

KTVB, KTFT
EEO PUBLIC FILE REPORT
May 21, 2016 - May 20, 2017

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Broadcast/IT Technician	2-4, 6-8, 13-15, 17, 19-21, 23, 25-29	15
Broadcast/IT Technician	2-4, 6-8, 13-15, 17, 19-21, 23, 25-29	15
Multi-Platform Producer	2-4, 6-10, 13-14, 17, 19-21, 23-29	9
Account Executive	2-4, 6-8, 10, 12-15, 17, 19-21, 23, 25-29	12
Account Executive	2-4, 6-8, 10, 12-15, 17, 19-21, 23, 25-29	10
Commercial Producer	2-4, 6-8, 10-11, 13-15, 17, 19-21, 23, 25-29	15
Creative Services Producer	2-4, 6-8, 13-23, 25-29	22
Digital Account Executive	2-4, 6-8, 10, 13-14, 17, 19-21, 23, 25-29	10
National Sales Assistant	2-4, 6-8, 13-15, 17, 19-21, 23, 25-29	15
Multi-Skilled Journalist/Anchor	1-8, 13-14, 17, 19-21, 23, 26-29	1
Multi-Skilled Journalist/Anchor	1-8, 13-14, 17, 19-21, 23, 26-29	5
Commercial Copy Traffic Assistant	2-4, 6-8, 13-14, 17, 19-21, 23, 26-29	26
Digital Account Executive	2-4, 6-8, 10, 12-17, 19-21, 23-24, 26-29	10
Multi-Platform Producer	2-4, 6-8, 13-15, 17, 19-21, 23, 26-29	20
Multi-Skilled Technician	2-4, 6-8, 13-14, 16-17, 19-21, 23, 26-29	20
Account Manager	2-4, 6-8, 10, 13-14, 17, 19-21, 23, 26-28	10
Digital Sales Coordinator	2-4, 6-8, 10, 13-14, 17, 19-21, 23, 26-28	10

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II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Agency Referral	N	1
2	Boise State University Career Center Boise, Idaho 83725 Phone : 208-426-1747 Url : http://www.boisestate.edu Email : career@boisestate.edu Job Listings	N	0
3	BYU-Idaho 230 Kimball Building Rexburg, Idaho 83460 Phone : 208-496-2750 Url : http://www.byui.edu Email : careernavigator@byui.edu Job Listings	N	0
4	BYU-Utah Brigham Young University 2410 WSC Provo, Utah 84602 Phone : 801-422-6933 Url : http://www.byu.edu Email : scott_greenhalgh@byu.edu Scott Greenhalgh	N	0
5	Call In	N	1
6	Career Builder 200 N LaSalle Ste 1100 Chicago, Illinois 60601 Phone : 773-527-3600 Url : http://www.careerbuilder.com Career Service Manual Posting	N	2
7	Collective Talent 1721 Richardson Place Tampa, Florida 33606 Phone : 813-254-9695 Url : http://www.collectivetalent.com Email : bille@michaelsmedia.com Michael Bille	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
8	Columbia University Graduate School of Journalist 2950 Broadway New York, New York 10027 Phone : 212-584-4422 Url : http://www.journalism.columbia.edu/ Email : postjobs@jrn.columbia.edu Job Listings	N	0
9	E-mail Inquiry	N	1
10	Employee Referral	N	8
11	Former Employee	N	1
12	Former Employee Referral	N	2
13	Glassdoor PO Box 900 Sausalito, California 94966 Url : www.glassdoor.com Career Service Manual Posting	N	1
14	Idaho State University Stop 8108 Pocatello, Idaho 83209 Phone : 208-282-2380 Url : http://www.isu.edu Email : careers@isu.edu Tracie Mariani	N	0
15	Indeed.com 7501 N. Capital of Texas Hwy Building B Austin, Texas 78731 Phone : 800-462-5842 Url : http://www.indeed.com Job Listing Manual Posting	N	14
16	Internal Candidate	N	4
17	ITT Technical Institute 12302 West Explorer Drive Boise, Idaho 83713 Phone : 208-322-8844 Url : http://www.itt-tech.edu/idaho Email : wwhited@itt-tech.edu Neil Whited	N	0

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18	Journalismjobs.com 72 Plaza Drive, 2nd Floor Berkeley, California 94705 Phone : 510-508-7386 Dan Rohn Manual Posting	N	0
19	Juju juju.com New York, New York Url : www.juju.com Online Online Manual Posting	N	0
20	KTVB.com 5407 West Fairview Avenue Boise, Idaho 83706 Phone : 208-375-7277 Url : http://www.ktvb.com Human Resources Manual Posting	N	8
21	Lewis-Clark State College 500 8th Avenue Reid Hall Room 110 Lewiston, Idaho 83501 Phone : 208-792-5272 Url : http://www.lcsc.edu Email : casws@lcsc.edu Job Listings	N	0
22	Linked In	N	1
23	Medialine P.O. Box 51909 Pacific Grove, California 93950 Phone : 800-237-8073 Url : http://www.medialine.com Email : medialine@medialine.com Adrienne Laurent	N	0
24	Non-Employee Referral	N	3
25	SimplyHired 370 San Aleso Ave. #200 Sunnyvale, California 94085 Url : www.simplyhired.com Career Service Career Service Manual Posting	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
26	TEGNA Jobs Website 7950 Jones Branch Drive McLean, Virginia 22107 Phone : 703-854-7000 Url : http://www.TEGNA.com Virgil Smith Manual Posting	N	3
27	The College of Idaho 2112 Cleveland Blvd Box 40 Caldwell, Idaho 83605 Phone : 208-459-5508 Url : http://www.collegeofidaho.edu Email : careerservices@collegeofidaho.edu Michelle Smith	N	0
28	TV Jobs P.O Box 4116 Oceanside, California 92052 Phone : 800-374-0119 Url : http://www.tvjobs.com Email : jobs@tvjobs.com Mark Halloway	N	0
29	University of Oregon/School of Journalism 1275 University of Oregon Eugene, Oregon 97403 Phone : 541-346-2171 Url : https://uoregon.edu Email : internships@jcomm.uoregon.edu Rachel Allen	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			50

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	5/21/2016	Participation in other activities designed by the station employment unit	The station hosted 19 tours for schools, scouting groups, and other community groups to educate them in the inner workings of a television-station and job opportunities in broadcasting. They are exposed to Sales, Control/Audio Booth, Engineering, IT, Creative Services/Marketing, Newsroom and the studio.	2	News Director Receptionist
2	5/21/2016	Establishment of an intern program designed to assist members of the community	KTVB offered in Internship Program to help college students acquire skills necessary to obtain employment in the broadcast industry. The students earned academic credit for their participation. We offered internships in news. We had 1 student from Boise State University.	1	Assignment Manager
3	6/6/2016	Participation in events or programs sponsored by educational institutions	Speaker at Upward Bound College readiness program. Spoke to high school students taking a videography summer course about a career in broadcasting.	1	Anchor
4	8/15/2016	Participation in other activities designed by the station employment unit	Job shadowed by a student from Boise State University who wanted to learn more about broadcasting, marketing and digital sales.	1	Account Executive
5	9/1/2016	Establishment of training programs for station personnel	Selling the TEGNA Way Launch Simulation. During the simulation, the sales team learned how to create and benefit from a "seller first" culture. Account Executives participated in role playing activities where they demonstrated how to reorient our business to provide our customers with solutions that will drive their results faster.	16	Director of Sales Local Sales Managers Digital Sales Manager Sales Staff
6	10/8/2016	Participation in events sponsored by community groups	Speaking engagement at the Idaho Press Club fall conference which is dedicated to improving the practice of journalism in Idaho for working professionals and students. A local media panel discussed changes in the newsroom, our industry and how to engage audiences.	1	News Director

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	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
7	10/25/2016	Participation in events sponsored by community groups	Speaker at the Idaho Journalism Association (ISJA) which is dedicated to promoting, supporting, and enhancing student journalists and their teacher and advisers throughout the Gem State. Spoke to 60+ students about how to utilize social media to build your brand.	1	Sales Coordinator
8	1/31/2017	Participation in events or programs sponsored by educational institutions	Meeting facilitator for the Boise State University MBA students, who were given a final culminating project related to marketing. Explained KTVB's partnership with the Warhawk Air Museum, the role of an account executive, and the tools used to assist the museum best allocate marketing dollars.	1	Account Executive
9	2/22/2017	Provision of training to management	Training session on performance management provided to station management by TEGNA's Labor Relations attorney. Reviewed best practices for performance and behavior management.	15	All Station Management
10	2/22/2017	Provision of training to management	Training session on Respect in the Workplace provided to station management by TEGNA's Labor Relations Attorney. Training included defining harassment and discrimination, reviewing company policy and discussing scenarios.	15	All Station Management
11	3/3/2017	Participation in events sponsored by community groups	Spoke to the Boise Metro Chamber of Commerce Mega Marketing. Focused on networking and the unique opportunity to present your company and its products and services to fellow Chamber members.	1	Account Executive
12	3/9/2017	Participation in events sponsored by community groups	Spoke to Leadership Meridian about technology in media, digital disruption, editorial process, how to pitch a story and the broadcast industry in general. The Leadership Meridian desires to seek out individuals with the potential to become future leaders in the Meridian Business Community.	1	News Director

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	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
13	3/10/2017	Participation in events or programs sponsored by educational institutions	Spoke to the North Star Charter School about transportation and how it effects jobs in the community. Provided a tour of a live satellite truck. Specifically discussed how a satellite truck is used and its equipment. Explained how a satellite signal works and showed a camera feed.	1	Chief Photographer
14	3/16/2017	Participation in other activities designed by the station employment unit	Met with a marketing student from Lewis and Clark College to discuss television advertising, the American Advertising Federation's National Student Advertising Competition and job opportunities in the broadcast industry.	3	Director of Sales Director of Marketing Account Executive