KBTC Recruitment Report

September 30, 2007 to September 30, 2008

1. The following full-time job vacancies were filled during the past year:

Broadcast Maintenance Manager
Administrative Assistant - Executive Director & General Manager
Executive Director & General Manager KBTC/KCKA
Development Director
Manager of Local Programming

2. Here is information on recruitment for each of the full-time vacancies:

Job Title: **Broadcast Maintenance Manager**
Station: **KBTC/KCKA**
Date Position Opened: **8/7/07**
Date Job Filled: **10/1/07**
Referral source for hire: **Employee Referral**
Referral source for applicants interviewed:
Employee Referral
Bates Website
Total number of people interviewed for this position: **1**
Total number of applicants for this position: **1**

Applicant Pool Recruitment Source

Name of Recruitment Source	Address/email of Recruitment Source	Contact Person	Phone	Has source requested notices?
Employee Referral				No
KBTC/Bates Technical College Web Site	www.bates.ctc.edu	Webmaster		No
The News Tribune	www.southsoundjobs.com	Webmaster		No
Seattle Times	www.nwjobs.com	Webmaster		No
TVjobs.com	www.tvjobs.com	Webmaster		No
Careerbuilders.com	www.careerbuilders.com	Webmaster		No
Washington State Dept of Personnel	www.dop.wa.gov/jobseekers	Webmaster		No
State Board of Community & Technical Colleges	www.sbctc.ctc.edu	Webmaster		No

Job Title: **Administrative Assistant to the Executive Director & General Manager**
Station: **KBTC/KCKA**
Date Position Opened: **2/28/08**
Date Position Filled: **6/2/08**
Referral source for hire: **Office Team**
Referral source for applicants interviewed for this position:
Employee Referral
Bates Website
Internet
Total Number of people interviewed for this position: **6**
Total number of applicants for this position: **17**

Applicant Pool Recruitment Source

Name of Recruitment Source	Address/email of Recruitment Source	Contact Person	Phone	Has source requested notices?
Employee Referral				**No**
KBTC/Bates Technical College Web Site	www.bates.ctc.edu	**Webmaster**		**No**
The News Tribune	www.southsoundjobs.com	**Webmaster**		**No**
Seattle Times	www.nwjobs.com	**Webmaster**		**No**
TVjobs.com	www.tvjobs.com	**Webmaster**		**No**
Careerbuilders.com	www.careerbuilders.com	**Webmaster**		**No**
Washington State Dept of Personnel	www.dop.wa.gov/jobseekers	**Webmaster**		**No**
State Board of Community & Technical Colleges	www.sbctc.ctc.edu	**Webmaster**		**No**
Office Team	**820 A Street, Suite 350 Tacoma, WA 98402 Email:** paul.tran@officeteam.com	**Paul Tran**	**253.274.8955**	**No**

Job Title: **Executive Director & General Manager**
Station: **KBTC/KCKA**
Date Position Opened: **4/16/08**
Date Position Filled: **To Be Determined**
Referral source for hire: **To Be Determined**
Referral source for applicants interviewed for this position:
Word of Mouth
Internet
Total number of people interviewed for this position: **4**
Total number of applicants for this position: **21**

Applicant Pool Recruitment Source

Name of Recruitment Source	Address/email of Recruitment Source	Contact Person	Phone	Has source requested notices?
PBS Connect	**Listserv**			
Employee Referral/Word of Mouth				**No**
KBTC/Bates Technical College Web Site	www.bates.ctc.edu	**Webmaster**		**No**
The News Tribune	www.southsoundjobs.com	**Webmaster**		**No**
Seattle Times	www.nwjobs.com	**Webmaster**		**No**
TVjobs.com	www.tvjobs.com	**Webmaster**		**No**
Careerbuilders.com	www.careerbuilders.com	**Webmaster**		**No**
Washington State Dept of Personnel	www.dop.wa.gov/jobseekers	**Webmaster**		**No**
State Board of Community & Technical Colleges	www.sbctc.ctc.edu	**Webmaster**		**No**

Job Title: **Development Director**
Date Position Opened: **6/12/08**
Date Position Filled: **TBD; Hold for Executive Director & GM placement**
Referral source for hire: **To Be Determined**
Referral source for applicants interviewed for this position: **To Be Determined**

Total number of people interviewed for this position: **To Be Determined**
Total number of applicants for this position: **12**

Applicant Pool Recruitment Source

Name of Recruitment Source	Address/email of Recruitment Source	Contact Person	Phone	Has source requested notices?
PBS Connect	**Listserv**			
Employee Referral/Word of Mouth				**No**
KBTC/Bates Technical College Web Site	www.bates.ctc.edu	**Webmaster**		**No**
The News Tribune	www.southsoundjobs.com	**Webmaster**		**No**
Seattle Times	www.nwjobs.com	**Webmaster**		**No**
TVjobs.com	www.tvjobs.com	**Webmaster**		**No**
Careerbuilders.com	www.careerbuilders.com	**Webmaster**		**No**
Washington State Dept of Personnel	www.dop.wa.gov/jobseekers	**Webmaster**		**No**
State Board of Community & Technical Colleges	www.sbctc.ctc.edu	**Webmaster**		**No**

Job Title: **Manager of Local Programming**
Date Position Opened: **6/19/08**
Date Position Filled: **6/26/08**
Referral source for hire: **Internal Hire**
Referral source for applicants interviewed for this position:
Internal Announcement
Total number of people interviewed for this position: **0**
Total number of applicants for this position: **1**

3. In total, we interviewed 11 people for the full-time vacancies during the reporting period.

4. The following table shows how many persons interviewed by the station for any of the above-listed job vacancies were referred to the station from each of the recruitment sources used by the station.

Name of Recruitment Source	Number Interviewed
PBS Connect	**0**
Employee Referral/Word of Mouth	**4**
KBTC/Bates Technical College Web Site	**6**
The News Tribune	
Seattle Times	
TVjobs.com	
Careerbuilders.com	
Washington State Dept of Personnel	
State Board of Community & Technical Colleges	
Office Team	**1**
Other*(*See* Targeted Outreach)	

Targeted Outreach

Office Team
Contact: Paul Tran
Email: paul.tran@officeteam.com

Conexion Latina
Contact: Webmaster
Address: Community Listserv
Email: Cxlatina@ecie.org

Multicultural Student Services Directors Council (MSSDC)
Contact: Webmaster
Address: State Board for Community and Technical Colleges
Email: mssdc@interact.ctc.edu

City of Bellevue Diversity listserv
Contact: Callie Shanafelt
Address: City of Bellevue
Email: CShanafelt@ci.bellevue.wa.us

South Puget Sound Higher Education Diversity Partnership (SPSHEDP)
Contact: Distribution List Members
Email: informal network group

Washington State Native Higher Education consortium (WSNAHEC)

Contact: Listserv Administrator
Address: Western Washington University
Email: wsnahec@lists.wwu.edu

Veterans Employment Outreach website
Contact: Webmaster
Address: Air Force Crossroads
Email: www.afcrossroads.com

Employer Assistance Referral Network (EARN) Works
Contact: Webmaster
Email: earn@earnworks.com

Vadis
Contact: Donna Specht
Phone: 253-863-5173 x 235
Address: 1701 Elm Street; Sumner WA 98390
Email: donnas@vadis.org

Service Alternatives
Contact: Ben Martin
Phone: 425-710-0107
Address: 12811 8th Ave W, Bldg A, Suite 104; Everett WA 98204
Email: bmartin@servalt-ces.com