



## **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, 2022 to and including September 30, 2023 (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.



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**Covering the period: from 10/01/22 to 09/30/23**

**Station: KHQ TV**

**Section I: Vacancy Information**

Full Time Positions Filled by Job			Total # of Interviewees from all Sources for this position:	Recruitment Sources Notified for each position (from Section II Recruitment Source)
Title:	Recruitment Source of Hiree:	Date Position Filled		
1 Newscast Producer	Promotion	10/3/2022	6	1-13,15-28
2 A/R Billing/Receptionist	Indeed	10/10/2022	5	1-31
3 Live Sports Director	Promotion	10/24/2022	1	1-31
4 Master Control Operator	Indeed	10/24/2022	3	1-31
5 Senior Producer	Promotion	10/24/2022	9	1-31,33
6 News Photographer	Promotion	10/24/2022	9	1-31
7 Executive News Director	Promotion	11/3/2022	1	Promotion
8 Newscast Producer	Promotion	11/9/2022	8	1-13,15-28,36
9 Sales Assistant	Internal Posting-Transfer	11/21/2022	4	1-31
10 Marketing Consultant	Indeed	12/1/2022	6	1-31,33
11 Master Control Operator	Indeed	12/19/2022	6	1-31
12 Reporter/Multimedia Journalist	Intern	12/19/2022	9	1-33
13 Master Control Operator	Indeed	1/3/2023	6	1-31
14 System Support Engineer	Promotion	1/8/2023	5	1-31
15 Newscast Producer	Craigslist	1/9/2023	9	1-13,15-28,33
16 Station Manager	Indeed	1/9/2023	6	1-31
17 Sales Assistant	Indeed	10/10/2023	4	1-31
18 Newscast Producer	Employee Referral	1/13/2023	9	1-31
19 Master Control Operator	Indeed	1/17/2023	6	1-31
20 Reporter/Multimedia Journalist	YouTube	1/23/2023	9	1-31
21 Master Control Operator	Indeed	1/30/2023	6	1-31
22 Anchor	Promotion	2/5/2023	1	Promotion
23 News Anchor/Reporter	Promotion	2/6/2023	1	Promotion
24 Newscast Producer	Promotion	2/6/2023	5	1-31,37
25 Sr Dir. of Business Development	KHQ.Com	2/6/2023	7	1-31,33,38
26 Sales Assistant	Indeed	2/13/2023	4	1-31
27 SWX Sport Producer	Promotion	2/19/2023	1	Promotion
28 Marketing Consultant	Indeed	3/1/2023	9	1-31
29 Marketing Consultant	Indeed	3/1/2023	9	1-31
30 Newscast Producer	KHQ.com	3/20/2023	9	1-31,37,39
31 Reporter/Multimedia Journalist	YouTube	3/27/2023	9	1-32
32 Technical Media Producer	Promotion	4/3/2023	5	1-31
33 Sales Assistant	KHQ.Com	4/24/2023	4	1-31
34 Newscast Producer	Promotion	5/9/2023	6	1-32,39
35 News Content Manager	Promotion	5/10/2023	7	1-31
36 Technical Media Producer	Promotion	5/22/2023	9	1-31
37 Digital Content Producer	KHQ.Com	5/22/2023	9	1-31
38 Newscast Director	Promotion	5/22/2023	4	1-31
39 Master Control Operator	Indeed	6/19/2023	9	1-31,35
40 Reporter/Multimedia Journalist	YouTube	6/26/2023	9	1-31
41 Director of Design	Promotion Transfer	7/6/2023	1	Promotion
42 Live Sports Director	KHQ.Com	7/17/2023	2	1-31
43 Producer	Promotion	7/26/2023	5	1-31
44 Station Manager	Promotion	8/1/2023	6	1-31
45 Broadcast Engineer	Promotion	8/6/2023	1	Promotion
46 Weekend Content Manager	Indeed	8/15/2023	9	1-31
47 Master Control Operator	Indeed	8/21/2023	7	1-31,35
48 Maintenance Engineer	Indeed	9/7/2023	3	1-31
49 General Sales Manager	TV News Check	9/25/2023	8	1-31,40,41

Total Number of Persons Interviewed During Applicable Period:

**286**



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**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
<b>Recruitment Source:</b>	<b>Contact Information:</b>		
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	45	23
2 <b>Non Stop Local Website</b> KHQ Inc. - KNDO-KNDU-Cowles MT Media <a href="https://www.nonstoplocal.com/employment/">https://www.nonstoplocal.com/employment/</a>	Jeff Hite -Director of Recruiting & Training 1201 W Sprague Ave, Spokane, WA 99201 Phone: 509-448-6000 Email: jeff.hite@nonstoplocal.com	36	5
3 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	
4 American Indian Community Center (AICC)	Linda Lauch 1025 West Indiana Ave, Suite 10, Spokane, WA 99205 Phone: 509-535-0886 Website: <a href="https://aiccinc.org/contact/">https://aiccinc.org/contact/</a> Email: linda@aiccinc.org	0	
5 Central Washington University Department of Communication	Department of Communication 400 E. University Way MS 7438 - Ellensburg, WA 98926 Phone: 509-963-1055 Website: <a href="https://www.cwu.edu/academics/communication/">https://www.cwu.edu/academics/communication/</a> Email: communications@cwu.edu	0	
6 Civil Service Dept	Career Services 4th Flr, City Hall 808 W Spokane Falls Blvd, Spokane, WA 99201-3315 Phone: 509-625-6160 <a href="https://my.spokanecity.org/bcc/commissions/civil-service-commission/">https://my.spokanecity.org/bcc/commissions/civil-service-commission/</a> Email: civilservice@spokanecity.org	0	
7 * ENSO	Ryan Enso 508 W 6th Ave, Suite 400, Spokane, WA 99204 Phone: 509-329-3010 Email: ryan.enso@hotmail.com Website: <a href="https://www.enso.ws">https://www.enso.ws</a>	0	
8 Eastern Washington University African American Education Program  <a href="https://inside.ewu.edu/careercenter/career-resources-for-african-american-students/">https://inside.ewu.edu/careercenter/career-resources-for-african-american-students/</a>	Dr. Scott Finnie 216 Isle Hall, Cheney, WA 99004-2420 Phone: 509-359-2205 Email: rbartlett@ewu.edu	0	
9 Eastern Washington University Career Services <b>Handshake</b>	Career Services 926 Elm St PUB 332, Cheney, WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
10 Eastern Washington University Chicano Education Program	Career Services 203 Monroe Hall, Cheney, WA 99004 Phone: 509-359-2230 Email: rguillory@ewu.edu	0	
11 Napoli Management Group	Mendes Napoli 700 North San Vicente Blvd, Suite G820 West Hollywood, CA 90069 Phone: 310-385-8222 Email: nmg@tvtenant.com	0	
12 North East Community Center	Rosa Lopez 4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: rlopez@necommunitycenter.com	0	
13 Spokane Community College Multicultural Student Services	Norma Cantu, Career Services 1810 N Green St, MS2081, Spokane, WA 99217 Phone: 509-533-8855 Email: norma.cantu@scc.spokane.edu	0	
14 Idaho State University <b>Handshake</b>	Museum Building 12 4th Floor Room 418 921 South 8th Avenue Sopt 8108 Pocatello, ID 83209 Phone: 208-282-2380 Email: careers@isu.ed	0	



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15	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	2	
16	Washington State Commission on Hispanic Affairs	Washington State Commission on Hispanic Affairs 1110 Capital Way S, Suite 220, Olympia, WA 98504 Phone: 360-725-5661 Email: hispanic@cha.wa.gov	0	
17	Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: http://spokane.craigslist.org	5	1
18	Gonzaga University	Gonzaga University - Katherine Brackmann E 502 Boone, Spokane, WA 99258 Phone: 509-313-4237 Email: careers@gonzaga.edu. WEB: https://gonzaga-csm.symplicity.com/employers/	1	
19	Whitworth University <b>Handshake</b>	Whitworth University - Kimberly Ortiz 300 West Hawthorne Rd, Spokane, WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	
20	University of Idaho <b>Handshake</b>	Career Services 875 Perimeter Dr MS 2534 Moscow, ID 83844-2534 https://www.uidaho.edu/current-students/career-services	0	
21	University of Montana <b>Handshake</b>	Career Services Lommasson 154, Missoula, MT 59812-2088 (406) 243-2022 <a href="mailto:careers@umontana.edu">careers@umontana.edu</a>	0	
22	Spokane Falls Community College	Career Education Office 3410 West Fort George Wright Drive Spokane, WA 99224 Phone: 509-533-3540 <a href="#">Website: College Central Network@</a> Email: SFCC.StudentEmployment@sfcc.spokane.edu	0	
23	Spokane Community College Career Services	Career Services 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 <a href="https://spokanec-csm.symplicity.com">https://spokanec-csm.symplicity.com</a>	0	
24	Worksource	Jeff Miller 130 S Arthur, Spokane, WA 99202 <a href="http://www.worksourcewa.com">www.worksourcewa.com</a>	2	
25	Eastern Washington University American Indian Studies	Deidre Almeida, Director 706 5th St., Cheney, WA 99004 Phone: 509-359-6242 Email: daleida@eduw.edu website: https://www.ewu.edu	0	
26	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	
27	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	
28	Indeed.com	<a href="https://employers.indeed.com/m">https://employers.indeed.com/m</a> 800-475-4361	144	16



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**Section II: Recruitment Source Information**

	<b>Recruitment Source:</b>	<b>Contact Information:</b>	<b>Total Number of Interviewees this Source Has Provided During this Period (if any).</b>	<b>Full Time Positions For Which this Source Was Utilized</b>
29	Columbia Basin College <b>Handshake</b>	2600 N. 20th Avenue H Building Pasco, WA 99301 Phone: 509-542-4699 Email: <a href="mailto:careerservices@columbiabasin.edu">careerservices@columbiabasin.edu</a>	0	
30	The College of Idaho <b>Handshake</b>	2122 Cleveland Blvd, Caldwell, ID 83605 Phone: 208-459-5011 Email: <a href="mailto:careerservices@collegeofidaho.edu">careerservices@collegeofidaho.edu</a> Website: <a href="https://www.collegeofidaho.edu">https://www.collegeofidaho.edu</a>	0	
31	Washington State University	Camille Vaughn, Director of Development Phone: 509-335-4575 Email: <a href="mailto:camille.vaughn@wsu.edu">camille.vaughn@wsu.edu</a> ; <a href="mailto:communications@wsu.edu">communications@wsu.edu</a> Website: <a href="https://murrow.wsu.edu/">https://murrow.wsu.edu/</a>	0	
32	Youtube.com	Youtube.com San Bruno, CA <a href="https://www.youtube.com">https://www.youtube.com</a>	31	3
33	Linkedin.com	Career Page <a href="http://www.linkedin.com">www.linkedin.com</a>	7	
34	Edward R Murrow Symposium WSU	Camille Vaughn, Director of Development Phone: 509-335-4575 Email: <a href="mailto:camille.vaughn@wsu.edu">camille.vaughn@wsu.edu</a> ; <a href="mailto:communications@wsu.edu">communications@wsu.edu</a> Website: <a href="https://murrow.wsu.edu/">https://murrow.wsu.edu/</a>	0	
35	Bates Technical College	1101 S. Yakima Tacoma, WA 98405 Phone: 253-680-7000 Jobs   Student Job Board ( <a href="http://batestech.edu">batestech.edu</a> )	0	
36	Whitworth Career Fair	Whitworth Career Services Hixson Union Building, Spokane, WA 99218 <a href="mailto:careercenter@whitworth.edu">careercenter@whitworth.edu</a>	1	
37	University of Idaho Career Fair	University of Idaho Career Fair 875 Perimeter Drive MS 2534 Moscow, ID 83844-2534 <a href="mailto:careerservices@uidaho.edu">careerservices@uidaho.edu</a>	3	
38	Independent TV Group	Independent TV Group Marci Burdick Email: <a href="mailto:mburdick@schurz.com">mburdick@schurz.com</a>	1	
39	Gonzaga Job Fair	Gonzaga Career & Professional Development 502 E. Boone Avenue, Spokane, WA 99258 Phone: 509-313-4234 <a href="https://www.gonzaga.edu/student-life/career-services">https://www.gonzaga.edu/student-life/career-services</a>	2	
40	Spots N Dots	SpotsnDots SND Publishing, LLC Phone: 888-884-2630 Email: <a href="mailto:issues@sposndots.com">issues@sposndots.com</a> <a href="https://www.spotsndots.com/site/forms/online_services/classified_ad/">https://www.spotsndots.com/site/forms/online_services/classified_ad/</a>	3	
41	TV NewsCheck	TV NewsCheck Media LLC 238 Crosshill Road, Wynnwood, PA 19096 Phone: 610-649-7989 <a href="https://tvnewscheck.com/">https://tvnewscheck.com/</a>	3	1
<b>Total</b>			<b>286</b>	<b>49</b>

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.**

<b><u>Activity:</u></b>	<b><u>Description of the Activities:</u></b>
Job Fair	The Director of Recruitment(DOR) participated in the Fall 2022 University of Idaho Career Fair, October 5, 2022. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at Cowles Montana Media Company stations and KHQ, Incorporated stations, including KHQ TV.
Job Fair	The Director of Recruitment(DOR) participated in the Gonzaga All Majors Career & Internship Fair, October 19, 2022. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at Cowles Montana Media Company stations and KHQ, Incorporated stations, including KHQ TV.
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Career Fair and networking night in person February 8,2023. 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 Montana School of Journalism and Internship Fair March 31, 2023. The 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 Career Fair/Graduate School Showcase at The NAB Convention on April 18, 2023. The DOR attended the BEA Career Fair and spoke with dozens of recent graduates and soon to be graduates, 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	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Spokane In Person and Virtual Job Fair on May 25, 2023. The DOR and Station representatives met with people in person on the 11th and the DOR met virtually on the 12th regarding current and future job opportunities and education requirements for the different positions primarily in the news, sales and business departments with KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana Stations. Candidate resumes were collected and distributed to the various hiring managers.
Job Fair	The Director of Recruitment(DOR) participated Student Employment & Opportunities Fair at the University of Montana on September 13,2023. The DOR spoke with dozens of students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The DOR spoke with the students about the typical background and educations found in TV/Media companies.
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 6 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 14 interns during the reporting year in the news and SWX departments. Four interns were hired to work at KHQ after their internship and one was hired to work at a co-owned Montana station.
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.
Tours	KHQ gave 13 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 industrv.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KHQ Station Representatives participated in the Whitworth Journalism, Day on October 31, 2022. During this event two of our station news representatives had the opportunity to speak with area high school students about journalism career opportunities. They spoke about working in newsrooms and the qualities of a professional journalist and typical educational requirements and internship opportunities within our stations KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations.



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Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) spoke to a University of Idaho Broadcasting & Journalism Class on February 1, 2023. He talked with students about news coverage in general and the recent Moscow Murders. They spoke about working in newsrooms and the qualities of a professional journalist and typical educational requirements, employment and internship opportunities within our stations KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations. He also talked about ethical, technical and other issues journalists face.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) talked to Gonzaga University students of two Broadcasting & Journalism Classes on March 21, 2023. The DOR spoke about job opportunities and internships available at the Cowles owned stations including KHQ TV. He talked about our Company history, values and what it takes to be successful in broadcast journalism.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment spoke with two classes of WSU Broadcasting & Journalism Classes on March 22, 2023. During this event the DOR spoke about job opportunities and internships available at the Cowles Company stations and locations including KHQ TV in Spokane. He also talked individually with about twelve students about their work and specific job opportunities available with the Cowles Broadcast Group.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment and a KHQ Station Representative participated in the WSU Murrow Symposium on April 4th and 5th, 2023. During this two day event they participated on panels about aspects of the journalism industry. The also spoke individually with students about positions within the Company both current and in the future as well as internship opportunities at KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations. Our Montana Station KTMF hired one student and one is currently interning at KHQ.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KHQ Station Representatives participated in six events that included classroom presentations where they spoke to grade schools and middle school students about internships and job opportunities in a broadcast television station and the education necessary for the different positions. At one the Director of Recruitment spoke about newsroom policies on social media, confidentiality and privacy issues in a broadcast entity.
Training	KHQ Employees participated in 2 Cowles Corporate sponsored Diversity, Equity & Inclusion Series where employees participated virtually via Teams to learn about Native American Heritage Month and Juneteenth.
Training	The Company sponsored several training seminars for managers and employees this past year including topics on Building Better Communities, Forgiveness as a Relationship Building Tool, Conflict Resolution and Working Through Difficult Conversations and A leadership and Micro-Affirmation Workshop. The DEI Committee also sponsored two Lunch and Learn series for all employees. On November 17th the topic was on Native Culture & lessons Learned and how Fort Spokane Boarding School Traumatized Generations and on June 15th the topic was Juneteenth.
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 Sales Team was involved in various training sessions and webinars sponsored by TVB (Television Bureau of Advertising). This service provides a diverse variety of tools and resources for the sales team. In the last reporting year webinar topics included current TV, digital sales trends, and best practices to secure ad dollars and to help clients achieve success.
Training	The Director of Sales, General Sales Manager and Local Sales Manager attended a three day seminar and networking event at the NAB convention for Sales and Management in April 2023. The conference covered topics including promotion ideas, sales management training, diversity in the workplace and overcoming challenges in the present sales environment.
Training	The sales team participated in online training self-paced courses with the Center for Sales Strategy focusing on integrated marketing, brand connecting and helping with image marketing. This helped prospect business by meeting in person rather than cold calling.
Training	Several Managers participated in a six week course on Everything DiSC Management including the Five Behaviors Personal Development workshop. The course taught personality and behavior styles in which participants learned their own styles, employees styles and how to motivate, direct, delegate and develop team members. The course also included a one day workshop in which participants learned powerful principles, how to shape behaviors and how to create a common language that empowers people to rewrite what it means to work together.