



## 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, 2021 to and including November 30, 2022 (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.



**2022 EEO Public File Report Form**  
**Reporting Period: 12/01/21 - 11/30/22**

**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. Promotions Producer	Indeed	1/3/2022	3	1-6,8,9
2. Technical Newscast Director	UM Journalism Job Fair	5/16/2022	3	1-16,18,19,21,22
3. Newscast Production Manager	Internal Promotion	5/16/2022	4	1-9,11,14,22
4. Multimedia Journalist	Internship	6/1/2022	4	1-9,11,12,15, 21
5. News Director	Promotion-Transfer	6/2/2022	3	1-9,11,12,15
6. Producer	KTMF Website	6/17/2022	4	1-9,11,12,15
7. Weekend Anchor/MMJ	Indeed	8/11/2022	3	1-19
8. Weekend Director/Videographer	Indeed	8/28/2022	5	1-19
9. Account Executive	LinkedIn	9/19/2022	4	1-10,15,16,19,20

Total Number of Persons Interviewed During Applicable Period: **33**



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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 2200 Stephens Ave, Missoula MT 59801 (406) 542-8900	4	2
2	Company Websites	Tom Ciprari (406) 542-8900 www.montanarightnow.com www.khq.com	6	1
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	<a href="https://www.careerpage.org/jobseekers.php">https://www.careerpage.org/jobseekers.php</a>	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	1	1
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	17	3
10	Montana Job Service	US National Labor Exchange Website: <a href="https://usnlx.com/secure/emplogin.asp?state=mt">https://usnlx.com/secure/emplogin.asp?state=mt</a>	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	<a href="https://www.ewu.edu/careerservices">https://www.ewu.edu/careerservices</a> Cheney, WA Phone: 5093596365 Email: careers@ewu.edu	0	
13	Gonzaga University	Website: <a href="https://gonzaga-csm.symplicity.com/employers/?signir">https://gonzaga-csm.symplicity.com/employers/?signir</a> 502 E. Boone Avenue - Spokane, WA Phone: 509-313-4234	0	
14	Idaho State University Handshake	<a href="https://www.isu.edu/career">https://www.isu.edu/career</a> Pocatello, ID Phone: 208-282-2380 Email: careers@isu.edu	0	
15	Whitworth University Handshake	<a href="https://www.whitworth.edu/careerservices">https://www.whitworth.edu/careerservices</a> 300 W. Hawthorne Rd Spokane Phone: 509-777-3272 Email: careercenter@whitworth.edu	0	
16	Central Washington University	Website: <a href="https://cwu-csm.symplicity.com/employers/index.php?">https://cwu-csm.symplicity.com/employers/index.php?</a> 400 E. University Way, Ellensburg WA Phone: 509-963-1921 Email: career@cwu.edu <career@cwu.edu>;	0	
17	University of Colorado Bolder Handshake	<a href="http://www.colorado.edu/career/">http://www.colorado.edu/career/</a> Boulder, Colorado Phone: (303) 492-6541 Email: career@colorado.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
18	Rocky Mountain College	Website: <a href="https://www.rocky.edu/careerservices">https://www.rocky.edu/careerservices</a> 1511 Poly Drive Billings MT Phone: 406-657-1039 Email: <a href="mailto:careerservices@rocky.edu">careerservices@rocky.edu</a>	0	
19	Washington State University	Edward R Murrow College of Communications <a href="mailto:communications@wsu.edu">communications@wsu.edu</a> Pullman, WA	1	
20	LinkedIn	Linkedin.com	1	1
21	You Tube	<a href="https://www.youtube.com">https://www.youtube.com</a> San Bruno, CA	1	
22	U of M Journalism Job Fair	University of Montana School of Journalism Job Fair March 11,2022	2	1
<b>Total interviews for all full time vacancies filled:</b>			<b>33</b>	<b>9</b>

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



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**Station: KTMF**  
**Section III : Outreach Activities**

Activity	Description
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Virtual Career Fair and networking night in person on February 8 -9, 2022. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at KHQ, Incorporated and Cowles Montana Media Company. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Chief Engineer of Great Falls/Billings participated in the Montana State University Spring Career Fair on February 15th and 16th, 2022 . The Chief Engineer spoke with several students about employment and internship opportunities with Cowles Montana Media Company.
Job Fair	The Director of Recruitment (DOR) and News Director participated in the University of Montana School of Journalism and Internship Fair on March 11, 2022. The DOR and News Director spoke with several students individually about careers and internship possibilities at KHQ, Incorporated and Cowles Montana Media Company. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Director of Recruitment(DOR) participated in a job fair through Whitworth University Center for Career and Professional Development on May 4, 2022. The DOR spoke with several students about internships and job opportunities at KHQ, Incorporated and Cowles Montana Media Company.
Job Fair	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Spokane In Person and Virtual Job Fair on May 11 and 12, 2022. 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 KHQ, Incorporated and Cowles Montana Media Company. Candidate resumes were collected and distributed to the various hiring managers.
Job Fair	The News Director and two representatives participated in the Carrol College Job Fair on September 21, 2022. The Team spoke with many students about the journalism job opportunities, internships, and SWX sports freelance opportunities that were available at Cowles Montana Media Company and KHQ, Incorporated.
Job Fair	The Director of Recruitment(DOR) participated in the University of Idaho Fall 2022 Career Fair on October 5, 2022. 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 19, 2022. 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.
Mentoring Program	The Director of Recruitment and Training and the Director of Content and Marketing work with all content employees of Cowles Montana Media Company. They work 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.
Tours	KTMF gave one station tour in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs in the broadcasting industry.
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.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	Station Representatives participated in the WSU Murrow Symposium on April 5th and 6th, 2022. During this two day event they had the opportunity to speak with students and former students about job opportunities and internships with Cowles Montana Media Company and KHQ, Incorporated. They spoke about working in newsrooms and the qualities of a professional journalist. Several students went on to further interview for possible employment, one was hired with Cowles Montana Media Company and one is currently interning at KHQ, Incorporated.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	Station Representatives participated in four events that included classroom presentations where they spoke to students about internships and job opportunities in a broadcast television station and education necessary for the different positions. At one they also spoke about newsroom policies on social media, confidentiality and privacy issues in a broadcast entity.



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**Section III : Outreach Activities**

<b>Activity</b>	<b>Description</b>
Training	The Station Manager and Promo Producer participated in the FOX Network Promotional Training Conference in June 2022. The conference covered program Initiatives, outreach and retention of viewers, promotion of local newscasts, social media best practices, and upcoming Broadcast Schedules for Fox Entertainment and Sports.
Training	The Local Sales Manager participated in five TVB Webinars during this reporting year, which focused on the impact of advertising on purchase behavior, basics of google analytics for sellers and advertisers, broadcast and OTT, video media devices and usage study and maximizing revenue opportunities for broadcast television.
Training	The Local Sales Manager and Sales Team participated in multiple webinars throughout the year offered by ComScore. The webinars increased the sales teams knowledge of tools available to them by ComScore.
Training	The Local Sales Manager and Sales Team participated in multiple webinars throughout the year. The topics included 5 ways retailers can combat the effects of inflation, advertising insights, how to leverage always-on incrementality for OTT, and football contests.
Training	The Station Manager, News Director, and Chief Engineer attended and online training seminar on communication in October 2022. The seminar explained how some communication can be perceived and the impact it can have on employees.