



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, 2016 to and including November 30, 2017 (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.



2017 EEO Public File Report Form
Reporting Period: 12/01/16 - 11/30/17

Station: KULR
Section I: Vacancy Information

Full Time Positions Filled by Job Title:	Recruitment Source of Hiree:	Date Position Filled	Total # of Interviewees from all Sources for this position:	Recruitment Sources Notified for each position (from Section II Recruitment Source)
1. Sports Prod/Photographer	Internal	1/2/2017	5	1-13,
2. Account Executive	KULR Job Watch	1/3/2017	5	1-13,
3. WUM- Producer	KULR Website	2/27/2017	5	1-13,
4. Meterologist	Internal Promotion	3/6/2017	5	1-13,
5. Newscast Director	Internal Promotion	3/8/2017	3	1-14,
6. WUM Editor/Photographer	Website	3/13/2017	3	1-13,
7. Mulit-Media Journalsit	TV Jobs	3/20/2017	7	1-13,
8. Receptionist/Sales Assistant	Job Fair At Metra	4/3/2017	8	1-14,17,18
9. Producer	Billings Job Fair	5/22/2017	6	1-14,17,19,20
10. Executive Producer	Internal Promotion	5/29/2017	1	Promotion
11. Engineer	KULR Website	5/30/2017	9	1-14
12. Meterologist/Reporter	Mississippi State	6/26/2017	6	1-14,19,21
13. Creative Service Director	KULR Website	7/10/2017	4	1-14,19
14 WUM Executive Producer	Internal Promotion	7/16/2017	1	Promotion
15 Receptionist/Sales Assistant	KULR Job Watch	7/17/2017	6	1-14,19
16 Mulit-Media Journalsit	Internal Promotion	7/24/2017	1	Promotion
17 WUM Meteorologist	Internal Promotion	7/30/2017	1	Promotion
18 Mulit-Media Journalsit	Indeed.com	8/14/2017	5	1-14,19
19 News Anchor	Internal Promotion	8/13/2017	1	Promotion
20 News Anchor	Internal Promotion	8/15/2017	1	Promotion
21 MMJ/Sports Reporter	Indeed.com	8/29/2017	4	1-8,10-14,19
22 Account Executive	Referral	11/6/2017	10	1-9,11-14,19,23
Total Number of Persons Interviewed During Applicable Period:			97	



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Section III: 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	18	10
2	Company Websites	Jessica Hilgendorf (406) 656-8000 www.kulr8.com www.khq.com www.abcfoxmontana.com	18	4
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	1	
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	0	
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	Billings Gazette	Billings Gazette 401 N Broadway, Billings MT 59101	6	
10	Monster.com	www.monster.com 1-800-666-7837	0	
11	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	18	1
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	0	
14	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr., Bonner MT 59823 (406) 244-4622 www.mtbroadcasters.org	0	
15	KWSU & KTNW Public Television	Marvin Marcelo PO Box 642530, Pullman, WA 99163 Phone: 800-922-4200 Email: mmarcelo@wsu.ed	1	



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16	Entercomm Communications Portland	Kent Randles 700 SW Bancroft St. Portland, OR 97239 Phone: 503-223-1441 Email: kent.randles@enter	0	
17	Job Fair at Metra Park	Job Fair at Metra Park - March 15, 2017 Trisha Glen - JSEC Coordinator Phone: 406-655-6081 Email: tglen@mt.gov	2	2
18	Advanced Personnel	Staci Miner 2115 Boradwater Avenue, Billings, MT 59102 Phone: 406-652-8805 Email: staci@advanceemj	2	
19	Indeed.com	indeed.com 1-800-475-4361	24	2
20	Medialine	Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 (800) 237-8073 medialine@medialine.com	1	
21	Mississippi State	Lindsey Morchauer 306 Hilbun Hall Mississippi State, MS 397625 lmorschauser@geosci.msstate.edu	1	1
22	KULR TV -Job Watch	Doug Miles 2045 Overland Avenue, Billings MT 59102 (406) 656-8000 lmorschauser@geosci.msstate.edu	5	2
Total interviews for all full time vacancies filled:			97	22

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



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Section IV : Outreach Activities

Activity	Description
Job Fair	Participated in the Internship and Job Fair put on 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 2017. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. Descriptions and applications were also 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 Fair	Participated in the Internship and Job Fair at University of Montana - School of Journalism in March 2017. Station representatives discussed employment and internship possibilities at KTMF, KWYB, KHBB, KFBB, KULR, and our Sister Stations in Washington.
Job Fair	Participated in a Jobs Jamboree hosted by the Billings Job Service in March 2017 at Metra Park. Station representatives discussed employment opportunities at KULR. 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 2017. Station representatives discussed the career paths available in Broadcasting and with KFBB, 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 4th Annual Job fair, May 2017 at the Spokane Convention Center. Station representatives discussed opportunities with KHQ-TV, KNDO/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 the market Stations. Talent and weather staff answered questions about their jobs and education requirements for their positions.
Job Shadow Program	These are generally middle school, or high school 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 three job shadows in this reporting year in the news department.
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 News Director and Assistant News Director work weekly with KTMF's News Director, producers and Multi-Media Journalists for guidance and training.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KULR participated in several events including classroom presentations to grade school classes in which broadcast career opportunities and the related educational requirements were discussed.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	A station representative spoke to a communications/media class at Montana State University Billings. The representative discussed careers in broadcasting, education needed for a successful career in broadcasting, employment, and internship opportunities at KULR.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	A station representative spoke to a public speaking class at Montana State University - Billings. The representative discussed how public speaking is involved both on camera and off camera jobs at a television station. Students were also presented with employment and internship opportunities at KULR.
Training	The News Director and the weather staff attended a seminar for NWS. The seminar covered consistent reporting on winter weather messaging on broadcast and social media platforms.
Training	The promotions manager attended five webinars covering various aspects of After Effects and Sound Design for Motion Graphics software.
Training	The General Sales Manager and Sales Staff attended a seminar on how to prospect for new direct business, closing and servicing new clients to exceed their expectations.



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Training	The Station Manager and General Sales Manager attended the National Association of Broadcasters Small Market Convention in Denver CO in September 2017. The managers learned leadership, creative marketing ideas, management strategies and sales training strategies.
Training	Several Managers attended a webinar sponsored by the Montana Broadcaster's Association. The presentation discussed the evolving face of EEO compliance.
Training	The Weather Staff participated in two webinars hosted by Baron Weather. The webinars covered the utilization of the Baron weather system to tell a better weather story and how to get important weather alerts to air.
Training	The Weather staff attended a seminar hosted by NOAA. The seminar showed the recourse's available through the winter and discuss collaboration in forecast modeling.