

## EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

Northwest Indiana Public Broadcasting, Inc. (NIPB) in order to comply with equal employment opportunity requirements of the Act provides for the following:

NIPB maintains compliance with equal employment opportunity through many established procedures controlled within our human resources department. The steps taken to fill any vacancy within the organization are as follows:

1. A file is created for the open position in the HR department. This file contains all step-by-step procedures that must be followed in accordance with the FCC's EEO regulations. The file also has forms inside for collecting applications and resumes, for tracking references on where the applicants found information on the open position, and all necessary tracking that is required by EEO regulations. This file is kept by the Department Manager during the search and interview process.
2. The open position is posted for a minimum of 2 weeks. Postings include various job sites, NIPB website, sites specific to the position opening, local newspapers, and other broadcasting publications. The position is also posted on all internal bulletin boards.
3. Once all applications and resumes have been received, an in depth review is completed by our HR Manager, selecting applicants that have the qualifications and experience needed for the open position. The HR Manager then conducts brief telephone interviews to inform the applicants of more specifics of the job not listed in the postings or job ad, and selects the top applicants for personal interviews.
4. Personal interviews are set up and conducted with the Department Manager, who ultimately makes the selection from the candidates.
5. The file is completed, and returned to the HR Manager for processing of the new employee. This includes a criminal background check by an independent company.
6. This file is now composed of all information required and necessary to complete the annual EEO report for this position.
7. The HR Manager prepares and files the EEO report on an annual basis.
8. The EEO report is available for viewing by the public in our public files located in the administrative area of the station, or on our website [www.lakeshoreptv.com](http://www.lakeshoreptv.com).

Certification of NIPB's continued compliance with equal employment opportunity requirement is completed each year as part of the Certification of Eligibility included in the Stations Grant Management System (ISIS). This eligibility is executed by President/CEO of the station, and by the Vice President of Administration.