



**KIXE-TV, Redding, CA
Annual EEO Public File Report
(July 26, 2015 - July 25, 2016)**

<u>FULL TIME VACANCIES FILLED:</u>	<u>VACANCY OPENED:</u>	<u>POSITION FILLED:</u>
Administrative Assistant	7/2/2015	8/1/2015
Special Events Coordinator	8/3/2015	8/18/2015
Special Events Coordinator	11/25/2015	12/14/15
Corporate Support Representative	3/24/2016	5/16/2016
Auction Coordinator	5/20/2016	6/23/2016

RECRUITMENT SOURCES USED FOR VACANCIES:

See Master List of Recruitment Sources used for vacancies (Page 3)

NUMBER OF PERSONS INTERVIEWED:

Administrative Assistant	(1)
Special Events Coordinator	(1)
Special Events Coordinator	(1)
Corporate Support Representative	(4)
Auction Coordinator	(5)

RECRUITMENT SOURCES USED FOR INTERVIEWEES:

Smart Business Resource Center	(1)
Craigslist.com	(2)
www.KIXE.org	(7)
Referral/Walk-in	(1)
Other (Promotion)	(1)

RECRUITMENT SOURCES FOR PERSONS HIRED:

KIXE.org	(4)
Other (Promotion)	(1)

RECRUITMENT INITIATIVES:

Cal-Works:

On a regular basis throughout the year, KIXE acts as a host agency training site for the “Cal- Works Welfare to Work” program. This program is designed to help low income families in the community acquire the necessary skills and training to obtain employment. This year four (4) participants were assigned in the program at KIXE.

ShastaFACES2:

KIXE partners with the Shasta County Health & Human Services Agency for the “ShastaFACES2” program. The goal of this program is to train participants to become a more viable part of the workforce, to develop a solid work history, effective workplace behaviors, and the skills necessary

to become a successful employee. This year two (2) participants were assigned in the program at KIXE.

Experience Works:

On a regular basis throughout the year, KIXE acts as a host agency training site for the “Experience Works” program. This program offers job training, job placement, and work experience to workers over the age of 55, it’s designed to help seniors enter the workforce, find more challenging positions, change careers, or supplement their income. This year four (4) participants were assigned in the program at KIXE.

Mains’l College Plus Program:

KIXE partners with the Mains’l College Plus Program, a program that supports children and adults with developmental and physical disabilities, people who have acquired brain injuries, and those who have a primary mental health diagnosis. This year KIXE had three (3) interns through this program who have completed high school and wish to pursue post-secondary education and training in broadcast television.

Shasta College CIS Worksite Learning:

KIXE partners with Shasta College for Vocational Worksite Learning, a program that allows students to gain on-the-job experience through employment or volunteerism at an approved job site that is related to the student’s major. This year KIXE had one (1) intern in this program whose major is in networking and production in broadcast television.

Tehama County College & Career Fair – November 5, 2015

KIXE participates in the Annual Tehama County College & Career Day providing over 880 eighth grade students with information about public broadcasting television and outlining what college majors can potentially lead to a career in television.

Chamber Made Business Conference- November 6, 2015

KIXE sponsors The Redding Chamber of Commerce Business Conference, a resource for local businesses through the presentation of industry leaders & professionals to help with the overall growth & development of both new & exhibiting businesses within the community.

Simpson University Career Fair – February 25, 2016

KIXE sponsors and attends the Annual Simpson University Career Fair, providing information to upcoming college student graduates on volunteering as well as upcoming job openings at KIXE.

Bethel’s Redding Life City Transformation Fair- May 6, 2016

KIXE had a booth at the event to discuss volunteering and employment opportunities in broadcast television, and to build connections with over thirty different social service agencies.

MASTER LIST OF RECRUITMENT SOURCES

Organizations who request vacancy notifications are marked with an asterisk

	Source	Address	Telephone	Website/ E-mail	No. of Interviewees
1	Oroville One Stop Employment	78 Table Mountain Blvd. Oroville, CA. 95965	(530)538-7301	butteonestop.org	-
2	Glenn County Human Resources	420 E. Loral Street Willows, CA. 95988	(530)934-6514	hra.co.glenn.ca.us	-
3	Job Training Center of Tehama County	718 Main Street Red Bluff, CA. 96080	(530)529-7000	jobtrainingcenter.org	-
4	Colusa County One Stop Partnership	144 & 146 Market Street Colusa, CA. 95932	(530)458-0326	colusa1stop.org	-
5	SMART Business Resource Center	1201 Placer Street Redding, CA. 96001	(530)246-7911	thesmartcenter.biz	1
6	Redding-Workforce Services Office	1325 Pine Street Redding, CA. 96001	(530)225-2185	www.caljobs.ca.gov	-
7	Shasta College Student Employment Center	P.O. Box 496006 Redding, CA. 96049-6006	(530)242-7728	www.shastacollege.edu	-
8	Business & Career Network	221 North Main Street Alturas, CA. 96101	(530)233-4161	www.afwd.org	-
9	Chico State University Career Center	Student Services Center Room 270 Chico, CA. 95929-0700	(530)898-5253	careercenter@csuchico.edu	-
10	Corporation for Public Broadcasting	401 Ninth Street, NW Washington, DC. 20001-2129	(202)879-9600	jobline@cpb.org	-
11	Siskiyou Training & Employment Program (STEP)	310 Boles Street Weed, CA. 96064	(530)938-3231	www.stepoffice.org	-
12	Butte Community Employment Center-Chico	2445 Carmichael Drive Chico, CA. 95928	(530)895-4364	butteonestop.org	-
13	Butte College Job Placement	3536 Butte Campus Drive Oroville, CA. 95965	(530)895-2334	www.butte.edu	-
14	The Job Market	409 K Street Eureka, CA. 95501	(707)444-5711	thejobmarket.com	-
15	Simpson University Career Center	2211 College View Drive Redding, CA. 96003	(530)226-4701	careerservices@simpsonu.edu	-
16	U.S. Dept. of Veteran Affairs – Chico Vet Center	250 Cohasset Road #40 Chico, CA. 95926	(530)899-6300	vaPlacementServices@va.gov	-
17	Caljobs.com				-
18	Craigslist.com				2
19	www.KIXE.org				7
20	Facebook.com				-
21	Referrals/ Walk-in				1
22	Other				1