

**Ball State University**  
**Annual EEO Public File Report**

**March 22, 2016 – March 21, 2017**

This report covers the following Indiana Stations: WIPB-TV and WBST-FM in Muncie, Indiana; WBSB-FM, Anderson, Indiana; WBSH-FM Hagerstown, Indiana; WBSJ-FM, Portland, Indiana; WBSW-FM Marion, Indiana; and WHHI-FM, Muncie, Indiana. The report includes:

1. A list of all full-time vacancies filled by the stations during the past year (Appendix 1, first column);
2. The recruitment sources used to fill each vacancy including, if applicable, organizations that have requested and are therefore entitled to notification. We have broadcast announcements and posted a notice on our websites soliciting interest by community organizations in receiving notification of job openings. (Appendix 1, column 2);
3. The recruitment source that referred the person hired for each full-time vacancy (Appendix 1, Column 3);
4. Data reflecting the total number of persons interviewed for full-time vacancies and the number of interviewees referred by each recruitment source used in connection with vacancies (Appendix 2);
5. A list and brief description of recruitment / outreach initiatives (Appendix 3).

Note that the numbers listed in Appendix 2 under the column “Positions for Which the Source Was Utilized,” refer to the number of job positions listed in Appendix 1.

For purposes of the report, a vacancy was deemed “filled” not when the offer was extended but when the person reported to work. A person was deemed “interviewed” whether in person or over the telephone.

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**APPENDIX 1. VACANCY LIST**

**See Appendix 2 for Master Recruitment Source List**

	<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fill this Vacancy</b>	<b>RS Referring Hiree</b>
1	WIPB-TV Assistant Producer / Director	RS1, RS14	RS1
	The following publications scrape our site for listings: America’s Job Exchange; the Chronicle for Higher Education; HigherEdJobs; Higher Education Recruitment Consortium (HERC); and Indeed.		

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**APPENDIX 2. MASTER RECRUITMENT SOURCE LIST**

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No	1	1	1	Ball State University Human Resources Employment Opportunities Web Site <a href="https://bsu.peopleadmin.com">https://bsu.peopleadmin.com</a> Ball State University Human Resources 2000 University Ave, AD350 Muncie, IN 47306 765-285-1834
No			2	WIPB-TV Web Site <a href="http://www.wipb.org">www.wipb.org</a> Ball State University - BC 206 Muncie, IN 47306 765-285-1249
No			3	Indiana Public Radio Web Site <a href="http://www.indianapublicradio.org">www.indianapublicradio.org</a> Ball State University - LB 128 Muncie, IN 47306
No			4	Indiana Public Broadcasting Stations, Inc. (IPBS) <a href="http://www.ipbs.org">www.ipbs.org</a>

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No			18	Indiana Workforce Development 222 East 10th Street Anderson, IN 765-642-4981
No			19	Indiana Black Expo, Inc. 3145 North Meridian Street Indianapolis, IN 46208 317-925-2702
No			20	NAACP 1015 West 15th Street Anderson, IN 765-649-4231
No			21	National Educational Telecommunications Association <a href="http://www.netaonline.org/jobs.htm">http://www.netaonline.org/jobs.htm</a>
No			22	Public Broadcasting Management Association <a href="http://www.pbma.org/jobs.htm">http://www.pbma.org/jobs.htm</a> P. O. Box 50008 Columbia, SC 29250 803-799-5517
No			23	HigherEdJobs <a href="http://www.higheredjobs.com">www.higheredjobs.com</a>
No			24	Higher Education Recruitment Consortium (HERC) <a href="http://www.hercjobs.org">www.hercjobs.org</a> Office of the Provost, The University of Iowa 111 Jessup Hall Iowa City, IA 52242

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No			11	TV Jobs Web Site <a href="http://www.tvjobs.com">www.tvjobs.com</a> TVJOBS Broadcast Employment Services <a href="mailto:admin@tvjobs.com">admin@tvjobs.com</a>
No			12	The Muncie Star Press <a href="http://www.thestarpress.com">www.thestarpress.com</a> 345 South High Street Muncie, IN 47302 765-213-5700
No			13	The Indianapolis Star 307 North Pennsylvania Street P.O. Box 145 Indianapolis, IN 46206-0146 317-444-4444
No	0	1	14	Career Builder <a href="http://www.careerbuilder.com">http://www.careerbuilder.com</a>
No			15	Anderson Herald Bulletin <a href="http://www.heraldbulletin.com">www.heraldbulletin.com</a> 1133 Jackson Street Anderson, IN 765-622-1212
No			16	The Muncie Times 1304 North Broadway Muncie, IN 47302 765-741-0037
No			17	The Chronicle of Higher Education <a href="http://www.chroniclevitae.com">www.chroniclevitae.com</a>

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No			5	Corporation for Public Broadcasting Job Line <a href="http://www.cpb.org">www.cpb.org</a> Corporation for Public Broadcasting Job Line 401 Ninth Street, NW Washington, DC 20004-2129 202-879-9600
No			6	Current Magazine Classifieds 1612 K Street, N. W. Suite 704 Washington, DC 20006 292-463-7055
No			7	Public Broadcasting Service Connect <a href="http://connect.pbs.org">http://connect.pbs.org</a> PBS Connect Forums/Systemwide Information/Job Board Public Broadcasting Service Connect 1320 Braddock Place Alexandria, VA 22314-1698 703-739-5000
No			8	National Academy of Television Arts & Sciences <a href="http://jobbank.emmyonline.org">http://jobbank.emmyonline.org</a> The Cleveland Chapter 3511 Center Road Brunswick, OH 44212
No			9	Indiana Broadcasters Association Web Site <a href="http://www.indianabroadcasters.org">www.indianabroadcasters.org</a> Indiana Broadcast Association 3003 East 98th Street, Suite 161 Indianapolis, IN 46280 800-342-6276
No			10	DEI Job Line Web Site <a href="http://www.deiworksite.org">www.deiworksite.org</a> 401 North 3rd Street, Suite 370 Minneapolis, MN 55401 888-454-2314

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No			25	Indeed <a href="http://www.indeed.com">www.indeed.com</a>
No			26	America's Job Exchange <a href="http://www.AmericasJobExchange.com">www.AmericasJobExchange.com</a>
Total Interviews for Full- Time Open Positions	1	2		

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**APPENDIX 3. RECRUITMENT INITIATIVES**

#	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Sponsorship of a job fair:	<p>January 30, 2017 - HH Gregg Center for Professional Selling and Ball State University Career Center Sales Career Fair at Ball State University</p> <p>September 14, 2016 - Fall Cardinal Job Fair at Ball State University</p> <p>August 3, 2016 - Sixth Congressional Job Fair at Ball State University, Worthen Arena.</p>
2	Encouraged enrollment in training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions:	<p>Employees attended 32 training sessions throughout covered period that were provided by Ball State University's HR Learning and Development ((total class hours = 48.5); 23 participated in staff development activities (114 staff hours); and attended 203 other career training opportunities at locations on the BSU campus and in the surrounding area (411.75 class hours.)</p>
3	Participate in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	<p>Conducted 10 tours for various groups from the community to introduce them to broadcast operations and possible careers. Middle and high school students were included; in some instances, the students were given the opportunity to have an actual "hands on" experience. (Included 99 students and 36 adults.)</p>