



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, 2024 to and including September 30, 2025 (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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October 1, 2024 - September 30, 2025

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Newscast Producer	10-11, 13-16, 22, 24-25, 28, 32, 38-42, 45-46, 49	16
Newscast Producer	8, 10, 13-16, 22, 24, 26, 28-29, 32, 38-39, 46-47	26
Newscast Producer	8, 10, 13-16, 22, 24, 26, 28-29, 32, 38-39, 46-47	16
Accounts Payable	8, 10, 13-15, 22, 24-25, 28-29, 32, 38-39, 46-47	15
News Photographer	1, 4, 8, 10-11, 13-15, 18-19, 21-22, 24-25, 29, 32, 38-39, 46-48	15
Newscast Director	1, 8, 10-11, 13-15, 22, 24-25, 28-29, 32, 38-39, 46-48	22
Newscast Director	1, 8, 10-11, 13-15, 22, 24-25, 28-29, 32, 38-39, 46-48	15
Multimedia Journalist/Reporter KHQ	1, 7-8, 10-19, 22, 24-25, 28-29, 32, 38-41, 43, 46, 48-49	43
Multimedia Journalist/Reporter KHQ	1, 7-8, 10-19, 22, 24-25, 28-29, 32, 38-41, 43, 46, 48-49	15
Technical Media Producer-FT KHQ	8, 10-16, 22, 24-25, 28-29, 32, 38-39, 41, 46-48	16
Director of Streaming KHQ	3, 8, 10, 12-16, 19, 22, 24-25, 28-29, 32, 38-41, 46-48	16
Master Control Operator	8, 10-11, 13, 15, 22, 24-26, 28-29, 32, 38-39, 41, 46-48	26
Weekend Content Manager/ Digital Content Producer	8, 10-13, 15-16, 22, 24-25, 28-29, 32, 38-39, 41, 46-48	16
Digital Anchor/ Reporter	8, 10-11, 13-16, 19, 22, 24-25, 28-29, 32, 39-41, 46-49	16
Marketing Specialist	8, 10-11, 13-17, 22, 24-25, 28-29, 32, 39-41, 46-49	17
YouTube Digital Content Producer	8, 10-11, 13-16, 22, 24-25, 28-29, 32, 39-41, 46-49	16
Content Manager	4, 8, 10-15, 22, 24-25, 28-29, 32, 39-41, 46, 48-49	12
Producer	8, 10-11, 13-16, 22, 24-25, 28-29, 32, 38-41, 46-49	16
Producer	8, 10-11, 13-16, 22, 24-25, 28-29, 32, 38-41, 46-49	16
Producer	8, 10-11, 13-16, 22, 24-25, 28-29, 32, 38-41, 46-49	16

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Master Control Operator	8, 10-11, 13-15, 22, 24-25, 28-29, 32, 39, 46-49	15
Digital Content Producer KHQ	8, 10-15, 22, 24-25, 28-29, 32, 39-41, 46-49	12
Reporter	8, 10-11, 13-14, 22, 24-26, 28-29, 32, 39-41, 46-49	26
Executive Producer KHQ	8, 10-15, 22, 24-25, 28-29, 32, 38-41, 46-49	12
Weather Anchor/ Reporter	2, 8-11, 13-16, 18, 20, 22-25, 27-28, 30-34, 37-41, 44, 46-49	9
Weather Anchor/ Reporter	2, 8-11, 13-16, 18, 20, 22-25, 27-28, 30-34, 37-41, 44, 46-49	16
Digital Content Producer	8, 10-11, 13-15, 22, 24, 28-29, 32, 38-41, 46, 48-49	46
Sales Assistant	8, 10-16, 22, 24-25, 28-29, 32, 38-41, 46-49	22
Sales Assistant	8, 10-16, 22, 24-25, 28-29, 32, 38-41, 46-49	15
Digital Content Producer	8, 10-14, 22, 24-25, 28-29, 32, 38-41, 46, 48-49	12
Live Sports Production Van Operator	8, 10-11, 13, 15-16, 22, 24-25, 28-29, 32, 38-41, 46-49	16
Master Control Operator	2, 5-6, 8-11, 13-15, 22-25, 27-29, 32-33, 35-36, 38-39, 41, 44, 46-49	15
Master Control Operator	2, 5-6, 8-11, 13-15, 22-25, 27-29, 32-33, 35-36, 38-39, 41, 44, 46-49	15

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II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	American Indian Studies 1025 W. Indiana Ave Suite10 Spokane, Washington 99205 Phone : 509-535-0886 Url : https://aiccinc.org/contact Email : kwarren@ewu.edu Linda Lauch	N	0
2	Arizona State University 1151 S. Forest Ave Tempe, Arizona Boldie Jin Manual Posting	N	0
3	Bates Technical College 1101 Yakima Ave Tacoma, Washington 98405 Phone : 253-680-7000 Url : https://www.batestech.edu Bate Tech Manual Posting	N	0
4	Be on Air 9885 Rockside Road STE 160 Valley View, Ohio 44125 Phone : 216-242-4342 Url : https://beonair.com Email : jhardy@Beonair.com Janese Hardy	N	0
5	Boise State University 1910 University Dr. Boise, Idaho Ronlad Wonder Manual Posting	N	0
6	Brigham Young University Idaho 525 S. Ctr. Rexburg, Idaho Hanna Montana Manual Posting	N	0
7	Career Fair	N	1

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
8	Central Washington University 400 E. University Way MS 7438 Ellensburg, Washington 98926 Phone : 509-963-1055 Url : https://cwu-csm.symplicity.com Vikki Sannuto Manual Posting	N	0
9	Chapman University 1 University Dr. Orange, California Phone : 4064474300 Carrol Singer Manual Posting	N	1
10	Columbia Basin College Handshake 2600 N. 20th Ave. #2487 Pasco, Washington 99301 Phone : 509-542-4487 Url : https://columbiabasin.edu Career Placement Manual Posting	N	0
11	Eastern Washington University 926 Elm St. PUB 332 Cheney, Washington 99004 Phone : 509-359-6365 Url : https://app.joinhandshake.com/login Stern WA Manual Posting	N	0
12	Employee Referral	N	16
13	Gonzaga University 502 E. Boone Ave Spokane, Washington 99258 Phone : 509313-4344 Url : https://gonzaga-csm.symplicity.com Katherine Brackmann Manual Posting	N	0

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14	Idaho State University 921 South 8th Avenue Pocatello, Idaho 83209 Phone : 208-282-4636 Url : https://app.joinhandshake.com/login Career Placement Manual Posting	N	0
15	Indeed 6433 Champion Way Bldg 1 Austin, Texas 78750 Phone : 800-475-4361 Url : https://employers.indeed.com Job Board Manual Posting	N	34
16	Internal Transfer/Promotion	N	21
17	Linked In	N	2
18	Linkedin 1000 W. Maude Avenue Sunnyvale, California 94085 Phone : 650-687-3600 Url : https://www.linkedin.com/ Job Board Manual Posting	N	4
19	Martin Luther King Jr. Outreach Center 500 S. Stone Spokane, Washington 99202 Phone : 509-868-0856 Url : https://mlkspokane.org Email : fgandy@mlkspokane.org Career Listings	N	0
20	Michigan State University 220 Trowbridge Rd. East Lansing, Michigan Tammy Waters Manual Posting	N	0

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21	Napoli Management Group 700 N. San vicente Blvd Hollywood, California 90069 Phone : 310-385-8222 Url : https://tvtalent.com Email : nmg@tvtalent.com Medes Napoli	N	0
22	NonStop Local Website KHQ Inc- KNDO- KNDU- Cowles Montana Media- VISTA Cowles career page 1201 W. Sprague Ave Spokane, Washington 99201 Phone : 509-448-3245 Url : https://nonstoplocal.com/employment/ Jennifer Bruna Manual Posting	N	17
23	Oregon State University 1500 SW Jefferson Ave Corvallis, Oregon Boze Mon Manual Posting	N	0
24	Spokane Community College 1810 N. Greene St. Spokane, Washington 99217 Phone : 509-533-8855 Url : https://spokanec-csm.symplicity.com/ Career Services Manual Posting	N	0
25	Spokane Falls Community College 3410 W. Fort George Wright Dr. Spokane, Washington 99224 Phone : 509-533-3540 Url : https://www.collegecentral.com/sfcc-spokane/ Corrin Falls Manual Posting	N	0
26	Station Website	N	3
27	Syracuse University 303 University PL Syracuse, New York Kiran Dreamer Manual Posting	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
28	The College of Idaho 2112 Cleveland Blvd. Caldwell, Idaho 83605 Phone : 208-459-5011 Url : https://app.joinhandshake.com/login Idie Hoe Manual Posting	N	1
29	TV Jobs P.O BOX 4116 Oceanside, California 92052 Phone : 800-374-0119 Url : http://www.tvjobs.com Sharon Roe Manual Posting	N	0
30	University of Colorado- Boulder 914 Broadway Boulder, Colorado 80302 Bobby Lee Manual Posting	N	0
31	University of Missouri W007 Locust St. Columbia, Missouri Robert Hall Manual Posting	N	0
32	University of Montana 32 Campus Drive Missoula, Montana 59812 Phone : 406- 243-0211 Url : https://app.joinhandshake.com/login Career Placement Manual Posting	N	0
33	University of North Texas 1501 W. Chesnut Ave. Denton, Texas Phone : Monty Job Manual Posting	N	0

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34	University of Oklahoma 660 Parrington Oval Norman , Oklahoma Phone : 4053250311 Norman Lee Manual Posting	N	0
35	University of Oregon 1585 E. 13th Ave Eugene, Oregon Idue Sha Manual Posting	N	0
36	University of Washington 1900 Commerce St Tacoma, Washington Phone : 5099907880 Daisy Rhoads Manual Posting	N	0
37	University of Washington- Seattle/ Bothell 18115 Campus Way NE Bothell, Washington Karly Lord Manual Posting	N	0
38	Unniveristy of Idaho 875 Perimeter Dr. MS 2534 Moscow, Idaho 83844 Phone : 208- 885-6111 Url : https://app.joinhandshake.com/login Career Placement Manual Posting	N	1
39	Walla Walla University 204 S. College Ave College Place, Washington 99324 Phone : 509-527-2664 Url : https://app.joinhandshake.com/login Career Placement Manual Posting	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
40	Washington State Association of Broadcasters 724 Columbia St. NW Olympia, Washington 98501 Phone : 541-419-0141 Url : http://www.wsab.org Email : kshipman@wsab.org Keith Shipman	N	0
41	Washington State University 1815 Wilson Road Pullman, Washington 99164 Phone : 509-335-4575 Url : https://murrow.wsu.edu/ Email : communications@wsu.edu Camille Vaughn	N	1
42	Washington State University 382 Murrow Pullman, Washington Phone : Tammy Ringer Manual Posting	N	0
43	Washington State University Career Fair	N	1
44	Western Washington University 516 High St. Bellingham, Washington Wyonna Bell Manual Posting	N	0
45	Whitman University 345 Boyer Ave. Walla Walla, Washington 99362 Paula Ringer Manual Posting	N	0
46	Whitworth University 300 W. Hawthorne Rd. Spokane, Washington 99218 Phone : 509-777-3272 Url : https://app.joinhandshake.com/login Kimberly Ortiz Manual Posting	N	1

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
47	Worksource 130 S. Arthur St. Spokane, Washington 99202 Phone : 509-532-3120 Url : https://secure.eds.wa.gov/hme/worksourcewa/employee Jennifer Funkerhouser Manual Posting	N	1
48	www.mediagignow.com 625 West Adams St. Suite 20-110 Chicago, Illinois 60661 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
49	Yakima Valley Community College PO Box 22520 Yakima, Washington 98907 Phone : 509-574-6800 Url : https://app.joinhandshake.com/login Maricela Ramos Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			105



Annual EEO Public File Report Form/ KHQ TV
Covering the period: from 10/01/24 to 09/30/25

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 Whitworth University Job and Internship Fair on October 22, 2024 in Spokane, WA. The DOR spoke with students about internships and career opportunities at all Cowles stations in Washington and Montana. The DOR also accepted resumes for internships and current job openings.
Job Fair	The Director of Recruitment(DOR) and HR Generalist participated in the Eastern Washington University Fall Career Fair on October 24, 2024. The DOR shared with the students about employment and internship opportunities at all KHQ Inc and Cowles Montana Media stations. The DOR and HR Generalist discussed with current and former students about careers in Broadcasting/Media about typical pathways into and educational requirements for different Broadcast jobs and employment.
Job Fair	The Director of Recruitment(DOR) and Executive News Director attended a two day National Student Media Convention in Seattle, WA on October 25th and 26th, 2024. They spoke with many students about internships, current job openings and future job opportunities at all Cowles stations in Washington and Montana. They discussed what students would learn from an internship and what it entails. They covered education and skills are needed for current job openings and interviewed several students one-on-one going over more details about the skills to develop and how to apply for current openings.
Job Fair	The Director of Recruitment(DOR) participated in a Syracuse University Virtual Career Fair on November 8, 2024. The DOR had interviews with journalism students and discussed the skills needed to work in journalism, open positions at KHQ Inc and Cowles Montana Media stations and internship opportunities and qualifications. She discussed in depth what an intern would learn and how the program operates as well as typical educational requirements for open positions at the stations.
Job Fair	The Director of Recruitment, HR Generalist and two Anchor/Reporters (former WSU graduates working in Spokane and Kennewick) participated in the Washington State University Career Expo, February 11, 2025. They spoke with about 40 students individually about careers and internship possibilities and current job openings at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The Anchor/Reporters were able to speak with students about typical requirements for the available jobs and the benefits of an internship in the Broadcast news industry.
Job Fair	The Director of Recruitment, HR Generalist and a current Anchor/Reporter at KHQ and former U of I graduate, participated in the University of Idaho Career Fair on February 12, 2025. They spoke with students and alumni about our family owned Company, what we do and where we operate across Eastern Washington, North Idaho and into Montana. They spoke about careers and the internship programs including the requirements and how to apply for an internship. They also discussed current and future job opportunities across all station locations for KHQ-TV, KNDO/U-TV and Cowles Montana stations.
Job Fair- planned and sponsored by KHQ TV	KHQ-TV sponsored, planned and participated in the KHQ/ Nonstop Local/Work Source 2025 Spokane County Career Expo on April 24, 2025. The Director of Recruitment, HR Generalist and several station representatives spoke with job seekers about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. They also talked about careers in media and journalism, the paths and typical education for the various positions and entry level positions at all locations. This year there were over 150 booths and 1,400 job seekers in attendance.
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 2 job shadows in this reporting year in the content department and 1 more involved job shadow in the marketing department that spanned 6 weeks over the summer at 24 hours per week. This one focused on many topics including photography/editing, sales production, community development outreach and digital/social strategies.
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 6 interns during the reporting year in the news and IT departments.



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Covering the period: from 10/01/24 to 09/30/25

Mentoring Program	The Director of Training (DOT) works with newer reporters and producers across the Cowles Broadcast companies including: co-owned Cowles Montana Media Company (CMMC) and KNDO TV and KNDU TV "brother/sister stations" to KHQ-TV under KHQ, Inc. The position focuses on helping new journalists adjust to working in the professional newsroom environment, providing guidance on story development, newsroom workflow, and professional expectations. The DOT also participates in team meetings to discuss how to effectively implement the station's brand and content filters, ensuring story selection and framing align with organizational priorities. Training is delivered through critiques, one-on-one coaching, team discussions, and ongoing in person and virtual support.
Tours	KHQ gave 7 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 and the Director of Training participated in The Murrow Symposium Coaching Sessions, sponsored by WSU's Murrow Center for Student Success on March 31-April 2, 2025. They each had 6 Coaching Sessions with graduating students from WSU's journalism Murrow College that sought advice on resumes, news reels, and what steps they should take to get a job pending graduation.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment and Director of Training participated in two virtual career fairs in which they hosted workshops about internships in a news station and the benefits for students in any major. They also had separate one on ones with students about current and future job opportunities and internships at all station locations for KHQ-TV, KNDO/U-TV and Cowles Montana stations. These were with the University of Colorado Boulder Virtual Career Fair on March 12, 2025 and the University of North Texas Virtual Career Fair on April 10, 2025.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	Two KHQ morning anchors participated in a Gonzaga University Journalism Day sponsored by the Media Students in which the anchors hosted a workshop on "a day in TV news". The anchors provided a presentation on their jobs at the station and answered Q&A from the students on education and different jobs available at the station. One student approached them afterwards expressing interest in a possible production position.
Training	The Director of Training attended a two day study session March 5th and 6th, 2025 from the University of Missouri focusing on a 4 day work week in a broadcast news environment. This session provided valuable insight into emerging workplace models, their impact on employee well-being, and organizational effectiveness. The training explored case studies, data-driven outcomes, and strategies for adapting workflows in a broadcast newsroom environment. Participation was important to ensure our station remains informed about evolving workplace practices, with the goal of supporting a fair, inclusive, and productive environment for all employees.
Training	KHQ Managers participated in a Cowles Corporate Culture & Community Mental Health Event on May 9, 2025. The topic was creating a Mentally Healthy Culture at Work. Managers participated in a panel discussion on the importance of being aware and supporting others at work. The Company followed up for all employees by adding podcasts on embracing different ways of thinking and working as well as preparing for the next generation of employees.
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	<p>The KHQ Sales team meets weekly to work on case studies, simulations and debate looking at new ways to solve problems in today's ever changing complex selling environment.</p> <p>The KHQ Marketing team and others have been receiving weekly Digital Marketing Training from February from the Digital Sales team. The teams meet weekly reviewing digital marketing basics like keywords, SEO, Search, Display, Video, Social, Email, Reputation management and other topics related to digital marketing today.</p>
Training	Cowles Company, owner of KHQ TV provides online training resources and a quarterly solutions newsletter resource for managers aimed at bolstering leadership and human resource practices. Highlight examples include strategies for making Mental Health a top priority; getting to know your EAP program and the services provided including making the most of the EAP's counseling and support services and guidance on managing performance issues with empathy and effectiveness.