



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 KFBB (Great Falls, MT) and KHBB (Helena, 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, 2022 to and including November 30, 2023 (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.



2023 EEO Public File Report Form
Reporting Period: 12/01/22 - 11/30/23

Station: KFBB-TV & KHBB-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. Sales Assistant	Indeed	2/6/2023	3	1-11,13-15,17-19
2. Multimedia Journalist-Helena	Job Fair	4/30/2023	7	1-23
Total Number of Persons Interviewed During Applicable Period:			10	



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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 / Promotion	Keith Teske 3200 Old Havre Highway, Black Eagle MT 59414 (406) 453-4377	0	
2	Company Websites	Keith Teske www.montanarightnow.com www.khq.com	0	
3	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr., Bonner MT 59823 (406) 244-4622 www.mtbroadcasters.org	0	
4	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	0	
5	University of Montana - Missoula Handshake	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
6	Montana State University Handshake	Website: HireABobcat.com 406-994-4353 careers@montana.edu	0	
7	Indeed	Indeed.com 6433 Champion Grandview Way, bldg1, Austin TX 78750	5	1
8	Carroll College Handshake	Career Services 406-447-5532 careers@carroll.edu	0	
9	Eastern WA University Handshake	Career Services 114 Showalter Hall, Cheney WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
10	NSABA-Career pages	https://www.careerpage.org/jobseekers.php	0	
11	Central Washington University	Website: https://cwu-csm.symplicity.com/employers/index.pl 400 E. University Way, Ellensburg WA Phone: 509-963-1921 Email: career@cwu.edu <career@cwu.edu>;	0	
12	Gonzaga University	Website: https://gonzaga-csm.symplicity.com/employers/?si 502 E. Boone Avenue - Spokane, WA Phone: 509-313-4234	0	
13	Idaho State University Handshake	https://www.isu.edu/career Pocatello, ID Phone: 208-282-2380 Email: careers@isu.edu	0	
14	University of Colorado Boulder Handshake	http://www.colorado.edu/career/ Boulder, Colorado Phone: (303) 492-6541 Email: career@colorado.edu	0	
15	Rocky Mountain College	Website: https://www.rocky.edu/careerservices 1511 Poly Drive Billings MT Phone: 406-657-1039 Email: careerservices@rocky.edu	0	



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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
16	Washington State University	Edward R Murrow College of Communications communications@wsu.edu Pullman, WA	0	
17	Whitworth University Handshake	https://www.whitworth.edu/careerservices 300 W. Hawthorne Rd Spokane Phone: 509-777-3272 Email: careercenter@whitworth.edu	0	
18	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	0	
19	Montana Job Service US National Labor Exchange	Website: https://usnlx.com/secure/emplogin.asp?state=mt	0	
20	YouTube.com	www.youtube.com San Bruno, CA	1	
21	University MT Job Fair March 31,2023	https://www.umt.edu/journalism/events/career-fair/	1	1
22	Washington State University Career Fair	https://www.cougsfirst.org/career-expo/	2	
23	My Media Jobs.com	PO Box 65967 West Des Moines, IA Website: https://mymediajobs.com/	1	
Total interviews for all full time vacancies filled:			10	2

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



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Section III : Outreach Activities

Activity	Description
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Career Fair and networking night in person February 8, 2023. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated. 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 Montana School of Journalism and Internship Fair March 31, 2023. The DOR spoke with several students individually about careers and internship possibilities at Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated. 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 Career Fair/Graduate School Showcase at The NAB Convention on April 18, 2023. The DOR attended the BEA Career Fair and spoke with dozens of recent graduates and soon to be graduates, about careers and internship possibilities at Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Spokane In Person and Virtual Job Fair on May 25, 2023. The DOR and Station representatives met with people in person on the 11th and the DOR met virtually on the 12th regarding 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 Student Employment & Opportunities Fair at the University of Montana on September 13, 2023. The DOR spoke with dozens of students individually about careers and internship possibilities at Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated. The DOR spoke with the students about the typical background and educations found in TV/Media companies.
Job Fair	The Director of Recruitment(DOR) participated in the University of Idaho Fall 2023 Career Fair on October 4, 2023. The DOR spoke with several students about internships and job opportunities at Cowles Montana Media Company and KHQ, Incorporated.
Job Fair	The Director of Recruitment (DOR) participated in Gonzaga All Majors Career & Internship Fair on October 11, 2023. The DOR spoke with students to discuss the jobs, internships and job shadow opportunities available at Cowles Montana Media Company and KHQ, Incorporated.
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 for Cowles Montana Media Company. 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) spoke to a University of Idaho Broadcasting & Journalism Class on February 1, 2023. He talked with students about news coverage in general and the recent Moscow Murders. They spoke about working in newsrooms and the qualities of a professional journalist and typical educational requirements, employment and internship opportunities within our stations Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated. He also talked about ethical, technical and other issues journalists face.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) talked to Gonzaga University students of two Broadcasting & Journalism Classes on March 21, 2023. The DOR spoke about job opportunities and internships available at the Cowles owned stations. He talked about our Company history, values and what it takes to be successful in broadcast journalism.



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Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment spoke with two classes of WSU Broadcasting & Journalism Classes on March 22, 2023. During this event the DOR spoke about job opportunities and internships available at the Cowles Company stations and locations including KFBB in Great Falls and KHBB in Helena. He also talked individually with about twelve students about their work and specific job opportunities available with the Cowles Broadcast Group.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment and a KHQ Station Representative participated in the WSU Murrow Symposium on April 4th and 5th, 2023. During this two day event they participated on panels about aspects of the journalism industry. The also spoke individually with students about positions within the Company both current and in the future as well as internship opportunities at Cowles Montana Media Company Stations and our brother/sister stations KHQ, Incorporated.
Training	The Local Sales Manager and Sales Team participated in multiple webinars throughout the year. Topics included Training on ComScore tools, Sharebuilder managing accounts and tracking budgets, and AffinityX combining the power of data and programmatic streaming technologies.
Training	The Station Manager, Local Sales Manager and Sales team attended the Fall Sales Clinic & Manning Awards September 2023. Training focused on practical techniques on Social Media Content presented by Lori Lewis.
Training	Cowles Montana Media Employees participated in 3 Cowles Corporate sponsored Diversity, Equity & Inclusion Series where employees participated virtually via Teams to learn about Native American Heritage Month, Juneteenth and Hispanic Heritage Month.
Training	The Director of Sales attended a three day seminar and networking event at the NAB convention for Sales and Management in April 2023. The conference covered topics including promotion ideas, sales management training, diversity in the workplace and overcoming challenges in the present sales environment.
Training	Station Engineering Technicians attended the RSI Corp/Digital Safety Training November 1, 2023. Covering multiple safety courses and tests such as: RF, Tag out-lock out, hazmat meter, building safety, tower safety and remote site safety.