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.
### Annual EEO Public File Report Form

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

**Station:** KHQ TV

### Section I: Vacancy Information

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

**Total Number of Persons Interviewed During Applicable Period:** 127
## Annual EEO Public File Report Form
Covering the period: from 10/01/17 to 09/30/18

Station: KHQ TV

### Section II: Recruitment Source Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact Information:</th>
<th>Total Number of Interviewees this Source Has Provided During this Period (if any).</th>
<th>Full Time Positions For Which this Source Was Utilized</th>
</tr>
</thead>
</table>
| 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 | 0 |
| 5 Aging & Long Term Care of Eastern Washington | Khristina Scheidel  
1222 N Post, Spokane, WA 99201  
Phone: 509-458-2509 ext 215  
Email: khristina.scheideler@dshs.wa.gov | 0 | 0 |
| 6 American Indian Community Center (AICC) | Linda Lauch  
610 E North Foothills Dr, Spokane, WA 99207  
Phone: 509-535-0886  
Email: linda@aiicinc.org | 0 | 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 | 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 | 0 |
| 9 Columbia College Chicago | Career Services  
623 S Wabash, Rm #307, Chicago, IL 60605  
Phone: 312-369-7280  
Email: columbiaworks@chic.edu | 0 | 0 |
| 10 Colville Confederated Tribes | Human Resources  
Box 150, Nespelem, WA 99155  
Phone: 800-506-9434  
Email: anthony.thomas.etc@colvilletribes.com | 0 | 0 |
| **11 ENSO** | Ryan Enso  
508 W 6th Ave, Suite 400, Spokane, WA 99204  
Phone: 509-329-6010  
Email: ryan.enso@hotmail.com | 0 | 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 | 0 |
| 13 Eastern Washington University  
Career Services | Career Services  
114 Showalter Hall, Cheney WA 99004  
Phone: 509-359-6385  
Email: careers@ewu.edu | 0 | 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 | 0 |
### Section II: Recruitment Source Information

<table>
<thead>
<tr>
<th>Recruitment Source:</th>
<th>Name:</th>
<th>Contact Information:</th>
<th>Total Number of Interviewees this Source Has Provided During this Period (if any).</th>
<th>Full Time Positions For Which this Source Was Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Eastern Washington University Dept of Theatre &amp; Film</td>
<td>Annie Hudson</td>
<td>Electronic Media &amp; Film, 104 RTV Bldg, Cheney WA 99004 Phone: 509-359-6390 Email: <a href="mailto:ahudson5@ewu.edu">ahudson5@ewu.edu</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>16 Napoli Management Group</td>
<td>Mendes Napoli</td>
<td>8844 W Olympic Blvd, St 100, Beverly Hills, CA 90211 Phone: 310-385-6222 Email: <a href="mailto:rmg@tvtalent.com">rmg@tvtalent.com</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>17 North East Community Center</td>
<td>Rosa Lopez</td>
<td>4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: <a href="mailto:rlopez@necommunitycenter.com">rlopez@necommunitycenter.com</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>18 Spokane Community College Multicultural Student Services</td>
<td>Corey Sutter</td>
<td>1810 N Green St, MS-2081, Spokane 99217 Phone: 509-533-7032 Email: <a href="mailto:csutter@scc.spokane.edu">csutter@scc.spokane.edu</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19 Southwest Spokane Community Center</td>
<td>Mark Reilly</td>
<td>310 S, Spokane, WA 99201 Phone: 509-624-8634 Email: <a href="mailto:mreilly@webband.com">mreilly@webband.com</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>20 Spokane Falls Community College</td>
<td>Gabby Ryan</td>
<td>3410 W Fort George Wright Dr, Spokane 99224 Phone: 509-533-4411 Email: <a href="mailto:careers@spokanefalls.edu">careers@spokanefalls.edu</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>21 Spokane Tribe of Indians Employment Services</td>
<td>Jennifer Covington</td>
<td>PO Box 206, Wellpinit, WA 99040 Phone: 509-458-6569 Email: <a href="mailto:hradmin@spokanetribe.com">hradmin@spokanetribe.com</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>22 TV Jobs.com - Broadcast Employment Services</td>
<td>Employment Svc.</td>
<td>PO Box 4116, Oceanside, CA 92058 Phone: 800-374-0119 Email: <a href="mailto:admin@tvjobs.com">admin@tvjobs.com</a></td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>23 Washington State Commission on Hispanic Affairs</td>
<td>Washington State Commission on Hispanic Affairs</td>
<td>P.O. Box 40924, Olympia, WA 98504 Phone: 360-725-5661 Email: <a href="mailto:hispanic@cha.wa.gov">hispanic@cha.wa.gov</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>24 Washington State University Communications Dept</td>
<td>WSU - Communications Dept</td>
<td>Pullman WA 99164-1061 Email: <a href="mailto:communications@wsu.edu">communications@wsu.edu</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>25 YWCA Opportunity Center</td>
<td>Erica Schreiber</td>
<td>930 N Monroe St, Spokane, WA 99201 Phone: 509-326-1100 Email: <a href="mailto:woclab@ywcaspokane.org">woclab@ywcaspokane.org</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>26 Craigslist</td>
<td>Craig Newmark</td>
<td>PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 Website: <a href="http://spokane.craigslist.org">http://spokane.craigslist.org</a></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>27 Gonzaga University</td>
<td>Gonzaga University - Katherine Brackmann (Handshake.com)</td>
<td>E 502 Boone, Spokane 99258 Phone: 509-313-4237 Email: <a href="mailto:brackmann@gonzaga.edu">brackmann@gonzaga.edu</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>28 Whitworth University</td>
<td>Whitworth University - Kimberly Ortiz (Handshake.com)</td>
<td>300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: <a href="mailto:kortiz@whitworth.edu">kortiz@whitworth.edu</a></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
### Annual EEO Public File Report Form
### Covering the period: from 10/01/17 to 09/30/18

**Station:** KHQ TV

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<table>
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<tr>
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<th>Full Time Positions For Which this Source Was Utilized</th>
</tr>
</thead>
</table>
| 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 | |
| No longer in service | | | |
| 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  
www.worksourcewa.com | 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@milkspokane.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 | https://employers.indeed.com/m  
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  
https://www.youtube.com/resultssearch_query=mmj+reel | 8 | 1 |
| 41 Linkedin.com | Career Page  
https://www.linkedin.com/ | 3 | |

**Total:** 127 24

Note: * Indicates sources that have requested notification of job openings.
### Activity: Job Fair

**Activity:**

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

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

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.