



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, 2018 to and including September 30, 2019 (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 10/01/18 to 09/30/19

Station: KHQ TV

Section I: Vacancy Information

Full Time Positions Filled by Job Title:	Recruitment Source of Hire:	Date Position Filled	Total # of Interviewees from all Sources for this position:	Recruitment Sources Notified for each position (from Section II Recruitment Source)
1 WEB Producer	Indeed.com	10/10/2018	7	1, 2 4-33, 35
2 Account Executive	Employee referral	11/5/2018	6	1, 2 4-33
3 WUM Director	Internal/CMMC Transfer	11/9/2018	1	Transferred
4 WUM Technical Media Producer	Promotion	11/18/2018	9	1, 2 4-34
5 WUM Anchor	Internal/CMMC Transfer	11/19/2018	1	Transferred
6 WUM Audio/Studio	Internal/CMMC Transfer	11/19/2018	1	Transferred
7 WUM Executive Producer	Internal/CMMC Transfer	11/19/2018	1	Transferred
8 WUM Producer	Internal/CMMC Transfer	11/26/2018	1	Transferred
9 Account Executive	Employee referral	11/29/2018	6	1, 2 4-33
10 MMJ/Producer	Internal/Internship	1/3/2019	7	1, 2 4-34
11 Master Control Operator	Internal Promotion	1/5/2019	1	1-35
12 Newscast Director	Employee Referral	1/21/2019	8	1, 2, 4-34
13 Chief Engineer	Internal/CMMC Promotion	2/1/2019	1	Promotion
14 Traffic Assistant	Indeed.com	2/25/2019	4	1, 2, 4-33
15 MMJ/Weather	KHQ.com	2/25/2019	12	1, 2, 4-34
16 Newscast Director	WSU Posting	4/1/2019	4	1, 2, 4-34
17 News Director	Internal Promotion	4/1/2019	1	Promotion
18 MMJ/Weather	Internal/CMMC Promotion	4/8/2019	1	Promotion
19 Producer	Internal/KNDU Promotion	4/22/2019	1	1, 2, 4-34
20 Computer Support Specialist	Indeed.com	5/7/2019	6	1, 2, 4-33
21 Digital Media Coordinator	TV Jobs	5/16/2019	3	1, 2, 4-34
22 News Producer	Job Fair	06-10-2019	6	1, 2, 4-36
23 Sports Producer	Employee referral	06-24-2019	4	1, 2, 4-35
24 News Producer	Employee referral	07-29-2019	4	1, 2, 4-35
25 eGame Director	Job Fair	07-30-2019	5	1, 2, 4-35
26 Sales Manager	Employee referral	08-05-2019	6	1, 2, 4-33, 35

Total Number of Persons Interviewed During Applicable Period:

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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	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	35	17
2 KHQ.com swxrightnow.com nbcrightnow.com	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	18	3
3 Spokesman Review	Jean Robinson Review Tower, 999 W Riverside, Spokane 99201 Phone: 509-459-5023 Email: commercialclass@Spokesman.com	0	
4 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	
5 American Indian Community Center (AICC)	Linda Lauch 610 E North Foothills Dr, Spokane, WA 99207 Phone: 509-535-0886 Email: lindal@aiccinc.org	0	
6 Central Washington University Department of Communication	Department of Communication 400 E University Way, Ellensburg WA 98926 Phone: 509-963-1921 Email: career@cwu.edu	0	
7 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	
8 Columbia College Chicago	Career Services 623 S Wabash, Rm #307, Chicago, IL 60605 Phone: 312-369-7280 Email: columbiaworks@colum.edu	0	
9 Colville Confederated Tribes	Human Resources Box 150, Nespelern, WA 99155 Phone: 800-506-9434 Email: anthony.thomas.etc@colvilletribes.com	0	
*10 ENSO	Ryan Enso 508 W 6th Ave, Suite 400, Spokane, WA 99204 Phone: 509-329-6010 Email: ryan.enso@hotmail.com	0	
11 Eastern Washington University African American Education Program	Dr. Scott Finnie 216 Isle Hall, Cheney WA 99004-2420 Phone: 509-359-2205 Email: sfinnie@ewu.edu	0	
12 Eastern Washington University Career Services	Career Services 114 Showalter Hall, Cheney WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
13 Eastern Washington University Chicano Education Program	Career Services 203 Monroe Hall, Cheney, WA 99004 Phone: 509-359-2230 Email: chicanoed@ewu.edu	0	



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14 Eastern Washington University Dept of Theatre & Film	Annie Hudson Electronic Media & Film, 104 RTV Bldg, Cheney WA 99004 Phone: 509-359-6390 Email: ahudson5@ewu.edu	0	
15 Napoli Management Group	Mendes Napoli 8844 W Olympic Blvd, St 100, Beverly Hills, CA 90211 Phone: 310-385-8222 Email: nmg@tvtalet.com	0	
16 North East Community Center	Rosa Lopez 4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: rlopez@necommunitycenter.com	0	
17 Spokane Community College Multicultural Student Services	Corey Sutter 1810 N Green St, MS-2081, Spokane 99217 Phone: 509-533-7032 Email: csutter@scc.spokane.edu	0	
18 Southwest Spokane Community Center	Mark Reilly 310 S, Spokane, WA 99201 Phone: 509-624-8634 Email: mreilly@webband.com	0	
19 Spokane Falls Community College	Gabby Ryan 3410 W Fort George Wright Dr, Spokane 99224 Phone: 509-533-4411 Email: careers@spokanefalls.edu	0	
20 Spokane Tribe of Indians Employment Services	Jennifer Covington PO Box 206, Wellpinit, WA 99040 Phone: 509-458-6569 Email: hradmin@spokanetribe.com	0	
21 TV Jobs.com - Broadcast Employment Services	Employment Svc. PO Box 4116, Oceanside, CA 92058 Phone: 800-374-0119 Email: admin@tvjobs.com	6	1
22 Washington State Commission on Hispanic Affairs	Washington State Commission on Hispanic Affairs P.O. Box 40924, Olympia, WA 98504 Phone: 360-725-5661 Email: hispanic@cha.wa.gov	0	
23 Washington State University Communications Dept	WSU - Communications Dept Pullman WA 99164-1061 Email: communications@wsu.edu	3	1
24 YWCA Opportunity Center	Erica Schreiber 930 N Monroe St, Spokane, WA 99201 Phone: 509-326-1190 Email: woclab@ywcaspokane.org	0	
25 Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: http://spokane.craigslist.org	7	
26 Gonzaga University	Gonzaga University - Katherine Brackmann (Handshake.com) E 502 Boone, Spokane 99258 Phone: 509-313-4237 Email: brackmann@gonzaga.edu	0	
27 Whitworth University	Whitworth University - Kimberly Ortiz (Handshake.com) 300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	



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28 Greater Spokane Inc	Alisha Benson 801 W Riverside, Suite 100, Spokane WA 99201 Phone: 509-321-3608 Email: info@greaterspokane.org, Website: www.greaterspokane.org	0	
29 North Idaho College	Career Center Services 1000 W Garden Ave, Coeur d'Alene ID 83814 Phone: 208-769-7821 http://nic.edu/career/jobs Email: karen.glaeser@nic.edu	0	
30 Spokane Community College Career Employment Services	Norma Cantu 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 Email: norma.cantu@scc.spokane.edu	0	
31 Worksource	Jeff Miller 130 S Arthur, Spokane WA 99202 www.worksourcewa.com	2	
32 Eastern Washington University (MAIL) American Indian Studies	Deidre Almeida, Director 706 5th St, Cheney, WA 99004 509-359-2441	0	
33 Martin Luther King Jr Family Outreach Center (MAIL)	Freda Gandy 845 S Sherman St, Spokane 99202 Phone: 509-455-8722 Email: fdesk@mlkspokane.org	0	
34 WSAB (Wa State Assoc of Broadcasters) separate email with attachment of job ad)	Keith Shipman cell#541-419-0141 724 Columbia St NW, Suite 310, Olympia, WA 98501 360-705-0774 Email: kshipman@wsab.org http://www.wsab.org/jobbank_employers.html	0	
35 Indeed.com	https://employers.indeed.com/m 800-475-4361	17	2
36 Job Fair - Next Gen	KHQ 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	3	2
37 Office Team - Robert Half	Dianne LaValley 601 W Riverside Ave, Suite 960 Spokane, WA 99201 (509) 747-2058	1	
38 Youtube.com	Youtube.com San Bruno, CA https://www.youtube.com/resultssearch_query=mmj+reel	12	
39 LinkedIn.com	Career Page https://www.linkedin.com/	3	
Total		107	26

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	Participated in the All Majors Career Fair: October 2018 at Gonzaga University. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. Descriptions and applications were available for the job candidates. Managers were available to talk about job openings in the various markets and details on education needed for each job. Several internships were established from this career fair.
Job Fair	Participated in the Science & Technology Career Fair: October 2018 at Eastern Washington University. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. Descriptions and applications were available for the job candidates. Managers were available to talk about job openings in the various markets and details on education needed for each job.
Job Fair	Participated in the Fuse Career Fair sponsored by four local Universities at the Spokane Convention Center. Eastern Washington University, Gonzaga University, Washington State University and Whitworth University hosted the event in February 2019. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. Job descriptions and applications were distributed. Managers were available to talk about job openings in the various markets and details on education needed for each job.
Job Fair	Participated in a Jobs Jamboree hosted by the Billings Job Service in March 2019 at Metra Park. Station representatives discussed employment opportunities at KULR, KTMF, KWYB, KFBB, and KHQ. A current job opening list with job descriptions was provided.
Job Fair	Participated in the Internship and Job Fair at University of Montana - School of Journalism in March 2019. Station representatives met with students to discuss the job and internship opportunities available at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. .
Job Fair	Participated in the Spokane Falls Community College Fair (SFCC) in May 2019. The event was sponsored by SFCC. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. Job descriptions and applications were distributed. Over thirty resumes were accepted. Job seekers were able to talk one on one with a KHQ employee on jobs available and what KHQ is all about.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 6th Annual Job fair on May 23, 2019 at the Spokane Convention Center. Station representatives discussed opportunities with KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. Informational sheets outlining internship programs and job shadow positions as well as a list of current jobs at each individual station were made available. Representatives discussed the company approach to hiring at smaller Stations/Markets and training and promoting to the larger market Stations. Talent and weather staff answered questions about their jobs and education requirements for their positions.
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 twenty 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 21 interns during the reporting year in the news and SWX departments. During the reporting year KHQ hired 2 of these interns for a full-time position and two others were hired at our Montana stations full time.
Mentoring Program	The Director of Training and Recruiting and the Director of Content and Marketing work with all content employees across the Companies including: Cowles Montana Media Company (CMMC) KHQ, Inc's "brother/sister broadcast entity" 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.



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Tours	KHQ gave twenty three station tours to various groups of students in which the broadcasting industry is explained including job opportunities and the requirements needed for the jobs.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KHQ Station Representatives participated in eighteen events including classroom presentations from grade school classes to college classes, and county-wide high school career fairs about broadcast career opportunities and the related educational requirements.
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 gained has led to freelance jobs with other network affiliated sports production companies such as ESPN, Root Sports, and the Pac12 network.
Training	Managers participated in various monthly training sessions led by the Corporate Human Resource Manager including topics of Drug Screening and Reasonable Suspicion, Listening and Communication, HIPPA Policies, Anti Harassment and Active Shooter Training.
Training	The sales staff met with a media consultant from Leigh Stowell & Company in March 2019. The training and workshop was designed to bolster the efforts of the sales team by providing the intelligence and the tools they need to reach their short and long-term advertising, marketing and research objectives.
Training	The Director of Engineering and the Chief Engineer learned about new advances in technology, spectrum issues, and new delivery platforms at the National Association of Broadcasters Convention in Las Vegas in April 2019.
Training	Five managers attended the NAB - Small Market Television Exchange three day conference in Austin, TX. in September 2019. The managers learned leadership, creative marketing ideas, management strategies and sales training strategies.
Training	Our Director of Recruiting and Training produced and distributed to all newsrooms, a training video on how to shoot and edit video sequences. This video explained what a shot sequence is and why they are valuable and necessary in producing/shooting news stories for broadcast. This video was posted to YouTube so that all KHQ Incorporated and Cowles Montana Media newsroom personnel could watch the training video.
Training	The Sales team receive ongoing training throughout the year from Center for Sales Strategies and Simplifi through online information and presentations by managers in one to two hour weekly training sessions covering various topics designed to assist and develop sales staff.
Training	Four managers attended the Promax Station Summit in Las Vegas in June, where they were instructed by NBC personnel regarding new promotional strategies for Television, WEB and Social Media and best practices for promotions across all platforms.
Training	One new Sales Rep and The Director of Digital Strategies underwent an extensive online training program with the Center for Sales Strategy as new to television sellers. The extensive course plays out online with an instructor from CSS monitoring their progress through various assignments and tests as they progressed.
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, including its website, to support its members and to help advertisers make the best use of local ad dollars.