



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 KTMT (Missoula, 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: KTMF
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 Local Sales Manager	Indeed	1/29/2024	4	1-19,24-25
2 News Production Manager	Promotion	3/31/2024	5	1-19
3 News Production/Photographer	Promotion	5/12/2024	5	1-19
4 Sports Reporter	Intern	5/13/2024	6	1-20,22
5 News Production/Photographer	Indeed	5/17/2024	5	1-19
6 Marketing Consultant	Indeed	7/8/2024	2	1-19
7 Multi Media Journalist	Indeed	7/22/2024	8	1-20,22
8 Digital Producer	Promotion	9/15/2024	7	1-19,22
9 Content Manager	Website	9/16/2024	8	1-19,21
10 Sales Assistant	Indeed	9/30/2024	5	1-19
11 Newscast Producer	Website	10/14/2024	2	1-19
Total Number of Persons Interviewed:			57	



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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 Promotion/Walk-in/Intern	Tom Ciprari 2200 Stephens Ave, Missoula MT 59801 (406) 542-8900	13	4
2	Company Websites	Tom Ciprari (406) 542-8900 www.montanarightnow.com www.khq.com	13	2
3	Montana State University Handshake	MSU Career Services 177 Strand Union Building, Bozeman MT (406) 994-4353 careers@montana.edu	0	
4	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr., Bonner MT 59823	0	
5	NASBA -Career page	https://www.careerpage.org/jobseekers.php	0	
6	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	0	
7	University of Montana Handshake	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
8	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	0	
9	Indeed	Indeed.com 6433 Champion Grandview Way, bldg1, Austin TX 78750	20	5
10	Montana Job Service	US National Labor Exchange Website: https://usnlx.com/secure/emplogin.asp?state=mt	0	
11	Carroll College Handshake	1601 N. Benton Ave Helena, MT 59601 Phone: 406-447-5532 Email: careers@carroll.edu	0	
12	Eastern Washington University Handshake	https://www.ewu.edu/careerservices Cheney, WA Phone: 5093596365 Email: careers@ewu.edu	0	
13	Gonzaga University	Website: https://gonzaga-csm.symplicity.com/employers/ 502 E. Boone Avenue - Spokane, WA Phone: 509-313-4234	0	
14	Idaho State University Handshake	https://www.isu.edu/career Pocatello, ID Phone: 208-282-2380 Email: careers@isu.edu	0	
15	Whitworth University Handshake	https://www.whitworth.edu/careerservices 300 W. Hawthorne Rd Spokane Phone: 509-777-3272 Email: careercenter@whitworth.edu	0	
16	Central Washington University	Website: https://cwu-csm.symplicity.com/employers 400 E. University Way, Ellensburg WA Phone: 509-963-1921 Email: career@cwu.edu <career@cwu.edu>;	0	
17	University of Colorado Bolder Handshake	http://www.colorado.edu/career/ Boulder, Colorado Phone: (303) 492-6541 Email: career@colorado.edu	0	



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18	Rocky Mountain College	Website: https://www.rocky.edu/careerservices 1511 Poly Drive Billings MT Phone: 406-657-1039 Email: careerservices@rocky.edu	0	
19	Washington State University	Edward R Murrow College of Communications communications@wsu.edu Pullman, WA	0	
20	You Tube	https://www.youtube.com San Bruno, CA	5	
21	U of M Journalism Job Fair	University of Montana School of Journalism Job Fair https://www.umt.edu/journalism/events/career-fair/	1	
22	Washington State University Career Fair	https://www.cougfirst.org/career-expo/	5	
23	Gonzaga Job Fair	Gonzaga Career & Professional Development 502 E. Boone Avenue, Spokane, WA 99258 Phone: 509-313-4234 https://www.gonzaga.edu/student-life/career-services	0	
24	TV News Check	TV NewsCheck Media LLC 238 Crosshill Road, Wynnewood, PA 19096 Phone: 610-649-7989 https://tvnewscheck.com/	0	
25	Spots N Dots	SpotsnDots SND Publishing, LLC Phone: 888-884-2630 Email: issues@sposndots.com https://www.spotsndots.com/site/forms/online_services/classified_ad/	0	
Total interviews for all full time vacancies filled:			57	11

Note: * Indicates sources that have requested notification of job openings-none in the 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 KTMF) and the KHQ, Inc stations.
Job Fair	The Station Manager and News Director attended the University of Montana School of Journalism job and Internship Fair on March 8, 2024 in Missoula. They met with potential journalism students interested in job opportunities with Cowles Montana Media and the KHQ, Inc Washington stations. They provided information about internships and current jobs available and general jobs available for example reporters, producers and production roles in the news departments and all available open positions across the broadcast division.
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.
Job Shadow	KTMF offers job shadow opportunities. 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 was 1 job shadow in this reporting year in the Content department.



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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 1 intern during the reporting year in the content department and hired one intern from the prior year reporting period to a full time position.
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.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Station Manager and News Director attended the University of Montana School of Ethics and Trends in News Media Day, September 10, 2024 in Missoula. They met with the Senior Journalism students about the current state of ethics of news media and job trends and opportunities. They participated on a panel discussion answering questions about the difficult choices we make as journalist, what types of situations cross the line ethically, the health and well-being of broadcast journalism and the path to getting a job in broadcast media including types of jobs available in broadcast stations.
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 KTMF News Director attended the Magid Leadership Institute in mid August 2024 in Minnesota. This 3 day seminar brought a hands on approach to help managers succeed covering effective feedback, communication essentials for leaders and managers and what your people need. It also covered 'the multi-platform manager', running meetings, leadership and management style assessments and managing on air talent.
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-to-day 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, Local Sales Manager and four 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.



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Training	KTMF's chief meteorologists 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.