

## Northern Public Radio (NPR) Equal Employment Opportunity Report

August 1, 2008 to July 31, 2009

NPR filled two full-time job vacancies during the period of August 1, 2007 to July 31, 2008.

POSITION: Broadcast Producer  
Date of Hire: 05/18/2009  
Recruitment Source Referring Hiree: WNIJ Air

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POSITION: Accountant  
Date of Hire: 05/01/2009  
Recruitment Source Referring Hiree: No Recruitment

Northern Public Radio (NPR) experienced a vacancy in its business office when the accountant abandoned her job with no notice. NPR consulted counsel about filling this appointment quickly under exigent circumstances – the previous accountant had quit during preparation for an annual audit. In addition, a call to the human resources office at the licensee, Northern Illinois University, noted that the civil service register for the accountant position was “full,” and that persons recruited for the NPR accountant position would not be allowed to take the civil service exam to be placed on a potential interview list. At this time NPR management approached a former employee, still working for Northern Illinois University, to inquire whether she would be interested in returning to NPR. She indicated she would. Counsel advised that, 1) given the need to fill the position quickly because of the pending audit, and 2) given the likelihood that respondents to advertisements would not be allowed to interview per Northern Illinois University civil service rules, and 3) given that a highly qualified former employee was available, this situation falls into the exigent circumstances category. Northern Public Radio has never used the exigent circumstances exception in the past and does not anticipate this situation being repeated in the future.

Total Number of Persons Interviewed in the past year: 3

Recruitment Sources Used in Preceding Year	Interviewees Referred by Source
DeKalb Daily Chronicle	0
Rockford Register Star	1
Rock River Times	0
WNIJ.ORG	0
Northern Illinois University website	1
CPB Jobline	0
The Workplace	0
Bulletin Board Posting – Riverfront Museum Park, Rockford	0
WNIJ Air	1
WNIU Air	0
Job Announcements Sent to La Voz Latina	0

Northern Public Radio made phone calls to approximately 50 area employment agencies and community organizations in October 2008. As a result of these calls one community organization and one agency requested to be notified of all full-time job vacancies. Northern Public Radio intends to continue this outreach in the coming reporting period.

In order to achieve broad and inclusive outreach to promote recruitment and employment opportunities at NPR, the following long-term initiatives have been adopted:

1. Implementation of an internship program designed to assist high school and college students acquire skills needed for broadcast employment. NPR's internship program is structured in a manner that participants can focus on opportunities in development, marketing, special events/promotion, or in operations/production work including news reporting and feature production. During this reporting period, NPR coordinated two internships with Northern Illinois University. Since the inception of the program a total of fifteen interns have gained applicable job experience.
2. Sponsored several opportunities for discussion of employment opportunities, including one station tour and employment opportunity discussions for students in the Broadcasting class at Kishwaukee College, an area community college, in March 2009. All of these students had expressed interest in broadcasting. The tours and discussions featured extensive information about different job categories and career possibilities in broadcasting, and provided information on how to apply for available positions at the Northern Public Radio stations. In addition, station staff spoke to area service clubs on four occasions and discussed employment opportunities and how to apply for any available positions at Northern Public Radio.
3. Provided training to management level personnel to assure equal opportunity and prevent discrimination: All employees of Northern Public Radio have taken anti-discrimination training provided by Northern Illinois University designed to inform all employees of university policy with regard to discrimination. Management level personnel took a special training course on avoiding discrimination in hiring and in workplace performance.
4. Provided a training program to enable employees to acquire skills to qualify for higher level positions: Have established a policy for rotating attendance at industry meetings and seminars to enable employees to acquire knowledge beyond their current abilities and job descriptions. In the period covered by this report six non-management employees (out of 12 total non-management employees) were afforded such opportunities.
5. Attended outreach events: General Manager Tim Emmons, Program Director Bill Drake and News Director Susan Stephens all took shifts at the station's booth at On The Waterfront, a community festival attended by more than 200,000 people. Information on employment opportunities was available at the station booth.

Northern Public Radio is an Equal Opportunity Employer

NPR is a licensee of Northern Illinois University, and provides employment opportunities to qualified individuals without regard to their race, color, religion, national origin, sex, age, disability, or any other characteristic protected by law.

We are dedicated to providing broad outreach regarding job vacancies at the station and we seek the help of local organizations in referring qualified applicants to our station. If your organization distributes information about employment opportunities to job seekers, or refers job seekers to employers, and would like to receive job vacancy notices from NPR, please contact Tim Emmons at 815-753-9000, or email:

[npr@niu.edu](mailto:npr@niu.edu)

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