



## 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 KHQ TV (Spokane, WA) 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 October 1, 2017 to and including September 30, 2018 (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 e-mail.



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 Covering the period: from 10/01/17 to 09/30/18

Station: KHQ TV

Section I: Vacancy Information

Full Time Positions Filled by Job Title:	Recruitment Source of Hire:	Date Position Filled	Total # of Interviewees from all Sources for this position:	Recruitment Sources Notified for each position (from Section II Recruitment Source)
1 News Photojournalist	KHQ website	10-09-2017	7	1-30, 32,34-36
2 News Director	Employee Referral	10-23-2017	7	1-3, 5-30,32-35
3 Director of Content & Marketing	Promotion	10-23-2017	1	Promotion
4 Receptionist	Office Team	11-01-2017	4	1-30, 32-35,39
5 Sales Exec. In Sales Dept	Internal Promotion	11-05-2017	1	Promotion
6 News Producer	Intern	11-13-2017	6	1-30,32-36,38
7 Accounting Assistant	Worksource	12-11-2017	7	1, 3-30,32-35,38
8 Newscast Director	KHQ.com & WSU	01-02-2018	4	1,3-30,32-36
9 Reporter/MMJ	Internal Candidate	01-08-2018	4	1,3-26,29,30,32-36
10 Accounts Receivable	Employee Referral	01-17-2018	4	1,3-30,32-35
11 Executive Sales Assistant	Internal Promotion	03-01-2018	1	Promotion
12 Accounts Receivable	Indeed.com	04-04-2018	4	1,3, 5-22,26-30,32-33,38
13 News Photojournalist	Internal Posting	04-09-2018	16	1,3, 4-30,32-36,38
14 National Sales Manager	Indeed.com	05-01-2018	5	1,3, 5-30,32-35,38
15 Traffic Assistant	Indeed.com	05-07-2018	5	1,3 5-30,32-35,38
16 News Producer	In Person Application	05-21-2018	6	1,3, 4-30,32-36,38
17 Web Producer	KHQ website	06-04-2018	3	1,3,5-30,32-36
18 Digital Account Coordinator	Indeed.com	06-25-2018	7	1,3,5-30,32-36,38
19 News Producer	Employee(Intern) Referral	07-16-2018	8	1,3,5-30,32-36
20 Multi-Media Journalist	YouTube.com	07-18-2018	7	1,3-30, 32-36, 40, 41
21 Social Forecaster	KHQ.com	07-23-2018	7	1,3-8,10-19,21-30, 32-36, 40, 41
22 Multi-Media Journalist	Employee Referral	08-06-2018	7	1,3-30, 32-36, 40, 41
23 Sports Anchor/Reporter-SWX	Internal Candidate	08-01-2018	3	Promotion
24 Sports Anchor/Reporter-SWX	TV Jobs	08-13-2018	3	1,3,5-30,32-36

Total Number of Persons Interviewed During Applicable Period:

127



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Section II: Recruitment Source Information

<u>Recruitment Source:</u>		Total Number of Interviewees this Source Has Provided During this Period (if any).	Full Time Positions For Which this Source Was Utilized
Name:	Contact Information:		
1 Internal Posting/Employee Referral	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	35	10
2 Internship	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	3	1
3 KHQ.com swxrightnow.com nbcrightnow.com	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	22	5
4 Spokesman Review	Jean Robinson Review Tower, 999 W Riverside, Spokane 99201 Phone: 509-459-5023 Email: commercialclass@Spokesman.com	0	
5 Aging & Long Term Care of Eastern Washington	Khristina Scheideler 1222 N Post, Spokane, WA 99201 Phone: 509-458-2509 ext 215 Email: khristina.scheideler@dshs.wa.gov	0	
6 American Indian Community Center (AICC)	Linda Lauch 610 E North Foothills Dr, Spokane, WA 99207 Phone: 509-535-0886 Email: lindal@aiccinc.org	0	
7 Central Washington University Department of Communication	Department of Communication 400 E University Way, Ellensburg WA 98926 Phone: 509-963-1921 Email: career@cwu.edu	0	
8 Civil Service Dept	Career Services 4th Flr, 808 W Spokane Falls Blvd, Spokane, WA 99201-3315 Phone: 509-625-6160 Email: civilservice@spokanecity.org	0	
9 Columbia College Chicago	Career Services 623 S Wabash, Rm #307, Chicago, IL 60605 Phone: 312-369-7280 Email: columbiaworks@colum.edu	0	
10 Colville Confederated Tribes	Human Resources Box 150, Nespelam, WA 99155 Phone: 800-506-9434 Email: anthony.thomas.etc@colvilletribes.com	0	
*11 ENSO	Ryan Enso 508 W 6th Ave, Suite 400, Spokane, WA 99204 Phone: 509-329-6010 Email: ryan.enso@hotmail.com	0	
12 Eastern Washington University African American Education Program	Dr. Scott Finnie 216 Isle Hall, Cheney WA 99004-2420 Phone: 509-359-2205 Email: sfinnie@ewu.edu	0	
13 Eastern Washington University Career Services	Career Services 114 Showalter Hall, Cheney WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
14 Eastern Washington University Chicano Education Program	Career Services 203 Monroe Hall, Cheney, WA 99004 Phone: 509-359-2230 Email: chicanoed@ewu.edu	0	



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15 Eastern Washington University Dept of Theatre & Film	Annie Hudson Electronic Media & Film, 104 RTV Bldg, Cheney WA 99004 Phone: 509-359-6390 Email: ahudson5@ewu.edu	0	
16 Napoli Management Group	Mendes Napoli 8844 W Olympic Blvd, St 100, Beverly Hills, CA 90211 Phone: 310-385-8222 Email: nmg@tvtalent.com	0	
17 North East Community Center	Rosa Lopez 4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: rlopez@necommunitycenter.com	0	
18 Spokane Community College Multicultural Student Services	Corey Sutter 1810 N Green St, MS-2081, Spokane 99217 Phone: 509-533-7032 Email: csutter@scc.spokane.edu	0	
19 Southwest Spokane Community Center	Mark Reilly 310 S, Spokane, WA 99201 Phone: 509-624-8634 Email: mreilly@webband.com	0	
20 Spokane Falls Community College	Gabby Ryan 3410 W Fort George Wright Dr, Spokane 99224 Phone: 509-533-4411 Email: careers@spokanefalls.edu	0	
21 Spokane Tribe of Indians Employment Services	Jennifer Covington PO Box 206, Wellpinit, WA 99040 Phone: 509-458-6569 Email: hradmin@spokanetribe.com	0	
22 TV Jobs.com - Broadcast Employment Services	Employment Svc. PO Box 4116, Oceanside, CA 92058 Phone: 800-374-0119 Email: admin@tvjobs.com	13	1
23 Washington State Commission on Hispanic Affairs	Washington State Commission on Hispanic Affairs P.O. Box 40924, Olympia, WA 98504 Phone: 360-725-5661 Email: hispanic@cha.wa.gov	0	
24 Washington State University Communications Dept	WSU - Communications Dept Pullman WA 99164-1061 Email: communications@wsu.edu	0	
25 YWCA Opportunity Center	Erica Schreiber 930 N Monroe St, Spokane, WA 99201 Phone: 509-326-1190 Email: woclab@ywcaspokane.org	0	
26 Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: <a href="http://spokane.craigslist.org">http://spokane.craigslist.org</a>	11	
27 Gonzaga University	Gonzaga University - Katherine Brackmann (Handshake.com) E 502 Boone, Spokane 99258 Phone: 509-313-4237 Email: brackmann@gonzaga.edu	0	
28 Whitworth University	Whitworth University - Kimberly Ortiz (Handshake.com) 300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	



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29 Greater Spokane Inc	Alisha Benson 801 W Riverside, Suite 100, Spokane WA 99201 Phone: 509-321-3608 Email: info@greaterspokane.org, Website: www.greaterspokane.org	0	
30 North Idaho College	Career Center Services 1000 W Garden Ave, Coeur d'Alene ID 83814 Phone: 208-769-7821 http://nic.edu/career/jobs Email: karen.glaeser@nic.edu	0	
31 Radio Broadcasting/TV Broadcasting Newsletter	Jim Carnegie PO Box 6633, Woodbridge VA 22195 Phone: 813-909-2916 Website: http://rbr.com/category/television-careers/	0	
<b>No longer in service</b>			
32 Spokane Community College Career Employment Services	Norma Cantu 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 Email: norma.cantu@scc.spokane.edu	0	
33 Worksource	Jeff Miller 130 S Arthur, Spokane WA 99202 <a href="http://www.worksourcewa.com">www.worksourcewa.com</a>	5	1
34 Eastern Washington University (MAIL) American Indian Studies	Deidre Almeida, Director 706 5th St, Cheney, WA 99004 509-359-2441	0	
35 Martin Luther King Jr Family Outreach Center (MAIL)	Freda Gandy 845 S Sherman St, Spokane 99202 Phone: 509-455-8722 Email: fdesk@mlkspokane.org	0	
36 WSAB (Wa State Assoc of Broadcasters) separate email with attachment of job ad	Keith Shipman cell#541-419-0141 724 Columbia St NW, Suite 310, Olympia, WA 98501 360-705-0774 Email: kshipman@wsab.org http://www.wsab.org/jobbank_employers.html	1	
37 Job Fair - Next Gen	KHQ 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	1	
38 Indeed.com	<a href="https://employers.indeed.com/m">https://employers.indeed.com/m</a> 800-475-4361	24	4
39 Office Team - Robert Half	Dianne LaValley 601 W Riverside Ave, Suite 960 Spokane, WA 99201 (509) 747-2058	1	1
40 Youtube.com	Youtube.com San Bruno, CA <a href="https://www.youtube.com/resultssearch_query=mmj+reel">https://www.youtube.com/resultssearch_query=mmj+reel</a>	8	1
41 LinkedIn.com	Career Page <a href="https://www.linkedin.com/">https://www.linkedin.com/</a>	3	
Total		127	24

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



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**Section III: Supplemental(Non-Vacancy Specific) Recruitment Activities Undertaken by KHQ.**

<u>Activity:</u>	<u>Description of the Activities:</u>
Job Fair	Participated in the All Majors Career Fair: October 2017 at Eastern Washington University. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. Descriptions and applications were available for the job candidates. Over twenty resumes were accepted. 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 Fuse Career Fair sponsored by four local Universities at the Spokane Convention Center. Eastern Washington University, Gonzaga University, Washington State University and Whitworth University hosted the event in March 2018. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. Job descriptions and applications were distributed. 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 2018. Station representatives met with students to discuss the job and internship opportunities available at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. The Director of Recruiting and Training discussed with instructors about how to better equip students for today's media landscape.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 5th Annual Job fair on May 24, 2018 at the Spokane Convention Center. Station representatives discussed opportunities with KHQ-TV, KNDO-TV, 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 to the larger market Stations. Talent and weather staff answered questions about their jobs and education requirements for their positions.
Job Fair	Participated in the Whitworth University Hold a Career and Internship Fair in September 2018 to help new and seasoned students find a career in a field of their choice. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, 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 to the larger market Stations.
Job Shadow Program	KHQ regularly takes part in job shadow programs. These are middle school, high school or college students that are in the station for a one or two day visit to learn about various job and career opportunities in broadcasting. There were twenty three job shadows in this reporting year in the news department.
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 seventeen interns during the reporting year in the news and SWX departments. During the reporting year KHQ hired 1of these interns for a full-time position and two others were hired at our Montana stations full time.
Mentoring Program	Employees from Cowles Montana Media Company (CMMC) our "brother/sister broadcast entity" often visit KHQ-TV in Spokane, WA to train with staff in the larger market. News, Production, web and Sales personnel have participated in this mentoring activity this reporting year. In addition The Director of Training and Recruiting and the Director of Content and Marketing work with all content employees including the News Directors, producers and Multi-Media Journalists for guidance, and training.
Tours	KHQ gave thirty two station tours to various groups of students in which the broadcasting industry is explained including job opportunities and the requirements needed for the jobs.



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Events Sponsored by KHQ Station Representatives participated in four events including classroom presentations from grade school classes Educational Institutions related to college classes, and county-wide high school career fairs about broadcast career opportunities and the related to Career Opportunities in educational requirements. Broadcasting

Events Sponsored by Participated in the Partners for Work Interview Event hosted by the Spokane Rotary Club in which the Station Manager Community Organizations and the Director of Recruitment and Training interviewed multiple candidates for practice and constructive criticism as related to Career Opportunities well as possible employment. in Broadcasting

Training The Director of Training and Recruiting participated in a workshop presented by WorkSource. The presentation addressed basic disability etiquette and ADA, taught attendees how to recognize unconscious bias, and how to start conversations in a safe manner, and how to ask and conduct research.

Training The station hires local college students and recent college graduates as freelance workers for live-over the air sports productions. With this, the station offers training to achieve the skill level necessary to successfully work in full time positions in the broadcast industry such as a field camera operator and production assistant. This experience gained has led to freelance jobs with other network affiliated sports production companies such as ESPN, Root Sports, and the Pac12 network.

Training Managers participated in various monthly training sessions led by the Corporate Human Resource Manager including topics of Harassment, FMLA, Company policy updates, Legal landscape, Difficult conversations, and Performance management.

Training The sales staff met with a media consultant from Leigh Stowell & Company in February, 2018. The training and workshop was designed to bolster the efforts of the sales team by providing the intelligence and the tools they need to reach their short and long-term advertising, marketing and research objectives.