

EEO Report Public File

June 1, 2004 – May 21, 2005

KNAU-FM Flagstaff, AZ and KPUB-FM Flagstaff, AZ.

This EEO Public File Report is filed in KNAU's public inspection file pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.

If your organization would like information when openings become available with this station, please contact us at 800-523-5628.

Recruitment Interviewing and Hiring Source Information.

Job Title: Underwriting Sales Associate

Job Number: 554479

Date Posted: 5/26/04

Date Hired: 8/9/04

Total # People Applied: 12

Total # Interviewed: 4

Referral Source Hired Applicant: KNAU on-air announcement

Referral Source of Interviewee: NAU Human Resources website

Referral Source of Interviewee: KNAU on-air announcement

Referral Source of Interviewee: AZ Daily Sun

Recruitment Sources: Arizona Daily Sun and NavaHopi Observer newspapers, KNAU on-air announcements, KNAU website, NAU Human Resources website, NAU Human Resources job board, plus 51 "Organizations and Contacts for Sources Routinely Provided Vacancy Notification by Northern Arizona University Human Resources Department" listed below.

Job Title: Radio Traffic/Operations Coordinator

Job Number: 554660

Date Posted: 10/11/04

Date Hired: 12/20/04

Total # People Applied: 19

Total # Interviewed: 5

Referral Source Hired Applicant: NAU Human Resources hiring board

Referral Source of Interviewee: NAU Human Resources website

Referral Source of Interviewee: NAU Human Resources website

Referral Source of Interviewee: NAU Human Resources website

Referral Source of Interviewee: NAU Human Resources website

Recruitment Sources: Arizona Daily Sun and NavaHopi Observer newspapers, KNAU on-air announcements, KNAU website, NAU Human Resources website, NAU Human Resources job board, plus 51 "Organizations and Contacts for Sources Routinely

Provided Vacancy Notification by Northern Arizona University Human Resources Department” listed below.

Job Title: Development Director
 Job Number: 554763
 Date Posted: 1/5/05
 Date Hired: 4/11/05
 Total # People Applied: 13
 Total # Interviewed: 3
 Referral Source Hired Applicant: Internal job posting
 Referral Source: KNAU website
 Referral Source: Internal job posting
 Recruitment Sources: Arizona Daily Sun, Current and NavaHopi Observer newspapers, KNAU on-air announcements, KNAU website, NAU Human Resources website, NAU Human Resources job board, plus 51 “Organizations and Contacts for Sources Routinely Provided Vacancy Notification by Northern Arizona University Human Resources Department” listed below.

Job Title: Underwriting Sales Associate
 Job Number: 554414
 Date Posted: 3/30/04
 Date Closed: 2/21/05
 Total # People Applied: 9
 Total # Interviewed: 2
 Referral Source Hired Applicant: Employee referral
 Referral Source of Interviewee: NAU Human Resources website
 Recruitment Sources: Prescott Courier newspapers, KNAU on-air announcements, KNAU website, NAU Human Resources website, NAU Human Resources job board, plus 51 “Organizations and Contacts for Sources Routinely Provided Vacancy Notification by Northern Arizona University Human Resources Department” listed below.

Recruitment Source Information

(1) Organizations and Contacts for Sources Routinely Provided Vacancy Notification by Northern Arizona University Human Resources Department

	Organization			
	Albany State University			
	ASU Career Services			
	ASU Office of Veteran Services			
	AZ Area Agency for Aging			
	AZ Commission of Indian Affairs			
	AZ DOT Human Resources			
	AZ Hispanic Chamber of Commerce			

AZ Job Service Flagstaff			
AZ Job Service Tuba City			
AZ Rehabilitation Services Admin			
AZ State DES			
AZ Veteran's Job Service Phoenix			
Camp Navajo			
Career Development Phoenix			
Coconino Career Services			
Coconino County Community Services			
Community Outreach for the Deaf			
Council of Hearing Impaired Phoenix			
Devry			
Disability Resources for Students ASU			
Gateway Community College			
Glendale Community College Career Services			
Goodwill Industries of Northern Arizona			
Grand Canyon College Employment Office			
Historically Black Colleges and Universities			
Innovation Group Inc.			
Jobs Administration			
LDS Employment Service			
Maricopa County JTPA Training Center			
Maricopa Skill Center			
Mojave Community College			
NACA			
National Black United Fund			
Nationans Bank-Career Service			
NM State Indian Resource Development			
Pima Community College			
Project Hope Phoenix			
Rehabilitation Services Admin Flagstaff			
S. Mountain Community College Career Services			
Scottsdale Community College			
Southwest Skills Center			
The Guidance Center			
The Hopi Tribe - Office of Personnel Management			
Tucson College			
Tucson Indian Center			
Tucson Women's Commission			
University of Texas El Paso			
Veteran's Medical Center			
Vocational Diagnostics Inc. Phoenix			
Vocational Rehabilitation Glendale			
White Mountain Apache Tribe			

(2) Additional Sources Routinely Provided Vacancy Notification by KNAU Radio / Northern Arizona University Human Resources Department

- Arizona Daily Sun newspaper
<http://www.azdailysun.com>
928-556-2298
- Prescott Courier newspaper
<http://www.prescottaz.com/>
928-778-0500
- NavaHopi Observer newspaper
2224 E. Cedar
Flagstaff, AZ 86004
928-226-9696
- Current newspaper – trade journal
www.current.org
202-463-7055
- KNAU on-air announcements
Broadcast on KNAU's 6 station network:
KNAU-FM, KPUB-FM, KNAA-FM, KNAD-FM, KNAG-GM, KNAQ-FM
- KNAU website
www.knau.org
- NAU Human Resources website
www.nau.edu/m
- NAU Human Resources job board
Hr.contact@nau.edu

Supplemental Recruitment Initiatives

Long-Term Initiatives. During this time period we undertook the following activities in compliance with the Prong 3 requirements of the FCC EEO Guidelines:

June 1, 2004 – May 20, 2005

KNAU is defined as a small market radio station that is licensed to a community that is located in a metropolitan area that has a population of fewer than 250,000 persons. According to the 2000 US census, the population of the Flagstaff, AZ-UT metropolitan area is 122,366. KNAU therefore operates in a very small market. KNAU employs five or more employees. As such, KNAU is obligated to complete two of the FCC's non-vacancy specific outreach programs within a two-year period. KNAU completed four.

(1) **Internship Programs** - KNAU-FM and its associated stations operate an active, ongoing internship program designed to assist members of the community to acquire skills needed for broadcast employees. Interns at the radio station have come predominantly

from Northern Arizona University, Flagstaff, AZ, the licensee of KNAU. The radio station typically employs seven interns at any given time. They provide a range of broadcast services including technical operations, web maintenance and design, newsroom assistance, and front office administrative responsibilities. During the period June 1, 2004 – May 20, 2005, KNAU employed approximately ten different students as interns.

(2) Establish a mentoring program – KNAU collaborates with Native American public radio stations in the region to provide mentoring services. KNAU maintains a vigorous partnership with KUYI-FM, Hotevilla, AZ licensed to the Hopi Foundation, and a more limited partnership with KGHR-FM Tuba City, AZ licensed to Greyhills Academy High School, a Bureau of Indian Affairs educational institution .

- A wide range of KNAU staff participate in the KUYI-FM partnership, including the general manager, news director, operations manager, and news producers.
- The KNAU news director and producers work with KUYI staff every week in reviewing newscast copy and feature reporting.
- On August 18-19, 2004 KNAU conducted a free, 2-day news training workshop for KUYI, KGHR and Native public radio stations in the Four Corners Region.
- KNAU directly mentored and employed two one part time news reporters, one located at KUYI on the Hopi Reservation, the other in Window Rock, AZ, the capital of the Navajo Nation. The KUYI reporter gained valuable skills and went on to assume responsibilities as KUYI station manager.
- KNAU's operations manager has made several overnight trips to remote Native stations to assist them with training and operation of broadcast automation systems. Stations assisted include: KUYI Hotevilla, AZ, KSUT Ignacio, CO, and KSJD Cortez, CO.
- KNAU's GM is available for the KUYI station manager to consult on a wide range on management issues including: FCC regulatory concerns; public broadcasting procedural, policy and strategic matters; personnel decisionmaking; and fundraising. The managers speak frequently, typically twice a month if not more often.

(3) Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. As part of Northern Arizona University, all managers are trained in, and expected to adhere to, implementation of NAU's Affirmative Action Program. All employees engaged in personnel decision making and activities, such as recruitment, hiring, promotion, separation, and employee development are expected to be responsible for assuring that such activities are carried out in a non-discriminatory manner and that all employees are informed of and given equal opportunity to benefit from personnel programs and activities. Northern Arizona University maintains a fully staffed Human Resources Department that regularly consults with and trains KNAU staff. Station managers are responsible for a range of equal employment activities.

(4) Training program for station personnel to acquire skills for advancement - KNAU continued providing training opportunities for station personnel.

Examples included program staff attending national meeting to learn about production and journalism techniques, sales staff attending training seminars to learn more about effective prospecting and closing techniques, accounting and payroll personnel attending session to refine and expand skills in those areas, development staff attending national meetings to learn more about fundraising strategies and techniques.