



## 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 KULR (Billings, MT) 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 December 1, 2017 to and including November 30, 2018 (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 web face-time interviews.



**2018 EEO Public File Report Form**  
**Reporting Period: 12/01/17 - 11/30/18**

**Station: KULR**  
**Section I: Vacancy Information**

<b>Full Time Positions Filled by Job Title:</b>	<b>Recruitment Source of Hiree:</b>	<b>Date Position Filled</b>	<b>Total # of Interviewees from all Sources for this position:</b>	<b>Recruitment Sources Notified for each position (from Section II Recruitment Source)</b>
1. Sports Producer/Photographer	Internal	12/18/2017	4	1-8,11-13,18
2. Director	KULR Website	12/28/2017	4	1-8,11,13,18
3. WUM Production Assistant	Indeed	1/3/2018	8	1-8,11-13,18
4. WUM Producer	Indeed	1/8/2018	4	1-8,11-13,18
5. Photographer/Production Assistan	KULR Website	1/9/2018	4	1-8,11-13,18
6. WUM Production Assistant	Indeed	3/5/2018	9	1-8,11-13,18
7. Sales Assistant	Indeed	4/25/2018	5	1-8,11-13,18,21
8. Sales Assistant	Indeed	5/4/2018	5	1-8,11-13,18,21
9. Account Executive	Employee Referral	6/11/2018	3	1-8,12-13,18,21
10. Newscast Director	CWU Outreach Event	8/2/2018	6	1-8,11-14,18,21,24
11. Anchor/Reporter/Producer	Indeed	8/6/2018	4	1-13,18
12. Creative Services Director	Indeed	8/7/2018	4	1-13, 15-18,21
13. Account Executive	Walk In	9/4/2018	5	1-13,15-18,21
14. Newscast Director	Employee Referral	9/12/2018	3	1-8,11-13,18
15. Multi Media Journalist	Gonzaga	9/25/2018	4	1-13,15-18

Total Number of Persons Interviewed During Applicable Period: **72**



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Section II: Total Number of Interviews Generated Per Recruitment Source

	Recruitment Source	Contact Information	# of Interviewees Per Source This Period (if any).	Full Time Positions For Which This Source Was Utilized
1	Internal Posting/Employee Referral Walk-in	Doug Miles 2045 Overland Avenue, Billings MT 59102 (406) 656-8000	7	4
2	Company Websites	Jessica Hilgendorf (406) 656-8000 www.kulr8.com www.khq.com www.abcfxmontana.com	12	2
3	Bureau of Indian Affairs	Federal Building 316 N 26th Street, Billings MT 59101 Fax (406) 247-7902	0	
4	Job Service	Job Service 2121 B Rosebud Drive, Billings MT 59102 Fax (406) 652-0444	0	
5	YMCA Women's Center	YMCA Women's Center 909 Wyoming Avenue, Billings MT 59102 Fax (406) 245-7867	0	
6	Montana State University - Bozeman	Job Placement Office Bozeman MT 59717 Fax (406) 994-5488	1	
7	Rocky Mountain College	Job Placement Office 1511 Poly Drive, Billing MT 59102 Fax (406) 259-9751	0	
8	University of Montana - Missoula	Career Services Lodge 148, Missoula MT 59801 Fax (406) 243-5866	0	
9	Eastern Washington University Career Services	Career Services 114 Showalter Hall, Cheney WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
10	Gonzaga University	Gonzaga University - Katherine Brackmann (Handshake.com) E 502 Boone, Spokane 99258 Phone: 509-313-4237 Email: brackmann@gonzaga.edu	1	1
11	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	7	
12	Job Connection	Job Connection 2070 Overland Ave, Billings MT 59102 Fax (406) 245-6768	0	
13	Montana State University - Billings	Job Placement Office 1500 N 30th Street, Billings MT 59101 Fax (406) 657-2189	1	
14	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr., Bonner MT 59823 (406) 244-4622 www.mtbroadcasters.org	0	
15	Washington State University Communications Dept.	WSU - Communications Dept. Pullman WA 99164-1061 Email: communications@wsu.edu	0	
16	Whitman College Student Engagement Center	Reid Campus Center 219 280 Boyer Ave Walla Walla, WA 99362 (509) 527-5183	0	



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17 Whitworth University	Whitworth University Whitworth University - Kimberly Ortiz (Handshake.c 300 West Hawthorne 300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	
18 Indeed.com	indeed.com 1-800-475-4361	38	7
19 Medialine	Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 (800) 237-8073 medialine@medialine.com	0	
20 Mississippi State	Lindsey Morchauer 306 Hilbun Hall Mississippi State, MS 397625 lmorschauer@geosci.msstate.edu	0	
21 KULR / SWX TV -Job Watch	Doug Miles 2045 Overland Avenue, Billings MT 59102 (406) 656-8000	3	
22 KHQ Job Fair	Doug Miles	1	
23 College of Media Communication & Information University of Colorado Boulder	1511 University Ave, Boulder, CO 80309-0478  www.myinterfase.com/cuboulder_cmci/employer	0	
24 Central Washington University Department of Communication  Outreach Event February 2018	Department of Communication 400 E University Way, Ellensburg WA 98926 Phone: 509-963-1921 Email: career@cwu.edu	1	1
<b>Total interviews for all full time vacancies filled:</b>		72	15

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



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**Station: KULR**  
**Section III : Outreach Activities**

Activity	Description
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 March 2018. 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 the Internship and Job Fair at University of Montana - School of Journalism in March 2018. Station representatives met with students to discuss the job and internship opportunities available at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. The Director of Recruiting and Training discussed with instructors about how to better equip students for today's media landscape.
Job Fair	Participated in a Jobs Jamboree hosted by the Billings Job Service in March 2018 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 Great Falls Job fair Hosted by Great Falls Job Service in May 2018. Station representatives discussed the career paths available in Broadcasting and with KFBB, KWYB, KHBB, KULR, KTMF and Sister stations in Washington. An informational sheet describing all of the open positions at each individual station in Washington and Montana was made available.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 5th Annual Job fair on May 24, 2018 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.
Job Fair	Participated in the Whitworth University Hold a Career and Internship Fair in September 2018 to help new and seasoned students find a career in a field of their choice. Station representatives discussed employment and internship possibilities at 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.
Job Fair	Participated in the All Majors 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.
Tours	KULR gave three station tours in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.
Mentoring Program	Employees often visit KHQ-TV a "brother/sister broadcast entity" in Spokane, WA to train with staff in the larger market. News, Production, and Sales personnel have participated in these mentoring activities this reporting year. In addition KHQ's Director of Content and Director of Recruiting & Training work weekly with KULR's News Director, producers and Multi-Media Journalists for guidance and training.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruiting participated in a class lecture and program tour at Central Washington University in February 2018. Topics covered included newscast producing, the typical workday, news story construction, how to research and build a news story and opportunities within the company for internships and full time jobs.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruiting attended a symposium at Washington State University. He discussed issues and opportunities you would face in the communication profession. He met with many students and discussed internship and job opportunities with KHQ, Inc. and Cowles Montana Media Company.



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**Section III : Outreach Activities**

Activity	Description
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KULR's News Director participated in a classroom presentation at Skyview High School. He discussed broadcast career opportunities and the related educational requirements.
Training	The Station Manager, News Director and news staff participated in the Poynter webinar "The Power of Critical Thinking" on October 11, 2018. The webinar focused on teaching journalists strategies for defending themselves against accusation of fake news.
Training	The General Sales Manager and Sales Staff participated in several webinars by Efficio, WideOrbit, and Simplifi for training with order input, account management and understanding customer needs for advertising on the web.
Training	The Station Manager and General Sales Manager attended the National Association of Broadcasters Small Market Convention in Nashville, TN in September 2018. The managers learned leadership, creative marketing ideas, management strategies and sales training strategies.
Training	The General Sales Manager and Sales team attended the Jim Manning Workshop in October 2018, which focused on how to prospect for new direct business, and closing and servicing new clients to exceed their expectations.
Training	The Online Content Producer participated in a webinar hosted by Baron Weather. The webinar covered the mobile app utilization and the process of sending notifications.
Training	The Online Content Producer participated in several webinars hosted by Aptivada. The webinars covered sales opportunities, online features; including surveys, quizzes and polls, and integrating sponsors into the online features.