



## 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 KTMF (Missoula, 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, 2018 to and including November 30, 2019 (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.



**2019 EEO Public File Report Form**

**Reporting Period: 12/01/18 - 11/30/19**

**Station: KTMF**

**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. News Reporter                                | KTMF Website                        | 1/7/2019                    | 3  | 1-7,10   |
| 2. Sports Reporter/Anchor                       | KTMF Website                        | 1/21/2019                   | 6  | 1-7,10   |
| 3. Chief Engineer                               | Society of Broadcast Engineers      | 1/21/2019                   | 5  | 1-7,12   |
| 4. Producer                                     | Promotion                           | 4/1/2019                    | 2  | 1-7,10   |
| 5. Account Executive                            | KTMF Website                        | 4/1/2019                    | 5  | 1-8  |
| 6. Account Executive                            | KTMF Website                        | 4/1/2019                    | 5  | 1-8  |
| 7. Master Control Operator                      | KTMF Website                        | 5/6/2019                    | 2  | 1-7,10   |
| 8. WUM News Reporter                            | KHQ Intern                          | 5/20/2019                   | 6  | 1-7  |
| 9. News Reporter                                | KTMF Website                        | 6/3/2019                    | 3  | 1-7,10   |
| 10. Master Control Operator                     | Internal                            | 9/20/2019                   | 2  | 1-7,10   |
| 11. Traffic Coordinator                         | Indeed                              | 9/30/2019                   | 5  | 1-9  |
| 12. Account Executive                           | Indeed                              | 9/30/2019                   | 4  | 1-9  |
| 13. Account Executive                           | Website                             | 10/1/2019                   | 3  | 1-9  |
| 14. Sales Assistant                             | Website                             | 10/7/2019                   | 4  | 1-4,6-9,13,14  |
| 15. Weather Anchor                              | Promotion                           | 11/1/2019                   | 9  | 1-7,10   |
| 16. Digital Producer                            | Promotion                           | 11/18/2019                  | 3  | 1-7,9,10   |
| 17. Master Control Operator                     | Indeed                              | 11/20/2019                  | 3  | 1-7,9,10   |

Total Number of Persons Interviewed During Applicable Period: **70**



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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 | Tom Ciprari<br>2200 Stephens Ave, Missoula MT 59801<br>(406) 542-8900  | 8  | 5  |
| 2   | Company Websites                                     | Cassidy Belus (406) 542-8900<br>www.abcfoxmontana.com<br>www.kulr8.com<br>www.khq.com  | 34   | 8  |
| 3   | Montana State University                             | MSU Career Services<br>177 Strand Union Building, Bozeman MT<br>(406) 994-4353 careers@montana.edu   | 0  |  |
| 4   | Montana Broadcasters Association                     | Montana Broadcasters Association<br>3914 Rainbow Bend Dr., Bonner MT 59823<br>(406) 244-4622 www.mtbroadcasters.org  | 0  |  |
| 5   | TV Jobs  | Mark Holloway<br>P.O. Box 4116 Oceanside, CA 92052-4116<br>(800) 374-0119 admin@tvjobs.com   | 0  |  |
| 6   | University of Montana                                | Career Services<br>Lommasson 154, Missoula MT 59812-2088<br>(406) 243-2022 careers@umontana.edu  | 0  |  |
| 7   | Craigslist   | Craig Newmark<br>PO Box 225159, San Francisco CA 94122-5159<br>Phone: 415-566-9844 website: www.craigslist.org   | 4  |  |
| 8   | Job Service  | Missoula Job Service<br>539 S Third Street West, Missoula MT 59801<br>(406) 728-7060 missoulaJSC@mt.gov  | 0  |  |
| 9   | Indeed   | Indeed.com<br>6433 Champion Grandview Way, bldg1, Austin TX 78750  | 11   | 3  |
| 10  | Medialine  | Mark Shilstone<br>P.O. Box 51909, Pacific Grove, CA 93950<br>(800) 237-8073 medialine@medialine.com  | 0  |  |
| 11  | Reel Media   | Reel Media Group<br>Jenny Truong- Content Producer & Job Catalyst<br><a href="mailto:jenny@reelmediagroup.tv">jenny@reelmediagroup.tv</a><br>Phone: (212) 764-7171   | 0  |  |
| 12  | Society of Broadcast Engineers                       | <a href="https://www.sbe.org">https://www.sbe.org</a><br>9102 North Meridian St. Suite 150<br>Indianapolis, IN 46260<br>Phone: (317)-846-9000<br>Email: info@sbe.org | 2  | 1  |
| 13  | US National Labor Exchange                           | USNLX.com  | 0  |  |
| 14  | Idaho Works  | <a href="https://idahoworks.gov/ada/r/job_seeker">https://idahoworks.gov/ada/r/job_seeker</a>  | 0  |  |
| 15  | You Tube   | <a href="https://www.youtube.com">https://www.youtube.com</a><br>San Bruno, CA   | 11   |  |
| <b>Total interviews for all full time vacancies filled:</b> |  |  | <b>70</b>  | <b>17</b>  |

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



**2019 EEO Public File Report Form**  
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**Station: KTMF**  
**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 February 2019. 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 2019. 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 2019 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 the Bozeman Job Service Fair in April 2019 at the Gallatin County Fair Grounds. Over 75 participating employers attended the fair. Station representatives discussed employment opportunities at KWYB, KTMF, KULR, KFBB, and KHQ. A current job opening list with job descriptions was provided along with applications. The KWYB employees also answered questions about the broadcast industry and the type of jobs that are part of the business.   |
| Job Fair   | KHQ-TV and Worksource Spokane organized and hosted the 6th Annual Job fair on May 23, 2019 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. Talent and weather staff answered questions about their jobs and education requirements for their positions. |
| Job Fair   | Student based career and internship fair at Gonzaga University on October 9, 2019. Over five hundred students and fifty participating employers attended the fair. KHQ's Staff were available to talk about the types of jobs available at all eight Cowles Stations, Spokane, Tri-Cities and Montana. Many of the students were interested in an internship and details on what that entailed were handed out.  |
| 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 Sales Department with Creative Services. During the reporting year KTMF hired 1 intern from our sister station KHQ for a full-time position.   |
| Tours  | KTMF gave two station tours in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.   |
| Mentoring Program  | The Director of Content and Marketing worked with all news employees of Cowles Montana Media Company. She worked with the Producers and Multi-Media Journalists providing guidance on news story selection and time management, training through critiques, conference calls, and personal training visits.  |
| 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.  |
| Training   | The Station Manager attended Business Ethics-Power & Power Balancing: the Ethical use of power in the Workplace hosted by the Missoula Chamber of Commerce in December 2018. The seminar presented ways to balance power, improve your emotional intelligence and problem solving.   |
| Training   | The Station Manager attended the Missoula Chamber of Commerce Business Training - Social Media Ethics Seminar in January 2019, which focused on the use of social media in the workplace by the employer and employee.   |



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**Section III : Outreach Activities**

| Activity | Description   |
|----------|---|
| Training | The Station Manager attended the Fox Promotional Executive Conference and Promax in June 2019 in Las Vegas, NV. The seminar covered viewer demographics and how to reach them. Social Media Engagement, promoting News & Network. Upcoming Initiatives and Broadcast Schedule for Fox & ABC networks.                         |
| Training | The Station Manager and News Director attended Garlington Employment Law seminar 2019 Employment Solutions for the New Era. Focused on understanding Montana's unique wrongful discharge act, harassment claims in the me too era, updates in employment laws, FMLA, risk of wage claims, drug testing and Medical marijuana. |
| Training | The General Sales manager attended the NAB - Small Market Television Exchange conference in Austin, TX in September 2019. The manager attended presentations covering the state of media sales, creative marketing ideas, management strategies and sales training strategies.  |