Recruitment
NHPBS filled 1 full-time vacancy

<table>
<thead>
<tr>
<th>1 FULL TIME POSITION OPEN</th>
<th>Date Filled</th>
<th>Recruitment sources used to advertise vacancy</th>
<th>Recruitment source responsible for referring applicant hired for position</th>
<th># of persons interviewed</th>
<th># of interviewees referred by recruitment source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Fundraising Assistant</td>
<td>10/04/2021</td>
<td>NHPBS Website Indeed.com NHAB NH Ctr. Non Profit Internal</td>
<td>Internal (part time applicant promoted to full time)</td>
<td>3</td>
<td>2 (NHPBS Website) 1 (internal candidate)</td>
</tr>
</tbody>
</table>

Recruitment Sources

<table>
<thead>
<tr>
<th>Recruitment Source / Contact Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHPBS Website</td>
<td>268 Mast Road Durham, NH 03824</td>
<td>603-868-1100</td>
<td>603-868-7552</td>
<td>Post to web</td>
</tr>
<tr>
<td>New Hampshire Association of Broadcasters Tracy Caruso</td>
<td>707 Chestnut Street Manchester, NH 03104</td>
<td>603-627-9600</td>
<td></td>
<td>Post to web</td>
</tr>
<tr>
<td>NH Center for Non Profits / Carrie Bean</td>
<td>194 Pleasant Street Suite 14 Concord, NH 03301</td>
<td>603-225-1947</td>
<td></td>
<td>Email</td>
</tr>
</tbody>
</table>

Outreach Initiatives
Internship Program

During the reporting period, NHPBS hosted one intern. The current Covid pandemic has reduced the number of current opportunities, however as the Covid restrictions reduce and opportunities increase this program will resume in earnest.

The NHPBS interns receive valuable training covering all aspects of television production through hands-on experience. NHPBS provides interns with access to today's cutting-edge HD technology. Interns assist in supporting NHPBS' local productions: Windows to the Wild, Pledge and Auction as well a special production. Duties varied day-to-day and may have included some or all of the following: story research, scheduling interviews, transcribing field recordings, running camera (live and recorded productions), set building, lighting, floor directing, graphic production, assistant directing, teleprompting and web support. Student Interns were provided the opportunity to observe and participate in every aspect of television journalism production.
Criteria

NHPBS recommends students seeking internships be college students pursuing a degree. However, high school students are occasionally considered on an individual basis. Students must have a strong commitment to the internship experience and want to pursue or are currently pursuing a degree in communications, broadcasting, public relations, development, business, political science, journalism, education, information technology or other related fields. Students must be able to work between 8 to 16 hours per week.

Interested students looking for experience in Communications, Information Technology, Production, Programming, or Web may apply online by completing an internship application online (internship application). An internship application and a letter of interest including a brief summary of education/experience are required. The Business Office Manager and Department Managers will review applications, schedule interviews and hire, as appropriate.

Mentor Program

NHPBS created the Staff Mentor Program to help in the initial transitional period for a new employee. A staff mentor is assigned to every new employee to help during the critical first 6 months of employment at NHPBS. A mentor is normally from outside the immediate working group, and has volunteered to help a new employee get accustomed to the working environment. It may mean just answering questions or perhaps helping to introduce other staff members at NHPBS who are expert in an activity or matter they are interested in or concerned about.

Job Fairs

New Hampshire Association of Broadcasters Virtual Job Fair(s): The NHAB virtual job fair is a supplemental outreach program designed to educate the public about careers in the broadcasting industry and the qualifications necessary to fill those positions. NHPBS participated in two virtual job fairs on two separate occasions, November 30-December 4, 2020 and June 2021.

MANAGEMENT EEO TRAINING

NHPBS provided workplace harassment and diversity training to all staff during the reporting period. One of the training sessions occurred onsite with 20+ employees attending. Another series of harassment trainings took place online through the Corporation for Public Broadcasting training module.

The training explored the following:
- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment when it occurs; and
- How to report and respond to violations.

This training will be ongoing for all new employees, not just managers, in order to ensure equal employment opportunity and to prevent discrimination.