



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 KNDO-TV (Yakima, WA) and KNDU-TV (Kennewick, WA) and is required to be placed in the public inspection files of the station and posted on their website.

The information contained in this Report covers the time period beginning October 1, 2022 to and including September 30, 2023 (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 they were interviewed in person, over the telephone or by e-mail.



Annual EEO Public File Report Form
 Covering the period: from 10/01/22 to 09/30/23

Station: KNDO-TV & KNDU-TV

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 Senior Content Manager	Employee Referral	10/3/2022	3	1-4,6,8-13,15-23
2 News Producer	Indeed	10/10/2022	3	1-6,8-10,12,13,15-23
3 Telemundo Anchor	Promotion	10/24/2022	1	1-16,18-22,24,25
4 News Photographer	Website	11/7/2022	3	1-12,14-22,24,25,28
5 News Photographer	Promotion	11/15/2022	3	1-12,14-22,24,25,28
6 Technical Media Producer	Website	11/14/2022	3	1-4, 6-7,9-12,14-16,18-22,24,25
7 Multi Media Journalist/Reporter	Website	11/28/2022	3	1-7,9-12,14-,22,24,25
8 Marketing Consultant-KNDO	Indeed	12/12/2022	6	1-12,14-22,24,25
9 Marketing Consultant-KNDU	Referral	1/23/2023	4	1-12,14-21
10 Newscast Producer	Promotion	1/23/2023	3	1-6,8-13,15-23
11 Commercial Producer	Indeed	2/6/2023	3	1-12,14-22,24,25
12 Technical Media Producer	Website	2/9/2023	3	1-12,14-22,24,25
13 Technical Media Producer	Internal Promotion	3/13/2023	3	1-12,14-22,24,25
14 Telemundo Reporter/MMJ	Indeed	4/17/2023	3	1-12,14-22,24,25
15 Morning News Anchor	Promotion	5/8/2023	1	1-12,14-22,24-27
16 Weather Anchor	Promotion	5/25/2023	2	1-12,14-18,20-22,24-27
17 Weekend Anchor Reporter	Website	6/5/2023	3	1-12, 14-22, 24-27
18 Digital Content Producer	Employee Referral	6/13/2023	3	1-12, 14-22, 24-27
19 News Photographer	Indeed	6/20/2023	2	1-12, 14-22, 24-27
20 Sr. Content Manager	Promotion	6/26/2023	2	1-12, 14-22, 24-27
21 Weather Anchor/Reporter	Employee Referral	7/17/2023	3	1-12,14-22,24-27
22 News Photographer	Indeed	8/1/2023	3	1-12,14-22,24-27
23 Marketing Consultant	Indeed	8/1/2023	3	1-12,14-22,24-27
24 Content Manager	Website	8/7/2023	3	1-12,14-22,24-27
25 Broadcast Producer	Indeed	8/14/2023	3	1-12,14-22,24-27
26 Commercial Producer	Indeed	8/14/2023	3	1-12,14-22,24-27
27 Marketing Consultant-KNDO	Website	09-18-2023	3	1-12,14,24-27

Total Number of Persons Interviewed During Applicable Period: 78



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Section II: Recruitment Source Information

	Recruitment Source:	Contact Information:	Total Number of Interviewees this Source Has Provided During	Full Time Positions For Which this Source Was
1	Internal Posting/Employee Referral Interns /Promotions	Jeff Hite -Director of Recruiting & Training 3312 W Kennewick Ave, Kennewick, WA 99336 Email: jeff.hite@nonstoplocal.com	18	11
2	Non Stop Local Website KHQ Inc. - KNDO-KNDU-Cowles MT Media https://www.nonstoplocal.com/employment/	Jeff Hite -Director of Recruiting & Training 3312 W Kennewick Ave, Kennewick, WA 99336 Email: jeff.hite@nonstoplocal.com	14	7
3	BeOnAir.com Ohio/Illinois Centers for Broadcasting	Janese Hardy 9885 Rockside Road STE 160, Valley View, OH 44125 (216) 242-4342 jhardy@BeOnAir.com	0	
4	Columbia Basin College Handshake	2600 N. 20th Ave, Pasco, WA 99301 509-542-4487 # 2487 Email: careerservices@columbiabasin.edu https://www.columbiabasin.edu	0	
5	Eastern Washington University Career Services Handshake	Career Services 926 Elm St PUB 332, Cheney, WA 99004 Phone:509-359-6365 email: careers@ewu.edu	0	
6	Napoli Management Group	Medes Bapoli 700 North San Bicente Blvd, West Hollywood, CA 90069 Phone: 310-385-8222 Email: nmq@tvtaent.com	0	
7	Idaho State University Handshake	921 South 8th Avenue, Pocatello, ID 83209 Phone: 208-282-4636 email: careers@isu.edu website: https://www.isu.edu/career	0	
8	Tri-Tech Skills Center	Lisa McKinney 5929 W. Metaline Ave., Kennewick, WA 99337 (509) 222-5810 Email: lisa.mckinney@ksd.org https://tritech.ksd.org/	0	
9	TV Jobs	Employment Svc P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	0	
10	Walla Walla University	Career Center 204 S College Ave, College Place, WA 99324 (509) 527-2664 career@wallawalla.edu	0	
11	Washington State Comm on Hispanic Affairs	Career Services 210 11th Ave STE 301A, Olympia, WA 98504 (360) 725-5661 hispanic@cha.wa.gov	0	
12	Yakima Valley Community College	Maricela Ramos P.O. Box 22520, Yakima, WA 98907 Phone: 509-574-6800 Ext 3345 Email: mramos@yvcc.edu https://www.yvcc.edu/services/career-services/	0	
13	Yakima Valley Technical Center	1120 S. 18th Street, Yakima, WA 98901 (509) 573-7062 Email: jobs@ysd7.org WEB: https://yakimajobs.hrmlplus.net/Home.aspx	0	
14	Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	2	



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	Recruitment Source:	Contact Information:	Total Number of Interviewees this Source Has Provided During	Full Time Positions For Which this Source Was
15	Gonzaga University	Gonzaga University-Kareena Byrd E 502 Boone, Spokane, WA 99258 Phone:509-313-4344 Email: careers@gonzaga.edu and byrdk@gonzaga.edu website: https://gonzaga-csm.symplicity.com/	0	
16	Whitworth University Handshake	Whitworth University -Kimberly Ortiz 300 W Hawthorne Rd, Spokane WA 99218 (509) 777-3272 kortiz@whitworth.edu	0	
17	WSAB (WA State Assoc of Broadcasters)	Keith Shipman 724 Columbia St NW, Suite 310, Olympia, WA 98501 360-705-0774 Email: kshipman@wsab.org http://www.wsab.org/jobbank_employers.html	0	
18	Worksource	Jeff Miller 130 S Arthur, Spokane, WA 99202 www.worksourcewa.com	0	
19	Central Washington University Handshake	Director - Vicki Sannuto 400 E University Way, Ellensburg, WA 98926 www.cwu.edu/~seo/off_employer.html (509) 963-1921 career@cwu.edu/career	0	
20	Indeed.com	https://employers.indeed.com/m 800-475-4361	42	9
21	University of Idaho Handshake	Career Services 875 Perimeter Dr MS 2534, Moscow, ID 83844-2534 https://www.uidaho.edu/current-students/career-services	0	
22	Washington State University	Pullman, Washington Phone: 509-335-6000 Email: communications@wsu.edu Website: https://murrow.wsu.edu/	0	
23	YouTube	Youtube.com https://www.youtube.com San Bruno, CA	0	
24	The College of Idaho Handshake	2112 Cleveland Blvd, Caldwell, ID 83605 Phone: 208-459-5011 Email: careerservices@collegeofidaho.edu https://www.collegeofidaho.edu	0	
25	University of Montana Handshake	Career Services Lommasson 154, Missoula, MT 59812-2088	0	
26	Spokane Community College Career Employment Services	Career Services 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 https://spokanec-csm.symplicity.com/	0	
27	Spokane Falls Community College Student Employment Center	Career Education Office 3410 West Fort George Wright Drive Spokane, WA 99224 Phone: 509-533-3540 Website: College Central Network@ Email: SFCC.StudentEcareers@spokanefalls.edu	0	
28	Linkedin.com	Career Page https://www.linkedin.com/	2	
Total interviews for all full time vacancies filled:			78	27

Note: * Indicates sources that have requested notification of job openings.- none currently in 2023



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Section III: Supplemental(Non-Vacancy Specific) Recruitment Activities Undertaken by KNDO TV and KNDU TV

<u>Activity:</u>	<u>Description of the Activities:</u>
Job Fair	The Director of Recruitment(DOR) participated in the Fall 2022 University of Idaho Career Fair, October 5, 2022. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at Cowles Montana Media Company stations and KHQ, Incorporated stations, including KNDO and KNDU TV.
Job Fair	The Director of Recruitment(DOR) participated in the Gonzaga All Majors Career & Internship Fair, October 19, 2022. The DOR shared with the students about our history, values, locations, various news operations, employment and internship possibilities at Cowles Montana Media Company stations and KHQ, Incorporated stations, including KNDO and KNDU TV.
Job Fair	The Director of Recruitment (DOR) participated in the University of Idaho Career Fair and networking night in person February 8,2023. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Director of Recruitment (DOR) participated in the University of Montana School of Journalism and Internship Fair March 31, 2023. The DOR spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	The Director of Recruitment (DOR) participated in the Career Fair/Graduate School Showcase at The NAB Convention on April 18, 2023. The DOR attended the BEA Career Fair and spoke with dozens of recent graduates and soon to be graduates, about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Cowles Montana stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Spokane In Person and Virtual Job Fair on May 25, 2023. 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-TV, KNDO-TV, KNDU-TV and Cowles Montana Stations. Candidate resumes were collected and distributed to the various hiring managers.
Job Shadow Program	KNDO TV and KNDU TV take part in job shadow programs. This year there was one high school student that visited KNDU for a one day visit to learn about reporting, anchoring and behind the scenes hands on job experience in the sports department. This program lets students learn about various job and career opportunities in broadcasting.
Tours	KNDU gave 3 station tours to various groups of students in which the broadcasting industry was explained including job opportunities and the requirements needed for jobs in the broadcast industry.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	Station Representatives participated in the Whitworth Journalism, Day on October 31, 2022. During this event two news representatives had the opportunity to speak with area high school students about journalism career opportunities They spoke about working in newsrooms and the qualities of a professional journalist and typical educational requirements and internship opportunities within our stations KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) spoke to a University of Idaho Broadcasting & Journalism Class on February 1, 2023. He talked with students about news coverage in general and the recent Moscow Murders. They spoke about working in newsrooms and the qualities of a professional journalist and typical educational requirements, employment and internship opportunities within our stations KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations. He also talked about ethical, technical and other issues journalists face.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment (DOR) talked to Gonzaga University students of two Broadcasting & Journalism Classes on March 21, 2023. The DOR spoke about job opportunities and internships available at the Cowles owned stations including KHQ TV. He talked about our Company history, values and what it takes to be successful in broadest journalism.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Director of Recruitment and a KHQ Station Representative participated in the WSU Murrow Symposium on April 4th and 5th, 2023. During this two day event they participated on panels about aspects of the journalism industry. The also spoke individually with students about positions within the Company both current and in the future as well as internship opportunities at KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations. Our Montana Station KTMF hired one student and one is currently interning at KHQ.



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<u>Activity:</u>	<u>Description of the Activities:</u>
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	Station Representatives participated in the WSU Murrow Symposium on April 4th and 5th, 2023. During this two day event they had the opportunity to speak with students and former students about job opportunities and internships with KHQ-TV, KNDO-TV, KNDU-TV and our Cowles Montana Stations. They spoke about working in newsrooms and the qualities of a professional journalist. Our Montana Station KTMF hired one student and one is currently interning at KHQ.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KNDU TV Station Representatives participated in eight events that included classroom presentations where they spoke to grade schools, middle school and high school students about job opportunities and the educational needs to pursue these.
Training	The Company sponsored several training seminars for managers and employees this past year including topics on Building Better Communities, Forgiveness as a Relationship Building Tool, Conflict Resolution and Working Through Difficult Conversations and A leadership and Micro-Affirmation Workshop. The DEI Committee also sponsored two Lunch and Learn series for all employees. On November 17th the topic was on Native Culture & lessons Learned and how Fort Spokane Boarding School Traumatized Generations and on June 15th the topic was Juneteenth.
Training	The Station hires local college students and recent college graduates as freelance workers for live, over-the-air sports productions. With this, the station offers training to achieve the skill level necessary to successfully work in full time positions in the broadcast industry such as a field camera operator and production assistant. This experience led to freelance jobs with other network affiliated sports production companies such as ESPN and other larger sports networks.
Training	The sales team participated in online training self-paced courses with the Center for Sales Strategy focusing on integrated marketing, brand connecting and helping with image marketing. This helped prospect business by meeting in person rather than cold calling.
Training	The Director of Sales and Local Sales Manager attended a three day seminar and networking event at the NAB convention for Sales and Management in April 2023. The conference covered topics including promotion ideas, sales management training, diversity in the workplace and overcoming challenges in the present sales environment.
Training	The Station Manager participated in a six week course on Everything DiSC Management including the Five Behaviors Personal Development workshop. The course taught personality and behavior styles in which participants learned their own styles, employees styles and how to motivate, direct, delegate and develop team members. The course also included a one day workshop in which participants learned powerful principles, how to shape behaviors and how to create a common language that empowers people to rewrite what it means to work together.