



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.

The information contained in this Report covers the time period beginning October 1, 2023 to and including September 30, 2024 (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 they were interviewed in person, over the telephone or by e-mail.



Annual EEO Public File Report Form
Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

Section I: Vacancy Information

Full Time Positions Filled by Job			Total # of	Recruitment Sources Notified for
Title:	Recruitment Source of Hiree:	Date Position Filled	Interviewees from all Sources for this position:	each position (from Section II Recruitment Source)
1 Lead Executive Producer	Promotion	10/1/2023	1	Promotion
2 Technical Media Producer	Promotion	10/2/2023	4	1-23
3 Photographer	Promotion	10/2/2023	3	1-23
4 Newscast Director	Promotion	10/10/2023	3	1-23
5 Digital Account Coordinator	Indeed	10/23/2023	3	1-23
6 Photographer	WSU	11/27/2023	5	1-23
7 Technical Media Producer	Promotion	12/10/2023	6	1-9,11-24,28
8 Newscast Producer	Promotion	12/10/2023	6	1-23,25
9 Technical Media Producer	Promotion	12/24/2023	6	1-9,11-23
10 Digital Content Producer	KHQ Website	12/27/2023	9	1-9,11-23
11 Assistant Traffic Manager	Promotion	1/1/2024	1	Promotion
12 Newscast Producer	Promotion	1/8/2024	3	1-9,11-23
13 System Support Engineer	Promotion	1/7/2024	6	1-9,11-23
14 Senior Producer	Promotion	1/7/2024	1	Promotion
15 Marketing Consultant	Promotion	1/8/2024	5	1-9,11-23,25
16 Master Control Operator	Indeed	1/23/2024	3	1-9,11-23
17 Newscast Producer	Indeed	1/30/2024	8	1-9,11-24,25
18 Accounting Assistant	Indeed	2/1/2024	6	1-9,11-23
19 Accounts Payable	Indeed	2/5/2024	6	1-9,11-23
20 Digital Content Producer	Indeed	2/5/2024	9	1-9,11-23
21 Digital Content Producer	KHQ Website	2/5/2024	9	1-9,11-23
22 Traffic Assistant	Indeed	2/20/2024	3	1-9,11-23
23 Newscast Director	Promotion	2/26/2024	3	1-9,11-23
24 Technical Media Producer	Promotion	3/3/2024	5	1-9,11-23
25 Executive Producer	Promotion	4/15/2024	1	Promotion
26 Producer	KHQ Website	4/17/2024	5	1-9,11-23
27 Master Control Operator	Indeed	5/1/824	3	1-9,11-23
28 Technical Media Producer	Promotion	5/26/2024	9	1-9,11-23
29 Senior Director of Sports	Referral	5/27/2024	5	1-9,11-23,29-31
30 Digital Director SWX	Promotion	6/10/2024	1	Promotion
31 Senior Director	Promotion	6/23/2024	1	Promotion
32 Production Manager	Promotion	6/23/2024	1	Promotion
33 Senior Director	Promotion	6/23/2024	1	Promotion
34 Photographer	KHQ Website	6/24/2024	8	1-9,11-23
35 Newscast Director	Promotion	7/7/2024	4	1-23
36 Weekend Content Mgr./Digital Producer	Promotion	7/15/2024	1	Promotion
37 Newscast Director	Internal	7/22/2024	4	1-23
38 Newscast Director	KHQ Website	7/22/2024	4	1-23
39 Newscast Director	Promotion Transfer	8/5/2024	3	1-23
40 Master Control Operator	Indeed	8/8/2024	4	1-23
41 Newscast Director	Promotion	8/18/2024	4	1-23
42 Reporter Multi Media Journalist	Intern/Promotion	8/26/2024	5	1-23
43 Photographer	KHQ Website	8/26/2024	4	1-23
44 Reporter Multi Media Journalist	KHQ Website	8/26/2024	9	1-24,27
45 Sports Director-SWX	Promotion	9/1/2024	6	1-23
46 Sports Anchor Reporter	Promotion	9/5/2024	1	Promotion
47 WUM Anchor/Executive Producer	Employee Referral	9/5/2024	4	1-23
48 Assistant News Director	KHQ Website	9/30/2024	4	1-23

Total Number of Persons Interviewed During Applicable Period:

206



Annual EEO Public File Report Form
Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

Section II: Recruitment Source Information

		Total Number of Interviewees this Source Has Provided During this Period (if any).	Full Time Positions For Which this Source Was Utilized
Recruitment Source:	Contact Information:		
1 Internal Posting/Employee Referral Interns /Promotions	Jeff Hite -Director of Recruiting & Training 1201 W Sprague Ave, Spokane, WA 99201 Phone: 509-448-6000 Email: jeff.hite@nonstoplocal.com	52	30
2 Non Stop Local Website KHQ Inc. - KNDO-KNDU-Cowles MT Media https://www.nonstoplocal.com/employment VISTA Corporate Career Page	Jeff Hite -Director of Recruiting & Training 1201 W Sprague Ave, Spokane, WA 99201 Phone: 509-448-6000 Email: jeff.hite@nonstoplocal.com	23	8
3 American Indian Community Center (AICC)	Linda Lauch 1025 West Indiana Ave, Suite 10, Spokane, WA 99205 Phone: 509-535-0886 Website: https://aiccinc.org/contact/ Email: linda@aiccinc.org	0	
4 Central Washington University	400 E. University Way MS 7438 - Ellensburg, WA 98926 Phone: 509-963-1055 Website: https://www.cwu.edu/academics/communication/ Email: communications@cwu.edu	0	
5 Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	5	
6 North East Community Center	Rosa Lopez 4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: rlopez@necommunitycenter.com	0	
7 Gonzaga University	Gonzaga University-Katherine Brackmann E 502 Boone, Spokane, WA 99258 Phone:509-313-4344 Email: careers@gonzaga.edu website: https://gonzaga-csm.symplicity.com/	0	
8 Indeed.com	https://employers.indeed.com/m 800-475-4361	106	9
9 Columbia Basin College Handshake	2600 N. 20th Avenue H Building Pasco, WA 99301 Phone: 509-542-4699 Email: careerservices@columbiabasin.edu	0	
10 Eastern Washington University Career Services Handshake	Career Services 926 Elm St PUB 332,Cheney, WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
11 Idaho State University Handshake	Museum Building 12 4th Floor Room 418 921 South 8th Avenue Spot 8108 Pocatello, ID 83209 Phone: 208-282-2380 Email: careers@isu.edu	0	
12 Martin Luther King Jr Family Outreach Center	Freda Gandy 500 S Stone St, Spokane, WA 99202 Phone: 509-455-8722 Email: fgandy@mlkspokane.org website: https://mlkspokane.org	0	
13 North East Community Center	Rosa Lopez 4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: rlopez@necommunitycenter.com	0	
14 Spokane Falls Community College	Career Education Office 3410 West Fort George Wright Drive, Spokane, WA 99224 Phone: 509-533-3540 Website: College Central Network@ Email: SFCC.StudentEmployment@sfcc.spokane.edu	0	



Annual EEO Public File Report Form
Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

Section II: Recruitment Source Information

Recruitment Source:		Contact Information:	Total Number of Interviewees this Source Has Provided During this Period (if any).	Full Time Positions For Which this Source Was Utilized
15	Spokane Community College Career Services	Career Services 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 https://spokanec-csm.symplicity.com	0	
16	The College of Idaho Handshake	2122 Cleveland Blvd, Caldwell, ID 83605 Phone: 208-459-5011 Email: careerservices@collegeofidaho.edu Website: https://www.collegeofidaho.edu	0	
17	TV Jobs.com Broadcast Employment Services	Employment Services 3342 Hollowtree Dr, Oceanside, CA 92058 Phone: 800-374-0119 Email: admin@tvjobs.com Web: https://www.tvjobs.com/cgi-bin/global/login.cgi	1	
18	Whitworth University Handshake	Whitworth University - Kimberly Ortiz 300 West Hawthorne Rd, Spokane, WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	
19	University of Idaho Handshake	Career Services 875 Perimeter Dr MS 2534 Moscow, ID 83844-2534 https://www.uidaho.edu/current-students/career-services	3	
20	University of Montana Handshake	Career Services Lommasson 154, Missoula, MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
21	Washington State University	Camille Vaughn, Director of Development Phone: 509-335-4575 Email: camille.vaughn@wsu.edu ; communications@wsu.edu Website: https://murrow.wsu.edu/	1	1
22	Worksource	Career Services 130 S Arthur, Spokane, WA 99202 www.worksourcewa.com	0	
23	WSAB (WA State Assoc of Broadcasters)	Keith Shipman phone:541-419-0141 PO Box 18026, Spokane, WA 99228 Phone: 360-705-0774 Email: kshipman@wsab.org website: www.wsab.org	0	
24	Youtube.com	Youtube.com San Bruno, CA https://www.youtube.com	8	
25	Linkedin.com	Jeff Hite Director of Recruiting & Training NonStop Local www.linkedin.com	3	
26	Edward R Murrow Symposium WSU	Camille Vaughn, Director of Development Phone: 509-335-4575 Email: camille.vaughn@wsu.edu ; communications@wsu.edu Website: https://murrow.wsu.edu/	1	
27	KHQ-Worksource Job Fair	Worksource Career Services 130 S Arthur, Spokane, WA 99202 www.worksourcewa.com	1	
28	Gonzaga Job Fair	Gonzaga Career & Professional Development 502 E. Boone Avenue, Spokane, WA 99258 Phone: 509-313-4234 https://www.gonzaga.edu/student-life/career-services	1	
29	Media Recruiter	Media Recruiter Birschbach Recruitment Network 10582 Parkington Lane # 37B Highlands Ranch, CO 80126 Art Scott VP: art@MediaRecruiter.com https://www.mediarecruiter.com	0	



Annual EEO Public File Report Form
 Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

Section II: Recruitment Source Information

Section II: Recruitment Source Information			Total Number of Interviewees this Source Has Provided During this Period (if any).	Full Time Positions For Which this Source Was Utilized
Recruitment Source:	Contact Information:			
30	Spots N Dots	Spots N Dots SND Publishing, LLC Phone: 888-884-2630 Email: issues@sposndots.com https://www.spotsndots.com/site/forms/online_services/classified_ad/	0	
31	TV NewsCheck	TV NewsCheck Media LLC 238 Crosshill Road, Wynnewood, PA 19096 Phone: 610-649-7989 https://tvnewscheck.com/	1	
Total			206	48

Note: * Indicates sources that have requested notification of job openings- none in 2023-2024 reporting period.



Annual EEO Public File Report Form
Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

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

<u>Activity:</u>	<u>Description of the Activities:</u>
Job Fair	The Director of Recruitment(DOR) participated in the Fall 2023 University of Idaho Career Fair, October 4, 2023. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at KHQ, Incorporated stations and Cowles Montana Media Company stations, including KHQ TV.
Job Fair	The Director of Recruitment(DOR) participated in the Gonzaga All Majors Career & Internship Fair, October 11, 2023. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at KHQ, Incorporated stations and Cowles Montana Media Company stations, including KHQ TV.
Job Fair	The Director of Recruitment(DOR) participated in the Fall Spokane Falls Student Employment and Career Services Fair, October 26, 2023. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at KHQ, Incorporated stations and Cowles Montana Media Company stations, including KHQ TV.
Job Fair	The Director of Recruitment (DOR) participated in the Washington State University Career Expo, February 6, 2024. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Career Fair on February 7,2024. The DOR spoke with students about our company, what we do and where we operate. The DOR talked with students individually about careers and the company internship programs including the requirements and how to apply for an internship. He also talked about the current and future job opportunities at all station locations for KHQ-TV, KNDO/U-TV and Cowles Montana stations.
Job Fair	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Job Fair on April 24,2024. The Director of Recruitment (DOR) and station representatives spoke with job seekers about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The DOR talked about careers in media and journalism and the paths, typical education for the various positions and entry level positions at all locations.
Job Fair	KHQ-TV participated in the Spokane Falls Community College Job Fair on April 25,2024. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO/U TV and Cowles Montana stations. The DOR also spoke with the students about careers in media/journalism and the paths to gain many of these positions including entry-level positions at all locations.
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 10 job shadows in this reporting year in the content 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 8 interns during the reporting year in the news and SWX departments. One intern was hired to work at KHQ after their internship.
Mentoring Program	The Director of Recruitment and Training works with all content employees across the Companies including: co-owned Cowles Montana Media Company (CMMC) and KNDO TV and KNDU TV "brother/sister stations" to KHQ-TV under KHQ, Inc. They work with News Directors, Producers and Multi-Media Journalists for guidance on news story selection and time management, training through critiques, conference calls, personal training visits, and podcasts/training videos.



Annual EEO Public File Report Form
Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

Tours	KHQ gave 15 station tours to various groups from students to adults in which the broadcasting industry was discussed including job opportunities and the requirements needed for jobs in the broadcast industry.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) participated in the Gonzaga University Career Development Class on February 3, 2024. The DOR was part of a panel discussion on the topic of career development strategies. The DOR shared with the students about resume and interview strategies and shared resume and interview strategies as well. Discussion included professionalism and what that looks like in the workplace and internships and how they can benefit the student. He also discussed current and future job opportunities at KHQ-TV, KNDO/U-TV and our Cowles Montana Stations
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) participated in the Spokane Public Schools 5th Grade Career Fair. The DOR spoke with over 2,000 fifth graders about careers in journalism, the different job functions, education needed, and career paths. We also talked about job shadows, internships and all our TV station locations.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment and 5 KHQ Station Representatives participated in the WSU Murrow Symposium on April 3rd and 4th, 2024. During this two day event they participated on panels about careers in journalism, long-form storytelling and sports production. The also spoke individually with students about positions within the Companies both current and in the future as well as internship opportunities at KHQ-TV, KNDO/U-TV and our Cowles Montana Stations. KHQ TV hired one intern to a full time position during this reporting period.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KHQ Employees participated in the Eastern Washington University Diversity & Inclusion Festival on April 18, 2024. The Director of Recruitment (DOR) and station representatives spoke with students from diverse cultures backgrounds about careers in broadcasting, media and content. We also talked about internships and job shadow opportunities across all our stations in Washington and Montana.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) participated in three events that included classroom presentations where they spoke to grade schools or high school students about internships and job opportunities in a broadcast television station and the education necessary for the different positions.
KHQ sponsored a Junior Journalist Experience	KHQ sponsored a Junior Journalist Experience contest which involved 13-18 year olds writing essays to learn and experience the broadcast journalism field. The 14 year old winner experienced traveling to the Johnson Space Center in Houston, TX, meeting and interviewing Spokane native and astronaut, Anne McClain, learned and worked with KHQ journalists (an Anchor and photographer). The interview appeared on air and streamed on NonStop Local KHQ. The Junior Journalist Experience is part of KHQ TV's extensive effort to offer opportunities to students to learn and experience the broadcast journalism field.
Training	KHQ Employees participated in a Cowles Corporate sponsored Diversity, Equity & Inclusion Series on 10/6/24 focused on Hispanic Heritage. Employees participated on a panel discussion and remaining employees learned virtually via Teams about Latin American history and understanding of Hispanic Latino Americans in our community and how to take action beyond to implement that understanding on a daily basis.
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 led to freelance jobs with other network affiliated sports production companies such as ESPN and other larger sports networks.
Training	The KHQ Station Manager attended the NAB conference in Las Vegas for 5 days of seminars and networking events in April 2024. The conference covered topics like best practices in hiring, management training, technology advancements to better the workforce, diversity in the workplace, and overcoming challenges in the present environment .
Training	Seven Senior Broadcast Directors of KHQ participated in a six week Everything DISC-Work of Leaders training. The training provided a three-step process to reflect on how the leader might approach creating a vision, building alignment around the vision and championing execution of the vision. It focused on tangible steps directed at leading a group/organization toward desired outcomes using preferred behavior and best practices.



Annual EEO Public File Report Form
Covering the period: from 10/01/23 to 09/30/24

Station: KHQ TV

Training	One KHQ station Broadcast Engineer attended the Gates Air Transmitter Training classes in February, 2024 in Quincy, Ill. Training included the theory of operation for the transmitter and training for normal maintenance of ULTXE transmitters.
Training	The KHQ Sales team meets weekly to use Google's Skillshop Academy learning Fundamentals of Digital Marketing to advance their digital marketing skills. They are using business simulation exercises from Stukent, Novella and Stratix to supplement this training. They utilize case studies through the Harvard Business Review for real life situational learning.
Training	The KHQ managers have access to a "Manager Corner" a dedicated section on the Employee Resources online site tailored to the management team providing valuable resources, guides, and tools to assist in day-today management tasks. Topics include, Effective interviewing techniques, interviewing do's and don'ts, Interviews-What Not to Ask and includes an Interview Question Bank, Interviewing and the ADA training module, Documentation Training as a Manager and Company Practices and Standards, Performance Evaluation Training and various others.
Training	All Cowles Company Stations Management Team participated in an all day Human Resources(HR) retreat on February 27, 2024. Rebecca Larson, a Senior Training Specialist and Organizational Development from Gonzaga University led the group in team building activities and spoke on the "Leader as a Coach" providing input into "Coaching" employees to reach their full potentials for employee development and performance. Discussion centered on generations in the workforce and how to manage each of them. Jessi Everhardt, of Cowles HR, also led sessions on interviewing and performance reviews.
Training	Cowles Company, owner of KHQ TV also provides a quarterly solutions newsletter resource for managers aimed at bolstering leadership and human resource practices. Highlight examples include strategies for building meaningful relationships with team members from the get-go; Tips on supporting employees through personal challenges, including making the most of the EAP's counseling and support services and guidance on managing performance issues with empathy and effectiveness.