

EEO PUBLIC FILE REPORT

This report covers full-time vacancy recruitment data for the period April 1, 2022 to March 31, 2023.

- 1) Employment Unit: KTEP-FM, licensed to the University of Texas at El Paso.**
- 2) Unit Members (Stations and Communities of License): KTEP-FM, El Paso, Texas
Facility ID: 69342**
- 3) EEO Contact Information for Employment Unit:**

Mailing Address:	Telephone Number: (915) 747-5152
KTEP-FM 500 W. University Ave. Cotton Memorial Ste. 203 El Paso, TX 79968	Contact Person: John R. Carrillo, Interim General Manager
	E-mail Address: jrcarrillo@utep.edu

4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit.

One full-time vacancy was filled. The position filled was for an Operations and Content Director. This position was posted on the University of Texas at El Paso website which has an international reach. It was also posted on Indeed, a nationally recognized job recruitment site. Finally, it was sent to the Texas Association of Broadcasters (TAB), a nationally recognized professional broadcast organization.

The following organization requested and was provided notification of KTEP Job Openings:
 University of Texas at El Paso
 Human Resources Department
www.utep.edu/employment
 500 West University Ave
 Administration Building, Room 216
 El Paso, TX 79968
 Vanessa Cuellar
 (915) 747-6124

Listed below is the Vacancy Information with a breakdown of the listings and candidates.

Vacancy Information

No. of Vacancies	Job Title	Hire Source	Number of Interviews Conducted	Total Number of Applicants from each Recruitment Tool
1	Director of Operations and Content	UTEP Website	2-in person	UTEP Website-2 Texas Association of Broadcasters-0 Indeed.com-0

An offer of employment was extended to and accepted by the most qualified candidate on March 8, 2023.

5) Supplemental Recruitment Initiatives.

- (a) Internship Program:** KTEP has an on-going internship program which is supervised by the KTEP General Manager. KTEP employs 4 part-time students from the University of Texas at El Paso. The KTEP internship program (paid) provides real-world training in radio broadcasting. Thus, providing these individuals with the skills necessary to become gainfully employed in the broadcast industry. This training consists of on-air broadcast operations, equipment operation, and digital production training. KTEP also recruits volunteers (non-paid) from both the university and the community. They assist the station in various aspects of the station's operations such as hosting on-air programs, producing programs and fundraising (pledge drives).
- (b) Provided training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination:** All KTEP employees are required by the University of Texas at El Paso to participate in Compliance Training once a year. This training is conducted by the Human Resources Department at the University and is designed to teach managers how to determine specific behaviors that are necessary for success on the job, and how to demonstrate those behaviors regardless of race, ethnicity or gender. Moreover, all KTEP employees are required to participate in compliance training conducted by CPB (Corporation for Public Broadcasting).
- (b) Participated in mentoring program with local school districts to educate middle and high school students on careers in radio and broadcasting in general:** During this reporting period UT El Paso held (5) five orientations designed to provide high school students with information about the educational and career opportunities at the university. KTEP participated in these events held on the following dates: June 23, 2022; July 7, 2022; July 21, 2022; August 4, 2022; and August 8, 2022. Approximately, 200 students were in attendance for each event. KTEP provided participants with general information about the radio station along with volunteer, internship, and work-study information.