

KOLO-TV
EEO PUBLIC FILE REPORT
06/01/2017 – 05/31/2018

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Position	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Sales Account Executive	1, 4, 7, 10, 12, 18, 20, 22, 23, 31, 36, 37	23
Digital Sales Director	1, 4, 7, 10, 12, 18, 20, 22, 23, 31, 36, 37	22
Video Editor	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	1
Multi Media Journalist/Reporter	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	5
Video Editor	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	22
Senior Multi Media Journalist	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	9
Multi Media Journalist/Reporter III	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	23
Sales Account Executive II	1, 4, 7, 10, 12, 18, 20, 22, 23, 25, 31, 36, 37	25
GMR News Anchor	1, 4, 5, 7, 9, 10, 12, 15, 20, 22, 23, 24, 31, 35, 36, 37	15
Video Editor III	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	22
Sports Director	1, 4, 5, 7, 9, 10, 12, 20, 22, 23, 24, 31, 35, 36, 37	9
Evening News Anchor	1, 4, 5, 7, 9, 10, 12, 15, 20, 22, 23, 24, 31, 35, 36, 37	15

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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 12-month period
1	KOLOTV.COM 4850 Ampere Drive Reno NV 89502 Phone: 775-858-8888 Email: Pat.Thomas@kolotv.com	N	8
2	Renohelpwanted.com (fee) 1 Civic Center Plaza #506 Poughkeepsie, NY 12601 Phone: 1-800-365-8630 Post at: www.renohelpwanted.com	N	
3	Reno Gazette-Journal (fee) 955 Kuenzli Street Reno NV 89512 Phone: 775-348-7355 Email: lmacaula@rgj.com	N	
4	Truckee Meadows Community College 7000 Dandini Blvd Reno NV 89512 Phone: 775-673-7063 Job Board Fax: 775-673-7268 Post at: www.tmcc.edu	N	
5	MediaLine PO Box 51909 Pacific Grove, CA 93950 Phone: 1-800-237-8073 Post at: www.medialine.com	N	4
6	NAB Educational Foundation (fee) 1771 N Street, N.W Washington DC 20036 Phone: 202-429-5498 Post at: www.broadcastcareerlink.org	N	

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7	Nevadabroadcasters.org Attn: Clay Giffin 1050 Flamingo Road # S-110 Las Vegas, NV 89119 Phone: 702-794-4994 Email: melanie@nevadabroadcasters.org	N	
8	Career Choices (fee) 6880 S. McCarran Blvd, #7 Reno NV 89509 Phone: 775-826-2555 Email: lisa@career-choices.com	N	
9	Tvjobs.com PO Box 4116 Oceanside, CA 92052 Phone: 800-374-0119 Post at: www.tvjobs.com	N	2
10	Academy of Arts, Careers & Technology 380 Edison Way Reno NV 89502 Phone: 775-861-4418 Fax: 775-891-4415 Email: jtenpenny@washoeschools.net	N	
11	Jobing.com (fee) Phone: 775-786-7171 Post at: www.reno.jobing.com	N	
12	ProNet 1201 Terminal Way, #100 Reno, NV 89502 Phone: 775-674-5408 FAX: 775-674-5414 Email: dcastle@join.org	N	
13	Society of Broadcast Engineers 9102 N. Meridian Street #150 Indianapolis, IN 46260 Phone: 317-846-9000 FAX: 765-846-9120 Email: kjones@sbe.org	N	
14	Alliance for Women in Media (fee) 1760 Old Meadow Road, #500 McLean, VA 22102 Phone: 703-506-3290 Post at: www.awrt.org	N	

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15	Internal Hire/Promotion	N	2
16	RTDNA (fee) 1600 K Street N.W. # 700 Washington DC 20006 Phone: 202-659-6510 Post at: www.rtdna.org/channel/find_a_job	N	
17	Advertising Association of Northern NV (fee) Attn: Kerri Garcia 299 S. Arlington Avenue Reno NV 89502 Phone: 775-827-7311 Post at: www.aafreno.com	N	
18	Nevada Job Connect 4001 S. Virginia, Reno, NV 89502 Phone: 775-834-1970 Fax: 775-834-1983 Post at: www.nevadajobconnect.com	N	
19	Walk-In Candidate	N	1
20	602 Communications Attn: Sandy Lizik 4349 E. Colter St Phoenix, AZ 85018 Email: slizik@602communications.com	N	
21	Media Bistro/Tvspy (fee) 475 Park Avenue South, 4th Floor New York, New York 10016 Phone: 212-389-2000 Fax: 866-880-1429 Post at: www.mediabistro.com	N	
22	University of Nevada, Reno 1664 N. Virginia Street Reno NV 89557 Post at: www.unr.edu/career/employers	N	6

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23	Indeed.com https://employers.indeed.com/post-job	N	22
24	California Chicano News Media Association ASU Walter Cronkite School of Journalist 725 Arizona Ave, Ste 206 Santa Monica, CA 90401 Phone: 424-229-9482 FAX: 424-229-9486 http://ccnma.org/submit-job/	N	
25	Employee Referral	N	2
26	Non-Employee Referral	N	2
27	National Association of Hispanic Journalists (fee) 1000 National Press Blvd Washington DC 20047 Phone: 202-662-7145 Post at: www.nahjcareercenter.com	N	
28	National Association of Black Journalists (fee) University of Maryland 8701-A Adelphi Road Adelphi, MD 20783 Phone: 866-479-NABJ Post at: www.careerservices.nabj.org	N	
29	Poynter Institute for Journalism (fee) Post at: www.careers.poynter.org/hr	N	
30	LinkedIn (fee) Bessire and Associates Inc. 7621 Little Ave. Suite 212 Charlotte NC 28226-9926 800-797-7355, 4101 www.bessire.com	N	

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31	NevadaWorks.com 6490 South McCarran Blvd. Building A #1 Reno, NV 89509 Phone: 775-337-8600 Post at: www.nevadaworks.com	N	
32	National Press Photographers Association 3200 Croasdaile Drive Ste. 306 Durham, NC 27705 Phone: 919-383-7246 Fax: 919-383-7261 Post at: www.nppa.org	N	
33	B-Roll.Net (News Openings Only-fee) Attn: Kevin Johnson 1623 D Street NE Washington, DC 20002 Phone: 202-470-5396 Fax: 270-837-3491 Post at: www.broll.net	N	
34	Media Match Post at: https://www.media-match.com	N	
35	Collective Talent 1721 Richardson Place Tampa, FL 33606 813-254-9695 bille@michaelsmedia.com www.collectivetalent.com	N	
36	Express Employment Professionals 3973 S. McCarran Blvd Reno, NV 89502 775-826-4442 Michele.davies@expresspros.com	N	
37	Gray People Matter ATS http://www.gray.tv/index.php?page=gray-tv-careers	N	7
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			56

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Programs	<p>KOLO-TV maintains an on-going Internship Program with University of Nevada Reno for students who are interested in a broadcasting career. These internships are offered for the term of one semester and afford students studying communications the opportunity to achieve practical experience in the field. During the reporting period, the station had (6) Interns, as follows:</p> <p>During the Summer of 2017, the station had three interns. One was trained at the Assignment Desk in the News Department including posting content online. The second Summer Intern was trained to produce and use the equipment News Producers use. The third was trained with our video cameras shooting video and editing it for use as news stories.</p> <p>During the Fall of 2017, the station had three interns. Interns worked in the Production/News Departments, working with producers, directors, and audio and camera operators.</p>
2	Participate in event for community and educational groups.	<p>During this reporting year, the station offered numerous tours and job shadowing opportunities to various schools and community groups interested in learning about careers in broadcasting. Various news department personnel offer tours, an overview of a typical broadcast day and hands on experience to each group followed by Q & A session.</p> <p>(i) June 14th 2017 – Northern Nevada Literacy Council-spoke to group about jobs in broadcasting, performed mock interviews.</p> <p>(ii) June 27th 2017 – Lincoln Park Career Day-attended event where</p> <p>(iii) July 25th 2017 – Gaining Early</p>

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		<p>Awareness and Readiness for Undergraduate Programs (GEAR UP)</p> <p>(iv) February 13th 2018 – Lincoln Park Elementary School</p> <p>(v) April 14th 2018 – Wooster High School Students.</p> <p>(vi) May 14th 2018-Battle Mountain High School Students.</p>
3	Participate in event sponsored by organizations representing community groups	<p>June 2017-May 2018 – General Manager is on the Nevada Broadcasters board of directors, monthly meeting are held to plan and execute scholarship awards for future broadcasters in Nevada. Two annual events are held where students are given information on applying for said Broadcast scholarships.</p> <p>October 23th 2017 – General Manager and News Director met with the Nevada Broadcasters Assoc. Scholarship winners to discuss opportunities within the Broadcast industry.</p>
4	Participate in events sponsored by an educational institution	<p>June 8th 2017- KOLO's News Director spoke with the candidates for the Twenty under 40 Awards about careers in Broadcasting and Digital Media. How to use television and social media to better promote their events.</p> <p>April 13th 2018- KOLO 8 Account Executive attended the Reno Tahoe American Marketing Association annual workshop. Where soon to be graduating students were taught how to utilize their various majors and apply them in the broadcast industry.</p>
5	Participate in job fair sponsored by educational institution	<p>On February 8th 2018, KOLO 8 participated in the University of Nevada Spring Career and Internship fair. KOLO 8 staff helped by performing mock interviews, resume critiques and feedback, while at the same time recruiting soon to graduate students for open positions at KOLO.</p> <p>On March 9th 2018, KOLO 8 teamed up with the Truckee Meadows Community College. KOLO 8</p>

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		staff helped by performing mock interviews, resume critiques and feedback, while at the same time recruiting soon to graduate students for open positions at KOLO.
7	Providing assistance to unaffiliated non-profit entities. .	March 1st 2018 – Several of KOLO's staff attended Career Day at Lincoln Park where information regarding Broadcasting Industry jobs was distributed. Q&A time was also given to individuals interested in a career.