

KCWY

EEO PUBLIC FILE REPORT

June 1, 2021 – May 31, 2022

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
News – MMJ Reporter	1-16	9
News – MMJ Reporter	1-16	13
News – MMJ Reporter	1-16	10
Engineering – Assistant Broadcast IT Engineer	1-16	10
Engineering – Assistant Broadcast IT Engineer	1-16	7
Production – Technical Media Producer	1-16	13

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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	TV Jobs www.TVJobs.com	N	
2	Wyoming Department of Employment 1510 E Pershing Blvd West Wing Cheyenne WY 82002 307-777-7261	N	
3	Colorado State University Mario Caballero 1062 Campus Delivery Ft Collins Co 80523 970-491-6643	N	
4	University of Wyoming 1000 E University Avenue Laramie WY 82071	N	
5	Colorado Media School 404 S Upham Lakewood Colorado 80226	N	
6	Wyoming Association of Broadcasters Po box 1387 Cheyenne WY 82003 www.Careeerpage.org www.wyomingbroadcasting.org	N	

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
7	Wyoming Workforce Services/Wyoming At Work which also posts to https://www.usajobs.gov/ Kate Thron, Workforce Specialist Mandy Gerhardt, Office Support Specialist 851 Werner Court #120 / P. O. Box 2760 Casper, WY 82602 Ph. 307-234-4591 Wyomingworkforce.org + www.wyomingatworl.com	N	1
8	Laramie County Community College 1400 E College Drive Cheyenne WY 82007 307-778-5222	N	
9	Gray TV Careers www.gray.tv/careers	N	5
10	Indeed From Snag Recruitment Website www.Indeed.com	N	8
11	KCWY-TV On Air Announcements 141 Progress Circle PO Box 1540 Mills, WY 82644 307-577-0013	N	
12	LinkedIn www.linkedin.com	N	1
13	Employee Referral	N	2
14	Non-Employee Referral	N	
15	Handshake www.joinhandshake.com	N	1
16	Job Fair	N	1
TOTAL INTERVIEWEES OVER REPORTING PERIOD			18

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III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Management Training	May 11 – June 10, 2021, our Office Manager, Production Manager, News Director participated in a training series “Foundations in Diversity, Equity and Inclusion” from Adaway Consulting, a program developed for Gray Television. Information covered in this training included: how biases influence interaction and decision making and ways to mitigate them, how to identify and avoid implicit bias and microaggression in media, how to champion equity and inclusion, handling conflict, how to avoid common faux pas made regarding: gender language, race, class and ability, how to apologize effectively.
2	Broadcast Scholarship Programs	In May of 2021 KCWY participated in the Wyoming Association of Broadcasters Scholarship program. Participation included monetary contribution, running of promotional commercials, and participating in the evaluation and selection of the winners.
3	Job Fairs	KCWY participated in the Wyoming Association of Broadcasters Virtual Job Fair the week of December 13, 2021