

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: May 23, 2020 to May 22, 2021

1) Employment Unit: Sarkes Tarzian-Reno, NV

2) Unit Members (Stations and Communities of License): KTVN - Reno, NV

3) EEO Contact Information for Employment Unit:

Mailing Address: 4925 Energy Way Reno, NV 89502	Telephone Number: 775-858-2222
	Contact Person/Title: Linda Pickrell, EEO Officer
	E-mail Address: lpickrell@ktvn.com

4) Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

Job Title	Recruitment Source Referring Hiree
(a) Advertising/Promotions Manager	Employee Referral
(b) Sales Account Executive *	Employee Referral
(c) Associate Producer	Internal Posting
(d) Digital Sales Assistant	LinkedIn
(e) News Photographer	Employee Referral
(f) Sales Account Executive *	Indeed.com
(g) Weekend Assignment Editor/Newscast Producer	Internal Posting
(h) News Producer **	Other – Former Employee Referral
(i) News Producer **	Linkedin
(j) News Photographer	Employee Referral
(k) Full Time Production Assistant ***	Internal Posting
(l) Full Time Production Assistant ***	Employee Referral
(m) Video Journalist (MMJ) ****	KTVN Website
(n) Video Journalist (MMJ) ****	Internal Posting

*Positions (b) and (f) were filled from one flight of recruitment announcements.

**Positions (h) and (i) were filled from one flight of recruitment announcements.

***Positions (k) and (l) were filled from one flight of recruitment announcements.

****Positions (m) and (n) were filled from one flight of recruitment announcements.

5) Job Title: Full Time Production Assistant (k)	Date Filled: 4/8/2021	Referral Source(s) of Hiree: Internal Posting
Full Time Production Assistant (l)	Date Filled: 4/26/2021	Referral Source(s) of Hiree: Employee Referral

See Attachment A. All sources on Attachment A were notified about this position with the exception of: 1, 2, 4, 6, 8, 11, 13, 21, 25, 28, 32, 36, 38, 41, 44, 46, 48, 49, 50, 52, 56, 66. All organizations listed on **Attachment B** (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:

Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Internal Posting		KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
Employee Referral	Robert Dieters	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
KTVN Website	Linda Pickrell	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	2	No
UNR Reynolds School of Journalism	Claudia Cruz, Director, Internships and Experiential Learning, Reynolds School of Journalism	Reynolds School of Journalism 1664 N. Virginia Street, MS310, RSJ Room 303B, Reno, NV 89557	775-784-4434 775-393-9811 (cell)	1	No
Indeed.com		Indeed.com		1	No

5) Job Title: Video Journalist MMJ (m)	Date Filled: 3/15/2021	Referral Source(s) of Hiree: KTVN Website
Video Journalist MMJ (n)	Date Filled: 4/22/2021	Referral Source(s) of Hiree: Internal Posting

See Attachment A. All sources on Attachment A were notified about this position with the exception of: 1, 2, 4, 6, 8, 11, 13, 25, 28, 30, 32, 36, 38, 41, 44, 46, 48, 49, 50, 52, 56, 66. All organizations listed on **Attachment B** (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:

Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KTVN Website	Linda Pickrell	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
Internal Posting		KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	2	No

STATION KTVN IS AN EQUAL OPPORTUNITY EMPLOYER

6) **Total Number of Interviewees Referred:** For the period from May 23, 2020 to May 22, 2021, this Employment Unit interviewed thirty-nine (39) interviewees for fourteen (14) full-time job vacancies.

7) **Supplemental Recruitment Initiatives.**

(a) **Initiative: Training of Station Personnel**

Production Department Training Program

The Employment Unit has established a training program designed to enable part-time station personnel to acquire skills that could qualify them for higher level positions. The Employment Unit has 4 entry level part-time positions in the Production Department, covering various studio jobs (camera, audio, teleprompter, graphics, etc.) and 2 entry level paid intern positions in the news department giving exposure to various news jobs (writing, shooting videos, editing, etc.). The Operations Manager and News Director oversee this program, and these employees receive training through shadowing and interacting with the full time staff on a daily basis. These part time employees work closely with more experienced full time employees in order to gain the skills needed to qualify them for promotion to higher level full time positions such as audio operator, character generator/graphics operator and possible full time employment in the News Department. This program has resulted in many internal promotions.

Initiative: Establishment of a Mentoring Program for Station Personnel

Mentoring of Station Personnel

Two (2) full time employees and five (5) part time employees were promoted after participating in a professional coaching/mentoring program established by KTVN:

Part Time Production Assistant to Full Time Associate Producer
Part Time Production Assistant to Full Time Production Assistant
Part Time Production Assistant to Full Time Digital Content Producer
Part Time Production Assistant to Full Time Associate Producer
Part Time Production Assistant to Full Time Production Assistant
Full Time News Photographer to News Photographer/Satellite Truck Operator
Full Time Associate Producer to Full Time Production Assistant

These employees were coached and mentored by the News Director and Operations Manager to give them career guidance and help them improve their skills to a level of competence that allowed them to succeed in these career advancing promotions.

(b) **Initiative: Internship Program**

KTVN offers paid internships across the fall, spring and summer semesters. Priority is given to Journalism students who need internship credits to complete their college curriculum. The overall goal of the internship is for students to get a thorough understanding of the various jobs and activities involved in producing daily newscasts. Interns have the opportunity to rotate through those various positions and work alongside professionals to learn writing, producing, reporting, shooting and editing, all skills needed for broadcast employment. During the reporting period, KTVN hired one intern.

(c) Initiative: Participation in Events Sponsored by Educational Institutions Related to Career Opportunities in Broadcasting

September 18, 2020 – News anchor participated in a virtual media panel for students in a high school government class involving a discussion of careers in TV/broadcasting.

September 19, 2020 - News anchor spoke to Reno High School students involving a discussion of careers in TV/broadcasting via zoom.

October 28, 2020 – News anchor spoke to students of the Caesar Andrews’ Media Ethics class at UNR involving a discussion of careers in TV/broadcasting via zoom.

November 2020 – Meteorologist spoke to students via zoom about careers in TV News and Weather.

February 26, 2021 – News anchor spoke to students of the Film Club at UNR involving a discussion of careers in TV/broadcasting via zoom.

February 26, 2021 – Meteorologist spoke to students at Mark Twain Elementary School via zoom about careers in TV News and Weather.

April 4, 2021 - News anchor spoke to Libby Booth Elementary School students involving a discussion of careers in TV/broadcasting via zoom.

April 5, 2021 – News anchor spoke to a School of Journalism student from UNR regarding the impact the pandemic has had on on-air personalities.

(d) Initiative: Participation in Other Events Showcasing Broadcast Employment Opportunities

Due to health and safety restrictions as a result of the COVID-19 pandemic, no station tours for community groups could be conducted during the reporting period.

ATTACHMENT A – RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
1	4entertainmentjobs.com	N/A	N/A	N/A	4entertainmentjobs.com
2	Academy of Arts, Careers and Technology	Robert Sullivan, Principal	380 Edison Way Reno, NV 89502	F: 775-327-3920	rsullivan@washoeschools.net
3	Arizona State University Cronkite School of Journalism	Michael Wong, Director, Career Services	555 N. Central Avenue, Ste. 302 Phoenix, AZ 85004	(602)496-5637	mike.wong@asu.edu
4	Media Finance (formerly BCFM – controller only)	N/A	N/A	N/A	mediafinance.org
5	Bethel AME Church	Jennifer Agnew	2655 North Rock Blvd. Sparks, NV 89431	775-355-9030 Fax: 355-9065	bethelsparksjennifer@mail.com
6	Broadcasting & Cable	Zach Kalish	28 E. 28 th St., 12 th Floor New York, NY 10016	212-378-0455	zkalish@nbmedia.com
7	California Chicano News Media	N/A	725 Arizona Ave.-Ste206 Santa Monica, CA 90401	424-229-9482	ccnmainfo@ccnma.org
8	Career College of Northern Nevada (CCNN) (IT positions)	Linda Gonzalez	1421 Pullman Drive, Sparks, NV 89434	775-856-2266	contact@ccnn.edu
9	Center for Student Cultural Diversity at UNR	Jose Miguel Pulido Leon	1664 N. Virginia Street Reno, NV 89557	775-784-4936	thecenter@unr.edu
10	Domestic Violence Resource Center	Denise Yoxximer	1735 Vassar St. Reno, NV 89502	329-4150 Fax: 785-7550	denisey@caaw.org
11	Craigslist.org	N/A	N/A	N/A	craigslist.org
12	Employee Referral		KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	N/A
13	Galena High School	N/A	3600 Butch Cassidy Way Reno, NV 89509	Phone: 851-5630 Fax: 851-5607	N/A
14	Great Basin College	Kristina Hart, NSHF Specialist	1500 College Parkway Elko, NV 89801	775-753-2311	kristina.hart@gbcnv.edu
15	Indeed.com	N/A	N/A	N/A	Indeed.com
16	Internal Posting	Linda Pickrell	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	lpickrell@ktvn.com

ATTACHMENT A – RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
17	JOIN, Inc.	N/A	4001 S. Virginia Street, Suite H Reno, NV 89502	775-284-9600	N/A
18	JOIN, Inc.	N/A	1500 Ave. F #1, Ely, NV 89301	P: 775-289-3061	N/A
19	KNPB	Ms. Evie Chmura	1670 N. Virginia St. Reno, NV 89503-1738	Phone: 784-4555 Fax: 784-1438	evie@knpb.org
20	KTVN Website	Linda Pickrell	http://www.ktvn.com	Phone: 858-2222	lpickrell@ktvn.com
21	LinkedIn	Andrew Perini	4925 Energy Way, Reno, NV 89502	775-861-4200	aperini@ktvn.com
22	Lovelock Paiute Tribe	Alix O'Neill	P.O. Box 878/201 Bowean Lovelock, NV 89419	P: 775-273-7861 F: 775-273-5151	Info@lovelocktribe.com
23	MedialineTalent	Rick@medialinetalent.com	2515 Sparrow Crest Dr., Katy, TX 77494	1-913-217-0685	jobs@ medialinetalent.com
24	Media Match	N/A	P.O. Box 48220, Los Angeles, CA 90048	323-284-5589	Media-match.com
25	Napa Valley College	ATTN: Job Posting	2277 Napa-Vallejo Hwy, Napa, CA 94558	707-253-3000	N/A
26	National Journalism Center (News)	Elizabeth Donatelli, Director Taylor Hathorn, Alumni Director Savannah Glasgow	11480 Commerce Park Drive, Suite 600 Reston, VA 20191	1-800-872-1776	edonatelli@yaf.org thathorn@yaf.org sglasgow@yaf.org
27	National Association of Hispanic Journalists	www.NAHJ.org	1050 Connecticut Ave. NW, 10 th Floor Washington, DC 20036	Phone: 202-662-7145	NAHJ@nahj.org
28	NetNewsCheck	Patty Hersh	24 W. Lancaster Avenue, Ste. 205 Ardmore, PA 19003	Phone: 610-420-6003	phersh@NewsCheckMedia.com
29	Nevada Broadcasters Association (NVBA)	Diane Stauffer	3900 Paradise Road, Suite 279 Las Vegas, NV 89169	Phone: 702-794-4994	Diane@nevadabroadcasters.org
30	DETR/JobConnect NV Dept. of Employment, Training and Rehab	Business Services Representative	4001 South Virginia St., Ste. H Reno, NV 89502	T: (775)284-9660 F: (775)284-9663	http://us.jobs/

ATTACHMENT A – RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
31	Nevada Job Connect	NA	4001 S. Virginia, Ste. H Reno, NV 89502	Phone: 284-9600	nevadajobconnect.com
32	Northwestern University Medill Career Services	Jim O'Brien	1845 Sheridan Rd., Evanston, IL 60208	847-491-2049	j-obrien@northwestern.edu
33	Northern NV Black Cultural Awareness	N/A	P.O. Box 21448 Reno, NV 89509	Phone: 329-8990 Fax: 827-8645	nmbcas8990@yahoo.com
34	NV Urban Indians, Inc.	Ms. Janet Reeves	6512 S. McCarran, Suite A Reno, NV 89509	Phone: 788-7600 Fax: 788-7611	info@urbanindians.org
35	NV Vocational Rehabilitation	N/A	1325 Corporate Blvd. Reno, NV 89502	823-8100	detradmn@nvdeetr.org
36	Promaxbda (Promotion)	Jay Milla	1522e Cloverfield Blvd. Santa Monica, CA 90404	310-789-1517	jay@promaxbda.org
37	Pyramid Lake Paiute Tribe	Sharon Pacheco, HR Asst.	P.O. Box 256 Nixon, NV 89424	775-574-1000 Fax: 775-574-1086	hrrassitant@plpt.nsn.us
38	Reno Gazette- Journal/Career Builder.com	Ronald Hermann Recruitment Sales Consultant	955 Kuenzli St. Reno, NV 89520	888-986-9832	rhermann@gannett.com
39	Reno/Sparks Indian Colony	Ms. Susan Thomas, HR	34 Reservation Road Reno, NV 89502	Phone: 329-2936 Fax: 329-8710	stthomas@rsic.org
40	Reno Tahoe American Marketing Association	Jennifer Bracciotti	P.O. Box 3876, Reno, NV 89505	N/A	renoama@gmail.com
41	RTDNA Job Service	Karen Hansen	The National Press Bldg. 529 14 th St., NW, Suite 1240 Washington, DC 20045	F: 202-223-4007	rtdna.org
42	Salvation Army	Holly Barlow	1931 Sutro St. Reno, NV 89512	Phone: 688-4555 Fax: 688-5522	Holly.barlow@usw.salvationarmy.org
43	Second Baptist Church	Ms. Geraldine Williams	1265 Montello Reno, NV 89512	Phone: 786-1017 Fax: 786-2138	church@secondbaptistreno.org
44	Sierra Nevada Job Corps	N/A	14175 Mt. Charleston Reno, NV 89506	Phone: 789-1000	N/A

ATTACHMENT A – RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
45	Social Security – Ticket to Work Program	Elaine Voigt Executive Director, My Journey Home, Inc., Voc Rehab Job Developer, Employment Network Specialist, Ticket to Work Program for Social Security	255 Bell Street Reno, NV 89503	P: 775-223-0734	Voightelaine2@gmail.com
46	Society of Broadcast Engrs	N/A	9102 N. Meridian St., Ste. 150 Indianapolis, IN 46260	317-846-9000	www.sbe.org/jl_submit.php
47	South Asian Journalist	N/A	N/A	N/A	saja@columbia.edu & saja@saja.org
48	Spiceworks (local IT)	N/A	N/A	N/A	Spiceworks.com
49	Spots n Dots (paid)	SND Publishing, LLC	ads@spotsndots.com	888-884-2630/701	ads@spotsndots.com
50	TMCC	Nancy Roe, Employer Recruitment Assistance-Job Placement Specialist	475 Edison Way, Reno, NV 89502	Phone: 857-4950	nroe@tmcc.edu
51	TVJobs.com	Mark Holloway	P.O. Box 4116 Oceanside, CA 92052	800-374-0119	www.tvjobs.com
52	TVNewsCheck (paid)	Paul Greeley, Manager, MediaJobCenter		817-578-6324	https://tvnewscheck.com/advertise
53	UNR Reynolds School of Journalism	Claudia Cruz, Director, Internships and Experiential Learning, Reynolds School of Journalism, 1664 N. Virginia Street, MS310, RSJ Room 303B, Reno, NV 89557	Reynolds School of Journalism 1664 N. Virginia Street, MS310, RSJ Room 303B, Reno, NV 89557	775-784-4434 775-393-9811 (cell)	ccruz@unr.edu www.Journalism.unr.edu
54	UNR College of Business	James Mcclenahan	1664 N. Virginia Street Student Outreach Center Ansari Business 409 Reno, NV 89557	Phone: 784-4852	jmcclenahan@unr.edu http://www.unr.edu/business/college-resources/student-outreach-center/employers
55	UNR	Carla Franich	www.unr.edu/career/jobs	775-784-6307	carlaf@unr.edu
56	USC Annenberg School of Communication and Journalism	N/A	Watt Way Los Angeles, CA 90007	213-821-1660	usc@csm.symplicity.com paris@usc.edu

ATTACHMENT A – RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
57	VA Sierra Nevada Health Care System	Christie Lambert	975 Kirman Reno, NV 89502	775-328-1232	Christie.lambert@va.gov
58	Veterans (Dept. of Veterans Affairs-CH31 Program)	Franko Fritz	5460 Reno Corporate Drive Reno, NV 89511	1-800-827-1000	
59	WAJI/WLDE	Mr. Lee Tobin	347 W. Berry St., #600 Fort Wayne, IN 46895	219-423-3676 Fax: 219-423-5266	ltobin@WAJI.com
60	Walker River Paiute Tribe	Ms. Leslie Quintero	P.O. Box 220 Schurz, NV 89427	Phone: 773-2306 Fax: 775-773-2585	N/A
61	Walk-In	N/A	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	N/A
62	Washoe County Senior Center (AARP)	N/A	1155 E. Ninth St., Reno, NV 89512	775-328-2575 Fax 775-328-6192	Co.washoe.nv.us/seniorsrv
63	Washoe Tribe of NV and CA	Front Desk	919 U.S. Hwy. 395 North Gardnerville, NV 89410	775-265-8600 Fax: 775-265-6240	Hq.frontdesk@washoetribe.us
64	WRCB	Ms. Pam Teague	900 Whitehall Rd. Chattanooga, TN 37405	Phone: 423-498-3745 Fax: 423-267-6840	pteague@wrcbtv.com
65	WTTS/WGCL	Mr. Brad Holtz	400 One City Centre Bloomington, IN 47404	Phone: 812-332-3366 Fax: 812-331-4570	Brad@wttsfm.com
66	ZipRecruiter (Paid)	Jeff Miller	40 E. Rio Salado Parkway Tempe, AZ 85281	480-750-6674	Jeff.miller@ziprecruiter.com

ATTACHMENT B - ORGANIZATIONS REQUESTING NOTIFICATION OF JOB VACANCIES

Community Organization Name	Contact Person	Address	Telephone / Fax Numbers	E-mail Address	Job Category
Bethel AME Church	Jennifer Agnew	2655 North Rock Blvd. Sparks, NV 89431	Phone:775-355-9030 Fax: 355-9065	bethelsparksjennifer@mail.com	All
California Chicano News Media	N/A	725 Arizona Ave., Ste. 206 Santa Monica, CA 90401	Phone:424-229-9482	ccnmainfo@ccnma.org	All
Domestic Violence Resource Center	Denise Yoxsimer	1735 Vassar St. Reno, NV 89502	Phone: 329-4150 Fax: 785-7550	denisey@caaw.org	All
MedialineTalent	Rick	2515 Sparrow Crest Drive Katy, TX 77494	1-913-217-0685	jobs@ medialinetalent.com	All
NVBA (Nevada Broadcasters Association) Job Bank	Diane Stauffer	3900 Paradise Road, Suite 279 Las Vegas, NV 89169	Phone:702-794-4994	diane@nevadabroadcasters.org	All
Nevada Job Connect	N/A	4001 So. Virginia St., Ste. H Reno, NV 89502	Phone: 284-7553 Fax: 284-9663	http://us.jobs	All
Pyramid Lake Paiute Tribe	Sharon Pacheco, HR Asst.	P.O. Box 256 Nixon, NV 89424	775-574-1000 Fax: 775-574-1086	hrassistant@plpt.nsn.us	All
Sierra Nevada Job Corps	N/A	14175 Mt. Charleston Reno, NV 89506	Phone: 789-1000		All
Washoe Tribe of NV and CA	Front Desk, HR Admin	919 U.S. Hwy. 395 North Gardnerville, NV 89410	Phone:775-8600 Fax: 775-265-6240	hq.frontdesk@washoetribe.us	All
National Journalism Center (News)	Elizabeth Donatelli, Director Taylor Hathorn, Alumni Director Savannah Glasgow	11480 Commerce Park Drive, Suite 600 Reston, VA 20191	1-800-872-1776	edonatelli@yaf.org thathorn@yaf.org sglasgow@yaf.org	News