



## **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 KFBB (Great Falls, MT) and KHBB (Helena, 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: KFBB-TV & KHBB-TV**  
**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 Reporter	TV Jobs	1/9/2017	3	1-4,6
2. News Reporter	KFBB Website	2/17/2017	3	1-4,6,12
3. Anchor/Producer/Reporter	Reel Media	3/15/2017	3	1-4,6,12
4. Sports Reporter	Referral	5/29/2017	4	1-4,6,12
5. Traffic Assistant	Great Falls Job Service	6/1/2017	4	1-8,
6. News Reporter	TV Jobs	6/5/2017	4	1-4,6,12
7. Web/Newscast Producer	Referral	7/19/2017	3	1-4,6,12
8. Multi-Media Journalist Reporter	YouTube	10/18/2017	4	1,2,5,6
9. Account Executive	Referral	11/27/2017	1	1,2,5,9,14

Total Number of Persons Interviewed During Applicable Period: **29**



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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 Walk-In / Promotion	Keith Teske 3200 Old Havre Highway, Black Eagle MT 59414 (406) 453-4377	4	3
2	Company Websites	Cassidy Belus (406) 542-8900 www.abcfoxmontana.com www.kulr8.com and www.khq.com	5	1
3	Great Falls Tribune	Nathan Dagley 205 River Dr S, Great Falls, MT 59405 (888) 986-9818 ndagley@gannett.com	0	
4	Careerbuilders	Careerbuilders.com 200 N. LaSalle St, Ste 1100, Chicago, IL 60601	0	
5	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr, Bonner MT 59823 (406) 244-4622 www.mtbroadcasters.org	0	
6	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	11	2
7	Great Falls Job Service	Jennifer Lambert 1018 7th Street S, Great Falls, MT 59405 (406) 791-5800 jlambert2@mt.gov	1	1
8	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	1	
9	Facebook	Facebook.com - KFBB Page	0	
10	LinkedIn	Career Page <a href="http://www.linkedin.com">www.linkedin.com</a>	0	
11	Great Falls Job Fair	Great Falls Job Fair - March 2016 Host Great Falls Chamber of Commerce	0	
12	Reel Media	Reel Media Group Jenny Truong Content Producer & Job Catalyst Coordinator <a href="mailto:jenny@reelmediagroup.tv">jenny@reelmediagroup.tv</a> Phone: (212) 764-7171	4	1
13	YouTube.com	youtube.com San Bruno, CA <a href="https://www.youtube.com/results?search_query=mmj+reel">https://www.youtube.com/results?search_query=mmj+reel</a>	3	1
14	Great Falls Chamber of Commerce	Great Falls Chamber of Commerce 100 1st Ave N. - Great Falls, MT 59401 greatfallschamber.chambermaster.com 406-761-4434 <a href="mailto:rperez@greatfallschamber.org">rperez@greatfallschamber.org</a>	0	

**Total interviews for all full time vacancies filled:**

29

9

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 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.
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 KFBB's News Director, producers and Multi-Media Journalists for guidance and training.
Tours	KFBB gave five station tour in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.
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 and Local Sales Manager attended the NAB - Small Market Television Exchange three day conference in Denver, CO in September 2017. The managers learned leadership, creative marketing ideas, management strategies and sales training strategies.
Training	The Local Sales Manager and five Sales Account Executives attended the Montana Broadcasters Association Sales Clinic in Bozeman, MT in September 2017. The sales team attended a seminar that help them in meeting customer needs, making proposals and presentations, and dealing with difficult people.
Training	The News Production Promotion Manager attended the Promax Station Summit in Las Vegas in July, where they were instructed by FOX personnel regarding new promotional strategies for Television, WEB and Social Media and best practices for promotions across all platforms.