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.
Annual EEO Public File Report Form  
Covering the period: from 10/01/21 to 09/30/22  
Station: KHQ TV  
Section I: Vacancy Information  

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

Total Number of Persons Interviewed During Applicable Period: 230
## 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 Interns /Promotions | Paula Bauer  
1201 W Sprague, Spokane 99201  
Phone: 509-448-6000  
Email: paula.bauer@khq.com | 53 | 27 |
| 2 KHQ.com swrightnow.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: lindal@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: rgullory@ewu.edu | 0 | |
| 11 Napoli Management Group | Mendes Napoli  
700 North San Bicente Blvd, West Hollywood, CA 90069  
Phone: 310-385-8222  
Email: nmg@tvtales.com | 0 | |
| 12 North East Community Center  | Rosa Lopez  
4001 N Cook, Spokane, WA 99207  
Phone: 509-487-1603  
Email: rolpez@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 Sept 8108  
Pocatello, ID 83209  
Phone: 208282-2380  
Email: careers@isu.edu | 0 | |
### Annual EEO Public File Report Form
**Covering the period: from 10/01/21 to 09/30/22**

**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>
| 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: 415-586-8844  
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.symplicity.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@scs.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 | Deirdre Almeida, Director  
706 5th St. Cheney, WA 99004  
Phone: 509-359-6242  
Email: dateida@edu.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@milspokane.org  
website: https://milspokane.org | 0 | |
| 27 WSAB (Wa State Assoc of Broadcasters) | Keith Shipman cell#414-319-0141  
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 |
## Recruitment Source Information

<table>
<thead>
<tr>
<th>Recruitment Source</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>
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</thead>
<tbody>
<tr>
<td>29 Columbia Basin College</td>
<td>2600 N. 20th Avenue H Building Pasco, WA 99301 Phone: 509-542-4699 Email: <a href="mailto:careerservices@columbiabasin.edu">careerservices@columbiabasin.edu</a></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>30 The College of Idaho</td>
<td>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></td>
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<tr>
<td>31 Youtube.com</td>
<td>Youtube.com San Bruno, CA <a href="https://www.youtube.com">https://www.youtube.com</a></td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>32 Linkedin.com</td>
<td>Career Page <a href="http://www.linkedin.com">www.linkedin.com</a></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>33 Edward R Murrow Symposium Washington State University</td>
<td>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></td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>34 Rick Gever's</td>
<td><a href="http://www.rickgevers.com">www.rickgevers.com</a> 3355 E. Ohio St #303, Indianapolis, IN 46204 Phone: 317-635-7912</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>35 Google Careers</td>
<td><a href="https://careers.google.com">https://careers.google.com</a></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>36 KHQ/Worksource Job Fair</td>
<td>KHQ 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: <a href="mailto:paula.bauer@khq.com">paula.bauer@khq.com</a></td>
<td>2</td>
<td></td>
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<tr>
<td>37 Magid</td>
<td>8500 Normandale Lake Blvd Ste 630 Minneapolis, MN 55437 Phone: 612-216-0725 Web: magid.com</td>
<td>2</td>
<td></td>
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</tbody>
</table>

Total: 230 48

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

#### Description of the Activities:

**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.

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.

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.

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.

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.

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.

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.
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.

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.

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.

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.

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.