

EEO Public File Report

KTVQ (TV) - Billings, Montana
December 1, 2016 - November 30, 2017

Full-Time Positions Filled

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired	Source of Hire
1	Web Producer	11/17/2016	01/21/2017	1, 2, 3, 4, 8, 9	5	1	9
2	Production Manager	1/26/17	2/13/17	1, 2, 3, 5, 6, 9, 10	5	1	9
3	Commercial Producer	1/26/2017	2/13/2017	1, 2, 3, 5, 6, 9, 10	5	1	9
4	Account Executive	1/11/17	4/17/17, 8/7/17, 11/13/17	1, 2, 3, 6, 7, 8, 9, 10	20	3	11,11,8
5	Digital Media Specialist	8/23/16	3/27/17	1, 2, 3, 8	4	1	11
6	Production Manager	5/18/17	6/28/17	1, 2, 3, 5, 9, 10	5	1	11
7	Director of Digital Sales	4/3/17	6/26/17	1, 2, 3, 6, 8, 9, 10, 11	9	1	11
8	Web Producer	7/10/17	8/28/17	1, 2, 3, 8, 9	4	1	11
* See Attached List of Recruitment Sources for Contact Information							

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	Montana Job Service - Billings 2121 Rosebud Dr, Ste B, Billings, MT 59102	Trisha Glen (406) 652-3080	0	No
2	Rocky Mountain College Career Services 1511 Poly Drive, Billings MT 59102	Lisa Wallace (406) 657-1039	0	Yes
3	Montana State University (Billings) Career Services 1500 University Drive, Billings, MT 59101	Kirsten Barnhart (406) 657-2240	0	Yes
4	University of Montana School of Journalism Don Anderson Hall, 2017 Missoula, MT 59812	Cameron Bucheit (406) 243-4001	0	No
5	Montana State University (Bozeman) Film Department 211 Montana Hall Bozeman, MT 59717	Victoria Miller vmiller@montana.edu (406) 994-2484	0	No
6	TVJobs.com PO Box 4116 Oceanside, CA 92052	(760) 754-8177	0	No
7	Media Recruiter 9457 So University Blvd #303 Highlands Ranch, CO 80126	Art Scott art@mediarecruiter.com (303) 400-5150	0	No
8	Indeed, Inc 6433 Champion Grandview Way, Building 1, Austin, TX 78750	(800) 462-5842	10	No
9	www.ktvq.com – Station Website		27	No
10	www.cordiller.tv – Parent Company’s website		0	No
11	Employee/Former Employee Referral		20	No

**Prong 3 Longer-Term Recruitment Initiatives
Implemented During Previous Year**

No.	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	1/10/2017	EEO Training	Training that focused on Equal Opportunity Employment (EEO) procedures, and focused on FCC requirements	Participated in an hour and half training	Shawn Wilcox, General Manager Lynise Pollock, Business Manager Pam Hofferber, Program Director
2	Ongoing	Job Shadow	Expose high school and college students to broadcasting careers	Allow Students to “Shadow” an employee in the broadcasting career they are interested in.	Jon Stepanek, News Director Various news personnel Shirstie Gaylord, Production Manager
3	3/15/2017	MT Job Service - Jobs Jamboree	Job Fair to recruit applicants	Co-sponsored and had a booth	Shawn Wilcox, General Manager Lynise Pollock, Business Manager Steve Eaton, General Sales Manager Jon Stepanek, News Director Pam Hofferber, Program Director
4	3/30/20017	MSU-Billings/Rocky Mountain College Career Fair	Job Fair to recruit applicants	Had a Booth	Shawn Wilcox, General Manager Lynise Pollock, Business Manager Steve Eaton, General Sales Manager Jon Stepanek, News Director Pam Hofferber, Program Director