



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, 2021 to and including September 30, 2022 (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 10/01/21 to 09/30/22

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 Hire:	Date Position Filled			
1	Newscast Director	Promotion	10/3/2021	1	Promotion
2	Senior Newscast Director	Promotion	10/3/2021	1	Promotion
3	Sports Producer SWX	Promotion	10/3/2021	1	Promotion
4	Computer Support Specialist	Promotion	10/3/2021	1	Promotion
5	Multi Media Producer	Indeed	10/20/2021	5	1-13,15-28,30-32
6	National Regional Sales Mgr	Internal Posting/Employee Referral	10/19/2021	6	1-9,11-13,15-21,23-28,31
7	Accounting Assistant	Internal Posting/Employee Referral	10/20/2021	6	1-13,16-26,28
8	Digital Producer	KHQ Website	10/21/2021	9	1-13,15-28,30-32
9	Administrative Assistant	Internal Posting/Employee Referral	10/25/2021	4	1-26,28
10	Master Control Operator	Indeed	11/1/2021	4	1-28
11	Billing Assistant/Receptionist	Indeed	11/4/2021	11	1-8,10-13,15-26,28
12	News Producer	Indeed	11/8/2021	8	1-13,15-28,30-32
13	Producer	Indeed	12/6/2021	7	1-13,15-28,30-32
14	Newscast Director	PT-FT Internal Promotion	12/12/2021	5	1-28
15	Director of Sales	Promotion	1/1/2022	1	Promotion
16	General Sales Manager	Promotion	1/1/2022	1	Promotion
17	Marketing Specialist	Internal Posting/Employee Referral	1/4/2022	5	1-28
18	Newscast Director	Internal Posting/Employee Referral	1/10/2022	9	1-28
19	Master Control Operator	Indeed	2/14/2022	3	1-28
20	Technical Media Producer	PT-FT Internal Promotion	2/20/2022	6	1-28
21	Multimedia Producer	Intern	2/27/2022	5	1-13,15-28
22	News Photographer	PT-FT Internal Promotion	2/27/2022	3	1-13,15-28
23	News Director	KHQ.com Website	3/14/2022	7	1-13,15-28,34
24	Sports Anchor/Reporter	Promotion	3/14/2022	1	Promotion
25	Weather Forecaster WUM	You Tube	4/4/2022	8	1-28,30
26	Newscast Director	Promotion	5/1/2022	7	1-28
27	Producer	Worksource	5/2/2022	5	1-13,15-28,31,33
28	Technical Media Producer	Whitworth University	5/6/2022	7	1-13,15-28
29	Sports Anchor/Reporter	Promotion-Transfer	5/9/2022	1	Promotion
30	Sports Anchor/Reporter	TV Jobs	5/9/2022	11	1-28
31	Reporter/Weather	Murrow Symposium	5/17/2022	4	1-13,15-28,33
32	Producer	Internship	6/6/2022	5	1-13,15-28
33	Multimedia Journalist Reporter	Intern	6/6/2022	5	1-13,15-28,33
34	Master Control Operator	Indeed	6/13/2022	4	1-13,15-28
35	Photographer Weather	KHQ Website	6/13/2022	3	1-13,15-28
36	Cloud Coordinator	Promotion Transfer	6/13/2022	1	Promotion
37	Master Control Operator	Indeed	6/13/2022	4	1-13,15-28
38	Graphic Artist/TMP	Indeed	6/24/2022	8	1-30
39	Technical Media Producer	PT-FT Internal Promotion	7/15/2022	5	1-13,15-28
40	Weekend Content Manager	Promotion	8/1/2022	6	1-31,37
41	Local Sales Manager	Promotion	8/1/2022	1	Promotion
42	Content Coordinator	Promotion	8/8/2022	6	1-31,37
43	Newscast Director	Indeed	8/11/2022	4	1-30
44	Photographer	PT-FT Internal Promotion	8/21/2022	6	1-30
45	VP of KHQ/CMMC	Promotion	8/22/2022	1	Promotion
46	Master Control Operator	Indeed	8/25/2022	3	1-30
47	Photographer	KHQ Website	8/31/2022	7	1-30
48	Digital Content Producer	Promotion	9/6/2022	8	1-30



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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 Interns /Promotions	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	53	27
2 KHQ.com swxrightnow.com nbcrightnow.com KULR.com	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	28	4
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 Email: linal@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 Email: communications@cwu.edu	0	
6 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	
7 ENSO	Ryan Enso 508 W 6th Ave, Suite 400, Spokane, WA 99204 Phone: 509-329-3010 Email: ryan.enso@hotmail.com Website: https://www.enso.ws	0	
8 * Eastern Washington University African American Education Program	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	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 Bicente Blvd, West Hollywood, CA 90069 Phone: 310-385-8222 Email: nmg@tvtalet.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	Museum Building 12 4th Floor Room 418 921 South 8th Avenue Sopt 8108 Pocatello, ID 83209 Phone: 208282-2380 Email: careers@isu.edu	0	



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15 TV Jobs.com - Broadcast Employment Services	Employment Svc 3342 Hollowtree Dr, Oceanside, CA 92058 Phone: 800-374-0119 Email: admin@tvjobs.com Web: https://www.tvjobs.com/cgi-bin/global/login.cgi	6	1
16 Washington State Commission on Hispanic Affairs	Washington State Commission on Hispanic Affairs 110 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	4	
18 Gonzaga University	Gonzaga University - Katherine Brackmann E 502 Boone, Spokane 99258 Phone: 509-313-4237 Email: careers@gonzaga.edu. WEB: https://gonzaga-csm.symplcity.com/employers/	2	
19 Whitworth University	Whitworth University - Kimberly Ortiz 300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	4	1
20 University of Idaho	Career Services 875 Perimeter Dr MS 2534 Moscow, ID 83844-2534 https://www.uidaho.edu/current-students/career-services	2	1
21 North Idaho College	Career Center Services 1000 W Garden Ave, Coeur d'Alene ID 83814 Phone: 208-769-7821 https://www.nic.edu/ Email: karen.glaeser@nic.edu	0	
22 Spokane Falls Community College	Student Employment Center 501 N Riverpoint Blvd. MS 1009 PO Box 6000 Phone:509-533-3545 Email: careers@spokanefalls.edu	0	
23 Spokane Community College Career Services	Norma Cantu Program Assistant 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 Email: norma.cantu@scc.spokane.edu	0	
24 Worksource	Jeff Miller 130 S Arthur, Spokane WA 99202 www.worksourcewa.com	11	1
25 Eastern Washington University American Indian Studies	Deidre Almeida, Director 706 5th St. Cheney, WA 99004 Phone: 509-359-6242 Email: daleida@ewu.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 cell#541-419-0141 PO Box 18026, Spokane, WA 99228 Phone: 360-705-0774 Email: kshipman@wsab website: www.wsab.org	0	
28 Indeed.com	https://employers.indeed.com/m 800-475-4361	94	11



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29 Columbia Basin College	2600 N. 20th Avenue H Building Pasco, WA 99301 Phone: 509-542-4699 Email: careerservices@columbiabasin.edu	0	
30 The College of Idaho	2122 Cleveland Blvd, Caldwell, ID 83605 Phone: 208-459-5011 Email: careerservices@collegeofidaho.edu Website: https://www.collegeofidaho.edu	0	
31 Youtube.com	Youtube.com San Bruno, CA https://ww.youtube.com	11	1
32 LinkedIn.com	Career Page www.linkedin.com	3	
33 Edward R Murrow Symposium 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/	4	1
34 Rick Gever's	www.rickgevers.com 3355 E. Ohio St #303, Indianapolis, IN 46204 Phone: 317-635-7912	3	
35 Google Careers	https://careers.google.com	1	
36 KHQ/Worksource Job Fair	KHQ 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	2	
37 Magid	8500 Normandale Lake Blvd Ste 630 Minneapolis, MT 55437 Phone: 612-216-0725 Web: magid.com	2	
Total		230	48

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	The Director of Recruitment(DOR) participated in the Fall 2021 Virtual Newhouse Recruiting Event sponsored by Syracuse University on October 1, 2021. 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.
Job Fair	The Director of Recruitment (DOR) participated in the University of Missouri Fall 2021 Virtual Career Fair on October 20, 2021. The DOR met with students to discuss the job and internship opportunities available at Cowles Montana Media Company stations and KHQ, Incorporated stations.
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Virtual Career Fair and networking night in person February 8 -9, 2022. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Director of Recruitment (DOR) and a News Director participated in the University of Montana School of Journalism and Internship Fair March 11, 2022. The DOR and News Director spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and 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 11 and 12, 2022. 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 Montana Stations. Candidate resumes were collected and distributed to the various hiring managers.
Job Fair	The Director of Recruitment(DOR) participated in a job fair through Whitworth University Center for Career and Professional Development on May 4, 2022. He spoke with several students about internships and job opportunities at KHQ, Incorporated and Cowles Montana Media 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 3 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 7 interns during the reporting year in the news and SWX departments. Three 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 and the Director of Content and Marketing work 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 one station tour to WSU student journalists in which the broadcasting industry was discussed including job opportunities and the requirements needed for the jobs in the broadcast industry.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KHQ Station Representatives participated in the WSU Murrow Symposium on April 5th and 6th, 2022. During this two day event they had the opportunity to speak with students and former students about job opportunities and internships with KHQ-TV, KNDO-TV, KNDU-TV and our Montana Stations. They spoke about working in newsrooms and the qualities of a professional journalist. Several students went on to further interview for possible employment, one was hired at a co-owned Montana station and one is currently interning at KHQ.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The DOR participated in two events that included classroom presentations where he spoke to students about internships and job opportunities in a broadcast television station and education necessary for the different positions. At one he also spoke about newsroom policies on social media, confidentiality and privacy issues in a broadcast entity.



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- 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, Root Sports, and the Pac12 network.
- 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 webinars included current TV, digital sales trends, and best practices to secure ad dollars and to help clients achieve success.
- Training The 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 2022. 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 During the reporting period two new managers at KHQ participated in a two day Supervisor Training course presented by Diana Welch that covered DISC personality styles, conflict resolutions, customer service, harassment and team building as part of managing employees.