



## Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080©(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment unit that is comprised of KTMF (Missoula, MT) and is required to be placed in the public inspection files of the station and posted on their website, if they have a website.

The information contained in this Report covers the time period beginning December 1, 2016 to and including November 30, 2017 (the “Applicable Period”).

The FCC’s 2002 Report requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the stations comprising the Station Employment Unit during the Applicable Period;
2. For each vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to section 73.2080©(1)(ii) of the new EEO Rule, which should be separately identified, identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080©(2) of the FCC rules.

Appendices 1, 2 and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under column entitled “Full-time Positions for Which This Source Was Utilized” refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer and completed station paperwork. A person was deemed “interviewed” whether he or she was interviewed in person, over the telephone or by web face-time interviews.



**2017 EEO Public File Report Form**  
**Reporting Period: 12/01/16 - 11/30/17**

**Station: KTMF**

**Section I: Vacancy Information**

<b>Full Time Positions Filled by Job Title:</b>	<b>Recruitment Source of Hire:</b>	<b>Date Position Filled</b>	<b>Total # of Interviewees from all Sources for this position:</b>	<b>Recruitment Sources Notified for each position (from Section II Recruitment Source)</b>
1. News Producer	Facebook-Idaho Jobs	5/15/2017	3	1-10,12
2. Sales Assistant	Craigslist	5/18/2017	4	1-10
3. Account Executive	Craigslist	5/22/2017	4	1-2,4-10,12
4. Head Director/News Photographer	Internal-Promotion	5/25/2017	3	1-2,4-11
5. News Reporter	Internal	6/5/2017	3	1-11
6. News Reporter	Reel Media Group	6/7/2017	3	1-13
7. Master Control Supervisor	Internal-Promotion	6/19/2017	4	1-10,
8. Master Control Supervisor	Internal-Promotion	6/19/2014	4	1-10,
9. Master Control Operator	Internal-Promotion	8/18/2017	6	1-10,
10. Weather Anchor	Internal-Promotion	8/21/2017	3	1-10,
11. WUM-MMJ Reporter	Internal	10/5/2017	6	1-10,16
12. News Director	Website	10/24/2017	4	1-2,4-10
13. General Sales Manager	Website	10/23/2014	4	1-2,5-6,9,14-15
Total Number of Persons Interviewed During Applicable Period:			<b>51</b>	



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**Section III: Total Number of Interviews Generated Per Recruitment Source**

	<b>Recruitment Source</b>	<b>Contact Information</b>	<b># of Interviewees Per Source This Period (if any).</b>	<b>Full Time Positions For Which This Source Was Utilized</b>
1	Internal Posting/Employee Referral Promotion	Tom Ciprari 2200 Stephens Ave, Missoula MT 59801 (406) 542-8900	11	7
2	Company Websites	Cassidy Belus (406) 542-8900 www.abcfoxmontana.com www.kulr8.com www.khq.com	23	2
3	Missoulian	Chris Arvish (406) 721-6200 employment@missoulian.com	0	
4	Montana State University	MSU Career Services 177 Strand Union Building, Bozeman MT (406) 994-4353 careers@montana.edu	0	
5	Montana Broadcasters Association	NASBA - Montana website: www.careerpage.org	0	
6	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	2	
7	Medialine	Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 (800) 237-8073 medialine@medialine.com	0	
8	University of Montana	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
9	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	9	2
10	Job Service	Missoula Job Service 539 S Third Street West, Missoula MT 59801 (406) 728-7060 missoulaJSC@mt.gov	1	
11	Facebook - Idaho Jobs	Idaho Jobs http://www.go2jobs.com/	1	1
12	KTMF TV Recruit Ad	Tom Ciprari 2200 Stephens Ave, Missoula MT 59801 (406) 542-8900	2	
13	Reel Media	Reel Media Group Jenny Truong- Content Producer & Job Catalyst <a href="mailto:jenny@reelmediagroup.tv">jenny@reelmediagroup.tv</a> Phone: (212) 764-7171	1	1



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	<b>Recruitment Source</b>	<b>Contact Information</b>	<b># of Interviewees Per Source This Period (if any).</b>	<b>Full Time Positions For Which This Source Was Utilized</b>
14	Media Recruiter	mediarecruiter.com Media & Advertising Sales Job 9457 So. Univeristy Blvd. # 303 Highlands Ranch, CO 80126 303-400-5150 <a href="mailto:art@mediaRecruiter.com">art@mediaRecruiter.com</a>	0	
15	Indeed	Indeed.com 1-800-475-4361 <a href="http://www.indeed.com">www.indeed.com</a>	0	
16	You Tube	<a href="http://youtube.com">youtube.com</a> San Bruno, CA <a href="https://www.youtube.com/results?search_query=mmj+reel">https://www.youtube.com/results?search_query=mmj+reel</a>	1	
<b>Total interviews for all full time vacancies filled:</b>			51	13

Note: \* Indicates sources that have requested notification of job openings.



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**Section IV : Outreach Activities**

Activity	Description
Job Fair	Participated in the Internship and Job Fair put on by four local universities at the Spokane Convention Center. Eastern Washington University, Gonzaga University, Washington State University and Whitworth University hosted the event in February 2017. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. Descriptions and applications were also available for the job candidates. Managers were available to talk about job openings in the various markets and details on education needed for each job.
Job Fair	Participated in the Internship and Job Fair at University of Montana - School of Journalism in March 2017. Station representatives discussed employment and internship possibilities at KTMF, KWYB, KHBB, KFBB, KULR, and our Sister Stations in Washington.
Job Fair	Participated in Great Falls Job fair Hosted by Great Falls Job Service in May 2017. Station representatives discussed the career paths available in Broadcasting and with KFBB, KHBB, KULR, KTMF and Sister stations in Washington. An informational sheet describing all of the open positions at each individual station in Washington and Montana was made available.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 4th Annual Job fair, May 2017 at the Spokane Convention Center. Station representatives discussed opportunities with KHQ-TV, KNDO/KNDU-TV and Montana stations. Informational sheets outlining internship programs and job shadow positions as well as a list of current jobs at each individual station were made available. Representatives discussed the company approach to hiring at smaller Stations/Markets and training and promoting the market Stations. Talent and weather staff answered questions about their jobs and education requirements for their positions.
Internship Program	The station sponsors an internship program that provides opportunities for college students considering the industry to become familiar with television and broadcasting careers. The station sponsored 2 interns during the reporting year in the news department. During the reporting year KTMF hired 1 former intern for a part-time position.
Mentoring Program	Employees often visit KHQ-TV a 'brother/sister broadcast entity' in Spokane, WA to train with staff in the larger market. News, Production, and Sales personnel have participated in these mentoring activities this reporting year. In addition KHQ's News Director and Assistant News Director work weekly with KTMF's News Director, producers and Multi-Media Journalists for guidance and training.
Scholarship Fund	KTMF maintains a Scholarship Fund with University of Montana - Journalism School directed at students interning and desiring to pursue a career in broadcasting.
Tours	KTMF gave one station tour in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	A station representative attended a symposium at Washington State University. The representative discussed with students his experience getting a job in the industry and what they could expect as a journalism professional.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Station Manager participated in an accreditation meeting at University of Montana School of Journalism. The discussion group gave input on the future of journalism and the needs of the journalism professional community.
Training	The Chief Engineer attended the National Association of Broadcasters Convention in April 2017 in Las Vegas, NV. The seminars covered ongoing transition to IT and IP based systems and the next generation media technologies.
Training	The Station Manager and Sales Team spent two days with a consultant to improve their sales strategies.
Training	The Station Manager and News Production/Promo Manager attended the Fox Promotional Executive Conference in June 2017 in Las Vegas, NV. The seminar included advertising strategies, an analytical analysis of key demographics, future trends in television marketing and viewership.



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Training	Members of the news team spent several days receiving in-depth performance training from talent coach Stephanie Rickel concentrating on voice, presentation, and delivery coaching.
Training	The Station Manager, News Production Promo Manager and Sales Team attended a seminar for ComScore. The seminar covered creating reports, using the program to assist with generating sales, and to how target promotional efforts.
Training	The Station Manager attended the NAB - Small Market Television Exchange three day conference in Denver, CO in September 2017. The station manager attended seminars covering leadership, creative marketing ideas, management strategies and sales training strategies.
Training	The sales team underwent an extensive online training program with the Center for Sales Strategy (CSS). The extensive course plays out over the year with an instructor from CSS monitoring their progress through various assignments and tests as they progressed.