



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.

The information contained in this Report covers the time period beginning December 1, 2023 to and including November 30, 2024 (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.



2024 EEO Public File Report Form
Reporting Period: 12/01/23 - 11/30/24

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. Digital Content Producer	Indeed	12/21/2023	5	1-22
2. Broadcast Maintenance Tech	Indeed	1/10/2024	5	1-22
3. Digital Anchor	Promotion	3/18/2024	6	1-22
4. Sports Anchor	Website	5/6/2024	6	1-22
5. Sports Reporter	Referral	7/15/2024	7	1-22
6. Multi Media Journalist	Indeed	7/29/2024	8	1-22
7. Live Sports Director	Referral	8/28/2024	4	1-22
8. Multi Media Journalist	You Tube	9/23/2024	5	1-23
9. News Producer	Indeed	10/28/2024	7	1-3,6-14,18,19,21,24
Total Number of Persons Interviewed:			53	



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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	Keith Teske 2045 Overland Avenue, Billings MT 59102 (406) 656-8000	7	3
2	Non Stop Local Website KHQ Inc. - KNDO-KNDU-Cowles MT Media https://www.nonstoplocal.com/employment	Jeff Hite -Director of Recruiting & Training Phone: 509-448-6000 Email: jeff.hite@nonstoplocal.com	8	1
3	Bureau of Indian Affairs	Federal Building 316 N 26th Street, Billings MT 59101 Emailed: jamie.ereaux@bia.gov Fax (406) 247-7902 connie.goodbear@bia.gov	0	
4	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr., Bonner MT 59823 Website: https://www.mtbroadcasters.org/broadcasting-careers/jobs	0	
5	Montana State University - Bozeman Handshake	Job Placement Office Bozeman MT 59717 Fax (406) 994-5488	0	
6	Carroll College Handshake	Career Services 406-447-5532 careers@carroll.edu	0	
7	Eastern Washington University Career Services Handshake	Career Services 114 Showalter Hall, Cheney WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
8	University of Montana - Missoula Handshake	Career Services Lodge 148, Missoula MT 59801 Fax (406) 243-5866	0	
9	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	0	
10	Job Connection	Job Connection 2070 Overland Ave, Billings MT 59102 Fax (406) 245-6768 Email: coordinator@jobconnection.org	0	
11	Montana State University - Billings Handshake	Job Placement Office 1500 N 30th Street, Billings MT 59101 Fax (406) 657-2189	0	
12	Indeed.com	indeed.com 6433 Champion Grandview Way, bldg1, Austin TX 78750	27	4
13	University of Colorado Boulder Handshake	Career Services 2249 Willard Loop Dr, Boulder, CO 80305 Phone: 303-492-6541 https://www.colorado.edu/hr/hr-service-center	0	
14	Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: http://spokane.craigslist.org	0	
15	NASBA -Career page	https://www.careerpage.org/jobseekers.php	0	
16	Montana Job Service	Website: https://usnlx.com/secure/emplogin.asp?state=mt US National Labor Exchange	0	



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17	Whitworth University Handshake	Whitworth University - Kimberly Ortiz 300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	
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/	0	
19	Rocky Mountain College	Job Placement Office 1511 Poly Drive, Billing MT 59102 Fax (406) 259-9751	0	
20	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	
21	Idaho State University Handshake	Museum Building 12 4th Floor Room 418 921 South 8th Avenue Sopt 8108 Pocatello, ID 83209 Phone: 208282-2380 Email: careers@isu.ed	0	
22	Washington State University Communications Dept.	WSU - Communications Dept. Pullman WA 99164-1061	0	
23	You Tube	Youtube.com San Bruno, CA https://www.youtube.com	10	1
24	Work Source Washington	Career Services 130 S Arthur, Spokane, WA 99202 www.worksourcewa.com	1	
Total interviews for all full time vacancies filled:			53	9

Note: * Indicates sources that have requested notification of job openings- none in 2023-2024 reporting period.



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Section III : Outreach Activities

Activity	Description
Job Fair	The Director of Recruitment (DOR) participated in the Washington State University Career Expo, February 6, 2024 in Pullman, WA. The DOR spoke with several students individually about careers and internship possibilities at Cowles Montana Media stations and the KHQ, Inc stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Career Fair on February 7, 2024 in Moscow, ID. The DOR spoke with students about our Company, what we do and where we operate. The DOR talked with students individually about careers and the Company's internship programs including the requirements and how to apply for an internship. He also talked about the current and future job opportunities at all station locations for the Cowles Montana stations(including KULR) and the KHQ, Inc stations.
Job Fair	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Job Fair on April 24, 2024 in Spokane, WA. The Director of Recruitment (DOR) and station representatives spoke with job seekers about current and future job opportunities and education requirements for the different positions primarily in the news, sales and business departments with Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated. Candidate resumes were collected and distributed to the various hiring managers.
Job Fair	The Director of Recruitment (DOR) participated in the Spokane Falls Community College Job Fair on April 25, 2024. The DOR represented Cowles Montana stations and KHQ, Inc stations and spoke with the students about careers in media and journalism and the paths, typical education for various positions and entry-level positions at all locations.
Job Fair	The Director of Recruitment(DOR) participated in the Whitworth University job and Internship fair on October 22, 2024 in Spokane, WA. He spoke with students about internships and career opportunities at all Cowles stations in Washington and Montana. He also accepted resumes for internships and current job openings.
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 five one-on-one 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.
Scholarship Fund	Cowles Montana Media Company maintains the Kalee Scolatti Memorial Scholarship Fund with the University of Montana directed at students interning and desiring to pursue a career in broadcasting.
Scholarship Fund	Cowles Montana Media Company joined in the Scholarship support of Ecology Project International education program by sponsoring a Native Montana student or students to participate in their ecology course training in Yellowstone National Park.
Mentoring Program	The Director of Recruitment and Training works 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. He works 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.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) participated in the Gonzaga University Career Development Class on February 3, 2024. The DOR was part of a panel discussion on the topic of career development strategies. The DOR shared with the students about resume and interview strategies. Discussion also included professionalism and what that looks like in the workplace and internships and how they can benefit the student. He also discussed current and future job opportunities at KHQ, Inc and Cowles Montana Stations.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment(DOR) participated in the WSU Murrow Symposium on April 3rd and 4th, 2024. During this two day event he participated on panels about careers in journalism, long-form storytelling and sports production. The DOR also spoke individually with students about positions within the Companies both current and in the future as well as internship opportunities at KHQ, Inc and Cowles Montana Media Stations.



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Activity	Description
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) participated in the Eastern Washington University Diversity & Inclusion Festival on April 18, 2024 in Spokane, WA .The DOR spoke with students from diverse cultures backgrounds about careers in broadcasting, media and content generation. He also talked about internships and job shadow opportunities across all Cowles stations in Washington and Montana.
Training	The Cowles Montana Media managers have access to the "Manager Corner" a dedicated section on the Employee Resources online site tailored to the management team providing valuable resources, guides, and tools to assist in day-today management tasks. Topics include, Effective interviewing techniques, interviewing do's and don'ts, Interviews-What Not to Ask and includes an Interview Question Bank, Interviewing and the ADA training module, Documentation Training as a Manager and Company Practices and Standards, Performance Evaluation Training and various others.
Training	All Cowles Montana Media Management Team participated in an all day Human Resources(HR) retreat on February 27, 2024 in Spokane, WA. Rebecca Larson, a Senior Training Specialist in Organizational Development from Gonzaga University led the group in team building activities and spoke on the "Leader as a Coach" providing input into "Coaching" employees to reach their full potentials for employee development and performance. Discussion centered on generations in the workforce and how to manage each of them. Jessi Everhardt, of Cowles HR, also led sessions on interviewing and performance reviews.
Training	Cowles Company, owner of Cowles Montana Media Company also provides a quarterly solutions newsletter resource for managers aimed at bolstering leadership and human resource practices. Highlight examples include strategies for building meaningful relationships with team members from the get-go; Tips on supporting employees through personal challenges, including making the most of the EAP's counseling and support services and guidance on managing performance issues with empathy and effectiveness.
Training	The Director of Sales, Station Manager and three Marketing Consultants attended the Montana Broadcasters Associations 2024 Fall Sales Clinic and Manning Awards on September 12, 2024 in Helena, MT. The keynote speaker was Aaron Davis, presented his " Change Your Attitude, Change Your Life " talk. Aaron has made it his mission to help others change their lives by changing their attitude, stressing the value and importance of maintaining a positive outlook on life personally and professionally.
Training	The chief meteorologist attended Montana's NWS Partner's two day Conference on Climate Services in November 2024. This conference covered the Science behind climate change and its impacts on Montana. They learned about the state of climate change and its impacts on Montana and will be able to utilize the information in reporting the weather.
Training	A KULR Anchor attended "The Women in Journalism" 2024 conference at the University of Missouri in April, 2024. The workshop is an annual workshop that focuses on challenges, accomplishments and issues specific to women in the journalism industry today. The focus of the conference is to help build safer, more diverse and innovative newsrooms to serve our communities worldwide. She learned how to innovate ways to cover stories, the management of newsrooms and teams and was trained on skills and tools from global leaders in the journalism industry.
Training	The News Director attended a 5 day workshop entitled "Essential Skills for Rising Newsroom Leaders" at the Poynter Institute in Florida in May 2024. The workshop focused on critical skills new news managers need on their paths to leadership in journalism, media and technology. The workshop also taught skills to delegate effectively, how to conduct fair conversations that get results, learn tactics for on-boarding and retention of top talent, skills to analyze the situation to achieve better work-life chemistry and taught about the art of managing up. The ND also learned what leading a distributed team really means and how to address all types of work needs.