



## Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080©(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment unit that is comprised of KHQ TV (Spokane, WA) and is required to be placed in the public inspection files of the station and posted on their website, if they have a website.

The information contained in this Report covers the time period beginning October 1, 2020 to and including September 30, 2021 (the “Applicable Period”).

The FCC’s 2002 Report requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the stations comprising the Station Employment Unit during the Applicable Period;
2. For each vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to section 73.2080©(1)(ii) of the new EEO Rule, which should be separately identified, identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080©(2) of the FCC rules.

Appendices 1,2 and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under column entitled “Full-time Positions for Which This Source Was Utilized” refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer and completed station paperwork. A person was deemed “interviewed” whether he or she was interviewed in person, over the telephone or by e-mail.



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 Covering the period: from 10/01/20 to 09/30/21

Station: KHQ TV

Section I: Vacancy Information

Full Time Positions Filled by Job		Recruitment Source of Hire:	Date Position Filled	Total # of Interviewees from all Sources for this position:	Recruitment Sources Notified for each position (from Section II Recruitment Source)
Title:					
1	Newscast Director	KHQ.com	10/1/2020	6	1-28,30
2	Producer MMJ Digital	Indeed	10/5/2020	11	1-28,30
3	Reporter	Promotion Transfer	10/5/2020	1	Promotion
4	Multi Media Producer	Internal Posting/Employee Referral	10/19/2020	8	1-28,30
5	Newscast Director	KHQ.com	10/26/2020	6	1-28,30
6	Technical Media Producer	PT-FT Internal Promotion	11/12/2020	9	1-28
7	News Photojournalist	PT-FT Internal Promotion	11/15/2020	7	1-28,30
8	Sports Director	TV Jobs	11/16/2020	4	1-28,30
9	Multi Media Producer	Internal Posting/Employee Referral	11/30/2020	6	1-28,30
10	Account Executive	Internal Posting/Employee Referral	11/30/2020	9	1-28,32,33,34
11	Anchor-WUM & Good Day	Internal Posting/Employee Referral	12/14/2020	9	1-28,30,32
12	Technical Media Producer	Internal Posting/Employee Referral	12/14/2020	7	1-28
13	Multi-Media Journalist	Promotion Transfer	1/1/2021	1	Promotion
14	Traffic Assistant	KHQ.com	1/11/2021	4	1-28
15	Production Manager	Internal Promotion	1/11/2021	4	1-28
16	Multi Media Journalist	YouTube	1/25/2021	8	1-28,30
17	Multi Media Producer	PT-FT Internal Promotion	2/14/2021	3	1-28,30
18	Account Executive	Promotion Transfer	3/1/2021	1	Promotion
19	Accounts Payable-CMM	Indeed	3/10/2021	6	1-28,35
20	Master Control Operator	Indeed	3/14/2021	3	1-28
21	Multi-Media Journalist-Producer	Internal Posting/Employee Referral	3/22/2021	8	1-28,30
22	Multi-Media Journalist	YouTube	3/29/2021	9	1-28,30
23	Multi Media producer	Promotion Transfer	3/29/2021	1	Promotion
24	Master Control Operator	Indeed	4/6/2021	3	1-28
25	Technical Media Producer	KHQ.com	4/8/2021	6	1-28
26	WUM Anchor	YouTube	5/3/2021	9	1-28,30
27	Photojournalist	PT-FT Internal Promotion	5/30/2021	9	1-28,30
28	Photojournalist	Internal Posting/Employee Referral	6/28/2021	9	1-28,30
29	Computer Support Technician	Promotion Transfer	7/2/2021	1	Promotion
30	Technical Media Producer	KHQ.com	7/12/2021	6	1-28
31	Technical Media Producer	PT-FT Internal Promotion	7/12/2021	7	1-28
32	Multi Media Producer	PT-FT Internal Promotion	7/25/2021	5	1-28,30,36
33	Multi-Media Journalist Reporter	Internal Posting/Employee Referral	8/1/2021	8	1-28,30
34	Multi-Media Journalist Reporter	Indeed	8/8/2021	8	1-28,30
35	Multi Media Producer	Indeed	8/23/2021	4	1-28,30,36
36	Director of IT	Internal Posting/Employee Referral	9/1/2021	12	1-28,31,34,37
37	Forecast Weather/Reporter	YouTube	9/7/2021	8	1-28,30
38	Accounts Payable -CMM	KHQ.com	9/13/2021	7	1-26,28
39	Master Control Operator	Indeed	9/16/2021	3	1-28

Total Number of Persons Interviewed During Applicable Period: 236



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Section II: Recruitment Source Information

<u>Recruitment Source:</u>		Total Number of Interviewees this Source Has Provided During this Period (if any).	Full Time Positions For Which this Source Was Utilized
Name:	Contact Information:		
1 Internal Posting/Employee Referral	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	51	21
2 KHQ.com swxrightnow.com nbcrightnow.com KULR.com	Paula Bauer 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	38	6
3 Aging & Long Term Care of Eastern Washington	Khristina Scheideler 1222 N Post, Spokane, WA 99201 Phone: 509-458-2509 ext 215 Email: khristina.scheideler@dshs.wa.gov	0	
4 American Indian Community Center (AICC)	Linda Lauch 610 E North Foothills Dr, Spokane, WA 99207 Phone: 509-535-0886 Email: linal@aiccinc.org	0	
5 Central Washington University Department of Communication	Department of Communication 400 E University Way, Ellensburg WA 98926 Phone: 509-963-1921 Email: career@cwu.edu	0	
6 Civil Service Dept	Career Services 4th Flr, 808 W Spokane Falls Blvd, Spokane, WA 99201-3315 Phone: 509-625-6160 Email: civilservice@spokanecity.org	0	
7 ENSO	Ryan Enso 508 W 6th Ave, Suite 400, Spokane, WA 99204 Phone: 509-329-6010 Email: ryan.enso@hotmail.com	0	
8 * Eastern Washington University African American Education Program	Dr. Scott Finnie 216 Isle Hall, Cheney WA 99004-2420 Phone: 509-359-2205 Email: rbartlett@ewu.edu	0	
9 Eastern Washington University Career Services	Career Services 114 Showalter Hall, Cheney WA 99004 Phone: 509-359-6365 Email: careers@ewu.edu	0	
10 Eastern Washington University Chicano Education Program	Career Services 203 Monroe Hall, Cheney, WA 99004 Phone: 509-359-2230 Email: rguillory@ewu.edu	0	
11 Napoli Management Group	Mendes Napoli 8844 W Olympic Blvd, St 100, Beverly Hills, CA 90211 Phone: 310-385-8222 Email: nmg@tvtalet.com	0	
12 North East Community Center	Rosa Lopez 4001 N Cook, Spokane, WA 99207 Phone: 509-487-1603 Email: kathleenhill.kat@gmail.com	0	
13 Spokane Community College Multicultural Student Services	Corey Sutter 1810 N Green St, MS-2081, Spokane 99217 Phone: 509-533-7032 Email: lhunt@scc.spokane.edu	0	
14 Spokane Tribe of Indians Employment Services	Jennifer Covington PO Box 206, Wellpinit, WA 99040 Phone: 509-458-6569 Email: hradmin@spokanetribe.com	0	



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15 TV Jobs.com - Broadcast Employment Services	Employment Svc. PO Box 4116, Oceanside, CA 92058 Phone: 800-374-0119 Email: admin@tvjobs.com	1	1
16 Washington State Commission on Hispanic Affairs	Washington State Commission on Hispanic Affairs P.O. Box 40924, Olympia, WA 98504 Phone: 360-725-5661 Email: hispanic@cha.wa.gov	0	
17 Craigslist	Craig Newmark PO Box 225159, San Francisco, CA 94122-5159 Phone: 415-566-9844 website: <a href="http://spokane.craigslist.org">http://spokane.craigslist.org</a>	8	
18 Gonzaga University	Gonzaga University - Katherine Brackmann (Handshake.com) E 502 Boone, Spokane 99258 Phone: 509-313-4237 Email: careers@gonzaga.edu. WEB: <a href="https://gonzaga.edu/ZagsIignite">https://gonzaga.edu/ZagsIignite</a> .	1	
19 Whitworth University	Whitworth University - Kimberly Ortiz (Handshake.com) 300 West Hawthorne Rd, Spokane WA 99218 Phone: 509-777-3272 Email: kortiz@whitworth.edu	0	
20 University of Idaho	Career Services 875 Perimeter Dr MS 2534 Moscow, ID 83844-2534 <a href="https://www.uidaho.edu/current-students/career-services">https://www.uidaho.edu/current-students/career-services</a>	0	
21 North Idaho College	Career Center Services 1000 W Garden Ave, Coeur d'Alene ID 83814 Phone: 208-769-7821 <a href="http://nic.edu/career/jobs">http://nic.edu/career/jobs</a> Email: karen.glaeser@nic.edu	0	
22 Spokane Falls Community College	Gabby Ryan 3410 W Fort George Wright Dr, Spokane 99224 Phone: 509-533-4411 Email: careers@spokanefalls.edu	0	
23 Spokane Community College Career Employment Services	Norma Cantu 1810 N Greene St, Spokane, WA 99217 Phone: 509-533-8855 Email: norma.cantu@scc.spokane.edu	0	
24 Worksource	Jeff Miller 130 S Arthur, Spokane WA 99202 <a href="http://www.worksourcewa.com">www.worksourcewa.com</a>	3	
25 Eastern Washington University American Indian Studies	Deidre Almeida, Director 706 5th St, Cheney, WA 99004	0	
26 Martin Luther King Jr Family Outreach Center	Freda Gandy 845 S Sherman St, Spokane 99202 Phone: 509-455-8722 Email: fdesk@mlkspokane.org	0	
27 WSAB (Wa State Assoc of Broadcasters)	Keith Shipman cell#541-419-0141 724 Columbia St NW, Suite 310, Olympia, WA 98501 360-705-0774 Email: kshipman@wsab.org <a href="http://www.wsab.org/jobbank_employers.html">http://www.wsab.org/jobbank_employers.html</a>	0	
28 Indeed.com	<a href="https://employers.indeed.com/m">https://employers.indeed.com/m</a> 800-475-4361	81	7
29 Job Fair - Fuse Career Fair	KHQ 1201 W Sprague, Spokane 99201 Phone: 509-448-6000 Email: paula.bauer@khq.com	0	



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Name:	Contact Information:		
30 Youtube.com	Youtube.com San Bruno, CA <a href="https://www.youtube.com">https://www.youtube.com</a>	41	4
31 Linkedin.com	Career Page <a href="http://www.linkedin.com">www.linkedin.com</a>	1	
32 Dana Adams Agency	<a href="http://www.adamsconsulting.tv">www.adamsconsulting.tv</a>	1	
33 Monster	<a href="http://www.monster.com">www.monster.com</a> Weston, MA	3	
34 Zip Recruiter	<a href="http://www.ziprecruiter.com">www.ziprecruiter.com</a> Santa Monica, CA	1	
35 Robert Half Temp Services	Jennifer Koenig 601 W Riverside Ave, Suite 960, Spokane, WA 99210 Phone: (509) 795-1043	2	
36 Google Careers	<a href="https://careers.google.com">https://careers.google.com</a>	2	
37 Society of Broadcast Engineers (SBE)	<a href="https://www.sbe.org">https://www.sbe.org</a> 9102 North Meridian St. Suite 150, Indianapolis, IN 46260 Phone: (317)-846-9000      Email: <a href="mailto:info@sbe.org">info@sbe.org</a>	2	
Total		236	39

Note: \* Indicates sources that have requested notification of job openings.



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**Section III: Supplemental(Non-Vacancy Specific) Recruitment Activities Undertaken by KHQ.**

<u>Activity:</u>	<u>Description of the Activities:</u>
Job Fair	Participated in the University of Idaho Virtual Career Fair on March 3, 2021. The Director of Recruitment (DOR) spoke with several students individually about careers and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. The DOR also spoke with the students about their careers, their goals, and broadcast journalism.
Job Fair	Participated in the Spring 2021 Virtual Newhouse Recruiting Event sponsored by Syracuse University on April 29, 2021. The Director of Recruitment (DOR) met with students individually and discussed their education and career aspirations. The DOR shared with the students about our legacy, employment opportunities and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations.
Job Fair	KHQ-TV sponsored, planned and participated in the KHQ/Worksource Spokane Virtual Job Fair on September 14, 2021. Station representatives met with people virtually regarding current and future job opportunities and education requirements for the different positions primarily in the news, sales and business departments with KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations. Candidate resumes were collected and distributed to the various hiring managers.
Job Fair	The Director of Recruitment (DOR) participated in the Internship and Virtual Job Fair at Whitworth College on September 16, 2021. The DOR met with students to discuss the job and internship opportunities available at KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations.
Internship Program	The station sponsors an internship program that provides opportunities for college students considering the industry to become familiar with television and broadcasting careers. The station sponsored 16 interns during the reporting year in the news and SWX departments.
Mentoring Program	The Director of Recruitment and Training and the Director of Content and Marketing work with all content employees across the Companies including: Cowles Montana Media Company (CMMC) KHQ, Inc's "brother/sister broadcast entity" and KNDO TV and KNDU TV "brother/sister stations" to KHQ-TV under KHQ, Inc. They work with News Directors, Producers, Photojournalists and Multi-Media Journalists for guidance on news story selection and time management, training through critiques, conference calls, personal training visits, and podcasts/training videos.
Events Sponsored by Educational Institutions and City Organizations related to Leadership and Career Opportunities in Broadcasting	KHQ Station Representatives participated in six events including classroom presentations from high school classes to college classes, a high school career fair, and the WSU Symposium where the Director of Recruitment had the opportunity to speak with students virtually about internships and employment opportunities with KHQ-TV, KNDO-TV, KNDU-TV and Montana Stations.
Events Sponsored by Educational Institutions and City Organizations related to Leadership and Career Opportunities in Broadcasting	Participated in the Partners for Work - Interview Event in October 2020 sponsored by the City of Spokane and HireAbility Spokane. The Director of Recruitment (DOR) virtually interviewed adult applicants about the jobs and internship possibilities available at KHQ-TV. This event was put on to promote equitable employment for people with development disabilities. The DOR also spoke with the applicants about the qualities and characteristics that KHQ looks for in employees.
Training	The station hires local college students and recent college graduates as freelance workers for live-over the air sports productions. With this, the station offers training to achieve the skill level necessary to successfully work in full time positions in the broadcast industry such as a field camera operator and production assistant. This experience gained has led to freelance jobs with other network affiliated sports production companies such as ESPN, Root Sports, and the Pac12 network.



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- Training                      The sales staff met with a media consultant from Leigh Stowell & Company in May 2021. The training workshop provided tools and insight to help the sales team learn opportunities and consumer trend information on local businesses, including local demographic and psychographic information to utilize for enhanced sales presentations.
- Training                      The Sales Team was involved in various training sessions and webinars sponsored by the Television Bureau of Advertising. This service provides a diverse variety of tools and resources, including its website to support its members and to help advertisers make the best use of local ad dollars. Specific training during this year was focused on the Auto Industry, and marketing strategies to help drive customers to their showroom floor.
- Training                      The sales team participated in a two week training program in November 2020 provided by AffinityX. The program included extensive training on current digital trends, the customer buying journey, reporting metrics, proposal generation, creative systems and selling strategies.
- Training                      The sales team attended a virtual conference sponsored by the NAB Sales and Management Television Exchange in October 2020. The conference included leadership and diversity in the workplace, overcoming obstacles in the current environment, promotional ideas, sales management training and sales ideas.
- Training                      The General and Local Sales Managers participated in a Management Sales Leadership course and an Inbound Marketing Solutions course. Both courses were provided by the Center for Sales Strategy.
- Training                      Two new Sales Reps underwent an extensive online training program with the Center for Sales Strategy as new to television sellers. The extensive course plays out over three months with an instructor from CSS monitoring their progress through various assignments and tests as they progressed.