

EEO PUBLIC FILE REPORT FOR KTEP-FM

This report covers full-time vacancy recruitment data for the period April 1, 2017 to March 31, 2018.

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

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

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

Radio Specialist/Traffic Director

(a) Recruitment Sources Utilized to Fill Vacancy

- (1) KTEP Website
www.ktep.org
500 West University Ave
Cotton Memorial Ste. 203
El Paso, TX 79968
Patrick J Piotrowski
(915) 747-5152
- (2) University of Texas at El Paso Employment Website
www.utep.edu/employment
500 West University Ave
Administration Building, Room 216
El Paso, TX 79968
Gabriela Montes
(915) 747-5202
- (3) Texas Workforce Commission
www.twc.state.tx.us
(512) 463-2222

(b) Organizations Requesting Notification of KTEP Job Openings

University of Texas at El Paso Employment Website
www.utep.edu/employment
500 West University Ave
Administration Building, Room 216
El Paso, TX 79968
Gabriela Montes
(915) 747-5202

(c) Total Number of Interviewees for Radio Specialist/Traffic Director Vacancy

There were 10 applicants for the position of Radio Specialist/Traffic Director.
Two of the applicants were interviewed, one in person one by telephone.

One applicant interviewed learned of the position through the University of Texas at El Paso website, the other from the Texas Workforce Commission.

(d) Date Vacancy Filled

The Radio Specialist/Traffic Director position was filled on January 1, 2018.
The recruitment source that referred the successful applicant was the University of Texas at El Paso website.

5) Supplemental Recruitment Initiatives.

- (a) Internship Program:** KTEP's Operations Director supervised an internship program consisting of college students from the University of Texas at El Paso during each semester of 2017-2018. During that year, 14 interns passed through KTEP learning broadcasting first hand. The interns were trained in broadcast practices, equipment operation, and production techniques.

Additionally, KTEP employed 4 part-time students from the University of Texas at El Paso each semester. These students learn all facets of radio broadcasting, from equipment operation to announcing and news broadcasting.

KTEP also maintains a volunteer program consisting of volunteers both from the community and the University. Volunteers are used in all aspects of station operation, from on-air program hosts to producers and station fundraising. The students and volunteers are trained in radio practices to prepare them for jobs in the broadcast industry.

- (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.

- (c) **Participated in mentoring program with local school districts to educate middle and high school students on careers in radio and broadcasting in general:** Between September 2017 and March 2018, KTEP's Operations Director and contract engineer worked with various middle and high school students in the El Paso area to provide training on audio production and radio journalism. This mentoring included workshops at schools as well as tours and workshops at the KTEP studios.