



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, 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: 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. Multi Media Web Producer	Recruiter	2/12/2019	3	1-5,7
2. Multi Media Journalist Producer	TV Jobs	3/6/2019	3	1-7
3. Multi Media Journalist-Reporter	Referrals	4/1/2019	4	1-7
4. Technical Director	Internal	4/15/2019	3	1-3,8-9
5. Multi Media Journalist	YouTube	5/13/2019	3	1-7
6. Sports Reporter	TVJobs	5/28/2019	3	1-7
7. Sports Reporter -Helena	YouTube	6/3/2019	4	1-7
8. Meteorologist/Reporter	YouTube	6/17/2019	3	1-7
9. Multi Media Journalist-Helena	YouTube	7/15/2019	5	1-7
10. Digital Web Producer	Internal	8/13/2019	2	1-4
11. MMJ/Weather Reporter	Promotion	8/13/2019	2	1-4,6-7
12. Account Executive-Helena	Facebook	11/18/2019	2	1,2,9,16
13. Lead Technical Director	Promotion	11/24/2019	1	Promotion

Total Number of Persons Interviewed During Applicable Period: **38**



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Station: KFBB-TV & KHBB-TV

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	11	6
2	Company Websites	Cassidy Belus (406) 542-8900 www.abcfoxmontana.com www.kulr8.com www.khq.com	2	
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	7	2
5	University of Montana - Missoula	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
6	Medialine	Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 (800) 237-8073 medialine@medialine.com	0	
7	NSABA	https://www.careerpage.org/ National Alliance of State Broadcasters 800-662-2414	0	
8	Great Falls Job Service	Jennifer Lambert 1018 7th Street S, Great Falls, MT 59405 (406) 791-5800 jlambert2@mt.gov	0	
9	Facebook	Facebook.com - KFBB Page	1	1
10	Reel Media	Reel Media Group Jenny Truong Content Producer & Job Catalyst Coordinator (212) 764-7171 jenny@reelmediagroup.tv	0	
11	YouTube.com	www.youtube.com San Bruno, CA	15	4
12	Great Falls Chamber of Commerce	Great Falls Chamber of Commerce 100 1st Ave N. - Great Falls, MT 59401 greatfallschamber.chambermaster.com 406-761-4434 rperez@greatfallschamber.org	0	
13	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	0	
14	Indeed	Indeed.com 6433 Champion Grandview Way, bldg1, Austin TX 78750	2	
15	Montana State University	MSU Career Services 177 Strand Union Building, Bozeman MT (406) 994-4353 careers@montana.edu	0	



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	Recruitment Source	Contact Information	# of Interviewees Per Source This Period (if any).	Full Time Positions For Which This Source Was Utilized
16	Helena Chamber of Commerce	http://members.helenachamber.com/jobs 225 Cruse Ave. Suite A, Helena, MT 59601	0	
Total interviews for all full time vacancies filled:			38	13

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



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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	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	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	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.
Job Shadow Program	There was one job shadow in this reporting year in the news department, who was then hired later in the year for a part-time position.
Tours	KFBB 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	KFBB Station Representatives participated in two events that included a middle school career fair and presentation to a Middle School Journalism Club about broadcast career opportunities and the related educational requirements.
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 and Local Sales Manager attended the NAB - Small Market Television Exchange conference in Austin, TX in September 2019. The managers attended presentations covering the state of media sales, creative marketing ideas, management strategies and sales training strategies.
Training	The Local Sales Manager and Sales team attended the Fall Sales Clinic & Manning Society Induction in September 2019. The sales team attended seminars that covered increasing the number of local direct accounts and practices for retaining them.