



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, 2017 to and including November 30, 2018 (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.



2018 EEO Public File Report Form
Reporting Period: 12/01/17 - 11/30/18

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. Digital Web Manager	Website	12/4/2017	3	1-7
2. SWX Executive Producer	Website	12/19/2017	3	1,2,5,8,9
3. Account Executive	Website	1/3/2018	6	1-7,11
4. Account Executive	Website	3/26/2018	5	1-9,11
5. Account Executive	Website	6/25/2018	3	1-9,12
6. News Reporter	Internal/KHQ Intern	6/25/2018	7	1-5,7-9,11,12
7. News Reporter-WUM	Internal/KHQ Transfer	7/3/2018	8	1-5,7-9,11,12
8. SWX Content Producer	Website	7/9/2018	2	1-3,5,8,12
9. Master Control Operator	Internal Promotion	7/16/2018	11	1-5,7,8,11,12
10. News Producer	Internship	7/30/2018	3	1-5,7-9,11,12
11. Broadcast Engineer	Website	8/20/2018	4	1-5,7-9,11,12
12. WUM News Reporter	Website	9/10/2018	8	1-9,12
13. Anchor/Producer	Internal Promotion	11/4/2018	8	1-8,11,12
14. Traffic Assistant	Website	11/8/2018	3	1-8
15. Technical Director	Internal Promotion	11/12/2018	2	1-8,12

Total Number of Persons Interviewed During Applicable Period: **76**



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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	20	6
2	Company Websites	Cassidy Belus (406) 542-8900 www.abcfoxmontana.com www.kulr8.com www.khq.com	25	9
3	Montana State University	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 (406) 244-4622 www.mtbroadcasters.org	0	
5	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	2	
6	University of Montana	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	1	
7	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	13	
8	Job Service	Missoula Job Service 539 S Third Street West, Missoula MT 59801 (406) 728-7060 missoulaJSC@mt.gov	0	
9	You Tube	https://www.youtube.com San Bruno, CA	14	
10	LinkedIn	Career Page www.linkedin.com	0	
11	Medialine	Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 (800) 237-8073 medialine@medialine.com	0	
12	Reel Media	Reel Media Group Jenny Truong- Content Producer & Job Catalyst jenny@reelmediagroup.tv Phone: (212) 764-7171	1	
Total interviews for all full time vacancies filled:			76	15

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



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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 March 2018. 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 2018. 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 2018 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 Great Falls Job fair Hosted by Great Falls Job Service in May 2018. Station representatives discussed the career paths available in Broadcasting and with KFBB, KHBB, KWYB, KULR, KTMF and Sister stations in Washington. An informational sheet describing all of the open positions at each individual station in Washington and Montana was made available.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 5th Annual Job fair on May 24, 2018 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.
Job Fair	Participated in the Whitworth University Hold a Career and Internship Fair in September 2018 to help new and seasoned students find a career in a field of their choice. Station representatives discussed employment and internship possibilities at 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.
Job Fair	Participated in the All Majors Career Fair: October 2018 at Eastern Washington University. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. Descriptions and applications were available for the job candidates. Managers were available to talk about job openings in the various markets and details on education needed for each job.
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 5 interns during the reporting year in the news department. During the reporting year KTMF hired 3 former interns (1 for a part-time position and 2 for full-time positions).
Tours	KTMF gave three station tours in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.
Mentoring Program	Employees often visit KHQ-TV a "brother/sister broadcast entity" in Spokane, WA to train with staff in the larger market. News, Production, and Sales personnel have participated in these mentoring activities this reporting year. In addition KHQ's Director of Content and Director of Recruiting & Training work weekly with KTMF's News Director, producers and Multi-Media Journalists for guidance and training.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruiting participated in a class lecture and program tour at Central Washington University in February 2018. Topics covered included newscast producing, the typical workday, news story construction, how to research and build a news story and opportunities within the company for internships and full time jobs.



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Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	A station representative attended a symposium at Washington State University. The representative discussed with students his experience getting a job in the industry and what they could expect as a journalism professional.
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 Chief Engineer learned about new advances in technology, spectrum issues, and new delivery platforms at the National Association of Broadcasters Convention in Las Vegas in April 2018.
Training	The Station Manager and News Production/Promo Manager attended the Fox Promotional Executive Conference in June 2018 in Las Vegas, NV. The seminar included advertising strategies, an analytical analysis of key demographics and future trends in television marketing and viewership.
Training	The General Sales Manager attended the NAB - Small Market Television Exchange conference in Nashville, TN in September 2018. The manager attended presentations covering the state of media sales, creative marketing ideas, management strategies and sales training strategies.