, and summer camps.

### Describe activities undertaken to fulfill that initiative:

- a. 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, app development 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 and all other schools 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.

- b. WHUT partnered with **L.E.A.P.** (Learn, Earn, Advance, Prosper) a network of interconnected partners utilizing the “earn-and-learn” approach that will link the city’s unemployed residents with employment, education and training opportunities. The earn-and-learn approach applies the apprenticeship model to skill development, allowing individuals to earn a wage while participating in an on-the-job training experience and concurrently participating in related technical instruction. This framework allows individuals to earn wages and accumulate work experience thus bolstering their ability to advance along a career pathway and into the middle class. WHUT has been hosting students at the station from the program.

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

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>

Indeed.com  
Indeed, Inc.  
6433 Champion Grandview Way  
Building 1  
Austin, TX 78750  
1-800-475-4361

Specify Fourth Initiative:

Participation in at least one 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 14, 2018 by the Executive Director of Operations.

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.

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:

New employees are required to attend the new hire orientation which includes EEO training. The EEO policy and DC laws are posted on the website of the University for Quick Reference by employees.

EEO Public File Report  
 WHUT  
 June 1, 2019 - May 31, 2020

Position Title	Date open	Date Filled	Recruitment Sources	Interviewed	Hired	Recruitment Source for Hiree
Individual Giving Manager	4/9/2019	7/11/2019	Victoria Sari   Talent Acquisition Specialist   Office of Human Resources 2244 10th Street, NW, Suite 413, Washington, DC 20059   202-806-1295 - o   202.806.7067 - f   Victoria.sari@howard.edu	1	1	Howard Website
Underwriting Manager - WHUT	1/13/2020	closed	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	3	0	Howard Website
Underwriting Manager - WHUT	1/13/2020	closed	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	0	0	Howard Website
Senior Underwriting Executive	1/13/2020	closed	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	0	0	Howard Website
Operations Coordinator - WHUT-Television	1/6/2020	c losed	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	0	0	Howard Website
Executive Assistant	6/3/2019	7/22/2019	Victoria Sari   Talent Acquisition Specialist   Office of Human Resources 2244 10th Street, NW, Suite 413, Washington, DC 20059   202-806-1295 - o   202.806.7067 - f   Victoria.sari@howard.edu	3	1	Howard Website
Major Gifts & Planned Giving Manager	1/13/2020	Closed	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	0	0	Howard Website
Broadcast Technician IV- WHUT TV	4/7/2020	open	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	0	0	Howard Website
Data Analyst (Part-time)	4/7/2020	open	Valencia Mabry Howard University Office of Human Resouces- Recruitment 2244 10th Street, NW, Suite 413, Washington, DC 20059  (202) 806-1293 - o   202.806.7067 - f   valencia.mabry@howard.edu	0	0	Howard Website