



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 KWYB (Butte/Bozeman, 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: KWYB
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. Butte Sales Assistant	Indeed	3/28/2022	2	1-9,11,12,19
2. Commercial Producer	Internal Posting/Employee Referral	4/4/2022	4	1-9,11,12,19
3. Multimedia Journalist	Referral	6/27/2022	12	1-20
4. Butte Sales Assistant	montanarightnow.com/Rehire	11/21/2022	3	1-12,14-20

Total Number of Persons Interviewed During Applicable Period: **21**



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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	Keith Teske 3200 Old Havre Highway, Black Eagle MT 59414	3	2
2	Company Website	Keith Teske www.montanarightnow.com www.khq.com	3	1
3	NASBA -Career page	https://www.careerpage.org/jobseekers.php	0	
4	Montana State University	Montana State University 177 Strand Union Building, Bozeman MT (406) 994-4353 careers@montana.edu	0	
5	University of Montana	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
6	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr., Bonner MT 59823 (406) 244-4622 www.mtbroadcasters.org	0	
7	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	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 1-800-475-4361	8	1
10	Central Washington University	Website: https://cwu-csm.symplicity.com/employ 400 E. University Way, Ellensburg WA Phone: 509-963-1921 Email: career@cwu.edu <career@cwu.edu>;	0	
11	Carroll College Handshake	1601 N. Benton Ave Helena, MT 59601 Phone: 406-447- 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	YouTube	www.youtube.com San Bruno, CA	7	
14	Gonzaga University	Website: https://gonzaga-csm.symplicity.com/em 502 E. Boone Avenue - Spokane, WA Phone: 509-313-4234	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
15	Idaho State University Handshake	https://www.isu.edu/career Pocatello, ID Phone: 208-282-2380 Email: careers@isu.edu	0	
16	University of Colorado Bolder Handshake	http://www.colorado.edu/career/ Boulder, Colorado Phone: (303) 492-6541 Email: career@colorado.edu	0	
17	Rocky Mountain College	Website: https://www.rocky.edu/careerservices 1511 Poly Drive Billings MT Phone: 406-657-1039 Email: careerservices@rocky.edu	0	
18	Washington State University	Edward R Murrow College of Communications communications@wsu.edu Pullman, WA	0	
19	Whitworth University Handshake	https://www.whitworth.edu/careerservices 300 W. Hawthorne Rd Spokane Phone: 509-777-3272 Email: careercenter@whitworth.edu	0	
20	Montana Job Service	US National Labor Exchange Website: https://usnlx.com/secure/emplogin.asp?state=mt	0	
21	LinkedIn Jobs	jobs-listings@linkedin.com	0	
Total interviews for all full time vacancies filled:			21	4

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 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.
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 five 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.
Training	The General Sales Manager from Billings (KULR) a co-owned station provided training to the sales team on consumer mapping. This training assists the sales staff in managing their customer's experience with every interaction they have with our company.
Training	The Local Sales Manager and Sales Team participated in multiple webinars throughout the year. Topics included three easy steps to be more engaging, reasons to keep advertising event during inventory and labor issues, approaching auto dealers during these historical times, marketing for hardware stores, selling the truth, and closing the deal.



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Section III : Outreach Activities

Activity	Description
Training	The Station Manager attended the NAB Convention in April 2022. The presentations covered improving sales performance through coaching, accountability and people development, developing managers into leaders, and the technical implementation of the ATSC 3.0.
Training	The Station Manager, Local Sales Manager and Sales team attended the Fall Sales Clinic & Manning Society Induction in September 2022. Training focused on practical techniques that can be put to work immediately for increased sales success.