

EEO PUBLIC FILE REPORT

Reporting Period: December 1, 2019 - November 30, 2020

Station Included in Report: KTVQ-TV

I. List of Recruitment Sources

(including the number of interviewees referred during the reporting period)

* An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies.

| Code | Recruitment Source | Address | Contact Person | Phone | Number of Interviewees Referred |
|-----------------------|-------------------------------|---|---|--------------|---------------------------------|
| Common Sources | | | | | |
| C1 | Employee Referral | | | | 3 |
| C2 | Internal Candidate / WorkLife | | | | 7 |
| C3 | Scripps.com | 312 Walnut St Ste 2800 Cincinnati, OH 45202 | | | 7 |
| C5 | Google | 1600 Amphitheatre Pkwy Mountain View, CA 94043 | www.google.com | 650-253-6000 | |
| C69 | Yahoo | 701 First Avenue Sunnyvale, CA 94089 | www.yahoo.com | | |
| C97 | LinkedIn | 2029 Stierlin Court Mountain View, CA 94043 | www.linkedin.com | | 8 |
| C130 | Face-to-face Networking | | | | |
| C131 | Agency/Search Firm | | | | 1 |
| C132 | Bing | One Microsoft Way Redmond, WA 98052-7329 | | | |
| C134 | Indeed | 6433 Champion Grandview Way Building 1 Austin, TX 78750 | www.indeed.com | | 3 |
| C170 | Local_Diversity | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C171 | Compliance_HireAHero | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C172 | Compliance_JOFDAV | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C173 | Compliance_recruitABILITY | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C174 | Compliance_USDiversity | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C177 | AAJA | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C180 | rtdna | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |

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|------------------------|--------------------------|-----------------------------|---|------------------|---|
| C181 | TVJobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C198 | Hire a Hero | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C199 | Military1 | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C200 | JOFAV | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C201 | Glass Door | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | 1 |
| C202 | JuJu | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C203 | JobInventory.com | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C204 | CareerAlerts.com | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C205 | Employment Crossings | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C206 | Jobs Trovit | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C207 | EARN | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C208 | US Diversity | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C209 | African American Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C210 | African American Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |

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|------------------------|------------------------|-----------------------------|---|------------------|--|
| C211 | Asian Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C212 | Asian Workforce | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C213 | Asian Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C214 | Disability Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C215 | Disability Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C216 | USD Veterans | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C217 | Veteran Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C218 | Veteran Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C219 | USD Disabled Vets | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C220 | Gay Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C221 | Gay Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C222 | Hispanic Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C223 | USD Hispanic Workforce | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C224 | Hispanic Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |

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|------------------------|--|-----------------------------|---|------------------|--|
| C225 | Native American Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C226 | American Indian Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C227 | Senior Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C228 | Senior Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C229 | USD Working Women | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C230 | Central Kentucky Job Center - Danville - Danville, KY 40422 - 121 East Broadway (Bruce.quire@ky.gov) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C231 | Womens Jobs | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C232 | Central Kentucky Job Center - Lexington - - 1055 Industry Road, 2nd Floor (JeanneB.Scott@ky.gov) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C233 | Central Kentucky Job Center - Richmond - Richmond, KY 40475 - 595 South Keeneland Drive (denise.jones@ky.gov) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C234 | RecruitABILITY | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C235 | LinkedIn | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C236 | Kimble Group | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C237 | David Careers | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C238 | Jobcase | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |

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|------------------------|---|-----------------------------|---|--------------|--|
| C1906 | Jackson County Continuing Education - McKee, KY 40447 - 1100 Education Mountain Dr (joey.neeley@jackson.kyschools.us) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C1912 | Lee County Adult Learning Center - Beattyville, KY 41311 - 242 Lee Avenue (cheryl.botner@kentuckyvalley.org) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C1930 | Billings Job Service Workforce Center - 2121 Rosebud Drive, Stop B (BillingsJSC@mt.gov) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C1931 | Billings Job Service Workforce Center - Timothy B. Wilmot (Veterans Representative) - 2121 Rosebud Drive, Stop B (twilmot@mt.gov) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C1932 | Rocky Mountain College (Rocky CareerLink) Billings, MT - 1511 Poly Drive (careerservices@rocky.edu) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C1933 | VA Montana Healthcare System - 2345 King Avenue (donna.toogood@va.gov) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2388 | Facebook | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2389 | Veterans Families United | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2390 | Illinois Job Link | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2391 | Pennsylvania Department of Military and Veterans Affairs (DMVA) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2392 | Job Accommodation Network (JAN) | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2393 | bestJOBSusa | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2394 | Jobble | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| C2395 | MASSHIRE JobQuest | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |

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|------------------------|----------------------------|-----------------------------|---|------------------|--|
| C2396 | Facebook | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2397 | CareerOneStop | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2398 | Ziprecruiter | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2399 | Jobtome | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2400 | EmployGeorgia | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2401 | New York State JobZone | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2402 | IHire.com | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2403 | Kentucky Career Center | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2404 | Petersons.com | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2405 | Greater St. Cloud JobSpot | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2406 | IllinoisJobLink.com | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2407 | Job Center of Wisconsin | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2408 | Source America | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |
| C2409 | Texas Workforce Commission | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m | 925-786-90 66 | |

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|--|--------------|-----------------------------|---|--------------|----|
| C2410 | Simply Hired | eQuest job board aggregator | Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com | 925-786-9066 | |
| Total Number of Interviewees Referred: | | | | | 30 |

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II. Full-Time Vacancies Filled During the Reporting Period

| Job Title | Recruitment Sources Utilized to Fill Vacancy [by code number] | Recruitment Source for Person Hired [by code number] |
|---|---|--|
| Account Exec, Integrated [JR022262] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1930, C1931, C1932, C1933 | Code Number: C2 Start Date: 2020-01-01 |
| Client Content Producer/Host [JR022807] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1930, C1931, C1932, C1933 | Code Number: C2 Start Date: 2020-03-09 |
| Digital Strategist [JR022052] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1930, C1931, C1932, C1933 | Code Number: C3 Start Date: 2020-01-29 |
| MT-Anchor [JR023859] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410 | Code Number: C2 Start Date: 2020-09-21 |
| MT-Exec Producer [JR022420] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C180, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1930, C1931, C1932, C1933 | Code Number: C2 Start Date: 2020-02-10 |
| MT-Meteorologist [JR023856] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410 | Code Number: C2 Start Date: 2020-09-21 |
| Multimedia Journalist [JR021700] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410 | Code Number: C134 Start Date: 2020-05-21 |

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II. Full-Time Vacancies Filled During the Reporting Period

| Job Title | Recruitment Sources Utilized to Fill Vacancy [by code number] | Recruitment Source for Person Hired [by code number] |
|---|---|--|
| Studio Tech II [JR024120] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410 | Code Number: C2 Start Date: 2020-11-02 |
| Traffic Copy Editor, Local [JR022589] | C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1930, C1931, C1932, C1933 | Code Number: C2 Start Date: 2020-03-09 |

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

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| Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops and similar activities. | 5/18/2020 - Registered and sponsored a booth for Jobs Jamboree sponsored by the local workforce commission to promote local job opportunities to the community with a focus on veterans. The event was cancelled due to the pandemic however KTVQ sponsored the virtual promotion of advertising career opportunities virtually to the market. https://www.facebook.com/permalink.php?story_fbid=3075524095800207&id=1122076771144959 |
| Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment. | Internship Paid Program for college students: KTVQ Internship Program was offered to support college students interested in a career in broadcasting. Internships include aspects of news production, newsroom operations, reporting, editing, journalism ethical standards, community affairs, and website/digital. The Internship Program provided real-world experience aligned to workplace and community safety pandemic guidelines offering unique insights into journalism. This included learning virtually in editorial briefings, gaining capabilities in field reporting and the essential services news stations and journalists provide in informing communities during a pandemic. Internships are reviewed annually and offered during the summer or fall. The summer internship was earned by a minority student and once complete they gained the necessary capabilities and earned a promotion to a multimedia journalist. |
| Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions. | 15 August thru November 24 - Provided development to managers and employees on accountability mindset techniques based on research from the book, Reality Based Rules of the Workplace by Cy Wakeman. This including training on developing self-reflection based on "the new employee value equation" including performance, potential and emotional cost providing skills to increase overall professional value and reduce emotional expense. Results included ownership of standards to support Scripps values and an internal employee Scripps values champions coaching group called, "Be FIERCE" (Fairness, Integrity, Excellence, Respect, Courage and empathetic compassion). Coaching capabilities and preliminary results in positive performance have been achieved. |

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

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| | <p>18 Sep 2020. Talent Review Training and Strategies. Managers 1-hour strategy session aimed at identifying current state employee performance and developmental needs. Focus on building manager capabilities in workforce planning to develop employee capabilities in broadcasting, news operations, and leadership. Taught how to identify developmental goals to advance employee internal career readiness for higher level opportunities within KTVQ and across the Scripps enterprise.</p> |
| | <p>16 Oct 2020 2-hour training Course: Boss to Coach: Gallup Findings on What the Best Managers Do, Coach & What They Don't Do, micromanage presented by Scripps Montana HR Director and Gallup Organization, Guest Dr. Ben Wigert. Offered to all managers and recorded and provided to all employees to build people leadership capabilities. Managers and aspiring managers were taught Gallup's research on the 7 demands of the world's best managers. Managers were taught the 5 critical employee coaching conversations including 1.) Role clarity and organizational priorities 2.) Quick connects - daily 5-minute connections to see how employees are doing, and how they can help 3.) One-on-Ones: monthly best practice - understand workloads, progress, recognition and change 4.) Developmental Coaching: On-going strength based coaching and immediate when needed and aligned to talent review training to build broadcasting career capabilities. 5.) Check-ins - quarterly formal coaching sessions on developmental and goal progress.</p> |

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

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| | <p>23 Oct 2020 Investment was made in providing all KTVQ people managers, including the GM and Finance Director, their Gallup Clifton strengths finder full 34 strengths which is a behavioral developmental assessment. Leaders were provided their individual full 34 strengths and the leadership team was provided their top 5 team strengths grid to gain awareness (name it, claim it and aim it) of individual and team strengths and top talent domains including: strategic planning, execution, relationships and influence to improve decision making, communication and awareness on how to leverage differences as strengths. Three leaders were provided a 1.5 individual strengths coaching session by the HR Director, a certified Gallup Clifton Strength Coach, to support performance goals, build leadership capabilities using their strengths, improve employee engagement, career & leadership strength based coaching with a focus on Scripps Values and leadership principles.</p> |
| | <p>KTVQ and its employees participate in The EW Scripps Company's Career Management Program that includes training to help employees develop their career skills. In addition, all KTVQ employees enjoyed the opportunity.</p> |
| | <p>All KTVQ employees were provided training in employee engagement resulting in several employee engagement circles focused in development and application of professional capabilities to improve communication, collaboration, problem solving and innovation. Engagement circle are capability focused and hosted by a leader and owned by employees. Employees have reported positive impacts to their personal development and continue to report satisfaction in applying capabilities gained towards improving workplace engagement.</p> |

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III. Non-Vacancy Specific Recruitment Efforts During Reporting

| Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. | 19 June 2020 Equity, Diversity & Inclusion Course: "The Significance of the Juneteenth Celebration in the United States" Conducted by the National Diversity Council and instructed by Dr. George C. Wright, Noted African American Scholar, and Past President of Prairie View A&M University. Provided to all employees to foster an understanding of the journey towards awareness, accountability and actions in breaking bias, systemic racism and discrimination to advance how each person can advance openness and inclusion, social justice, and gain education and awareness on systemic racism. |
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| | August 17th thru August 21st 2020 - Virtual Safety Fest sponsored by Montana Department of Labor was provided to managers as a virtual manager training event and including employment law and supporting employment compliance specific to manager employment compliance and education on supporting employees, candidates and a safe workplace during a pandemic. Sample of courses offered to managers included: Preparing Your Workplace for COVID-19, Reasonable Accommodations for COVID-19 for candidates and employees, COVID-19 & Workplace Safety, COVID-19 & Stress Relief, Employee accountability, Mental Health & Military Culture, OSHA Update, Stay at Work/Return to Work, Suicide in Montana with focus on pandemic, Supervisory Leadership & Engagement. |