



## 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 KTMF (Missoula, MT) 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 December 1, 2015 to and including November 30, 2016 (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.



**2016 EEO Public File Report Form**  
**Reporting Period: 12/01/15 - 11/30/16**

**Station: KTMF**

**Section I: Vacancy Information**

<b>Full Time Positions Filled by Job Title:</b>	<b>Recruitment Source of Hire:</b>	<b>Date Position Filled</b>	<b>Total # of Interviewees from all Sources for this position:</b>	<b>Recruitment Sources Notified for each position (from Section II Recruitment Source)</b>
1. News Reporter	Company Website	1/11/2016	7	1 - 8
2. Account Executive	Employee Referral	1/15/2016	4	1 - 10
3. News ProductionPromo Mgr	Company Website	2/8/2016	5	1 - 9
4. Account Executive	Company Website	3/1/2016	4	1 - 4, 8, 10
5. Account Executive	Company Website	5/2/2016	4	1 - 5, 8 - 10
6. Sports Director	Promotion	5/9/2016	5	1 - 8, 11
7. Sports Reporter	Employee Referral	5/30/2016	5	1 - 8, 11
8. Account Executive	Employee Referral	7/11/2016	3	1 - 5, 8 - 10
9. Producer	Promotion	7/25/2016	2	1 - 8
10. Sales Assistant	Job Service	8/8/2016	3	1 - 5, 9, 10
11. Commercial Producer	Employee Referral	8/16/2016	4	1 - 9
12. Executive Producer SWX	Company Website	9/1/2016	3	Exigent
13. News Reporter	Employee Referral	9/19/2016	5	1 - 8
14. Multi-Media Journalist	Company Website	10/17/2016	4	1 - 8
15. Sales Assistant	Missoulain	11/7/2016	6	1 - 5, 8 - 10

Total Number of Persons Interviewed During Applicable Period: **64**



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**Section III: Total Number of Interviews Generated Per Recruitment Source**

	<b>Recruitment Source</b>	<b>Contact Information</b>	<b># of Interviewees Per Source This Period (if any).</b>	<b>Full Time Positions For Which This Source Was Utilized</b>
1	Internal Posting/Employee Referral Promotion	Tom Ciprari 2200 Stephens Ave, Missoula MT 59801 (406) 542-8900	14	7
2	Company Websites	Cassidy Belus (406) 542-8900 www.abcfoxmontana.com www.kulr8.com www.khq.com	35	6
3	Missoulian	Chris Arvish (406) 721-6200 employment@missoulian.com	2	1
4	Montana State University	MSU Career Services 177 Strand Union Building, Bozeman MT (406) 994-4353 careers@montana.edu	0	
5	Montana Broadcasters Association	NASBA - Montana website: www.careerpage.org	0	
6	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	4	
7	Medialine	Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 (800) 237-8073 medialine@medialine.com	0	
8	University of Montana	Career Services Lommasson 154, Missoula MT 59812-2088 (406) 243-2022 careers@umontana.edu	0	
9	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	8	
10	Job Service	Missoula Job Service 539 S Third Street West, Missoula MT 59801 (406) 728-7060 missoulaJSC@mt.gov	1	1
11	Broadcast Compliance Service	Broadcast Compliance Services 1700 Rockville Pike STE 400, Rockville MD 20852 (866) 227-4336 website: www.bcs-ok.com	0	
<b>Total interviews for all full time vacancies filled:</b>			<b>64</b>	<b>15</b>

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



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**Station: KTMF**

**Section IV : Outreach Activities**

Activity	Description
Job Fair	Participated in the Internship and Job Fair at University of Montana - School of Journalism in March 2016. Station representatives discussed employment and internship possibilities at KTMF, KWYB, KHBB, KFBB, KULR, and our Sister Stations in Washington. A one-sheet noting the kinds of jobs available at a television station and an explanations sheet regarding the station's internship program were distributed as managers talked to students.
Job Fair	Participated in the Great Falls Job Fair Hosted by the Great Falls Chamber of Commerce in March 2016. Station representatives discussed employment and internship possibilities at KFBB, KHBB, KULR, KTMF and Sister stations in Washington. One-sheets noting current job openings at the stations and information on the station's internship programs were distributed as managers talked to students about opportunities available.
Job Fair	Participated in the Internship and Job Fair at Whitworth University in April 2016. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. One-sheets noting current job openings at the stations and information on the station's internship programs were distributed as managers talked to students about opportunities available.
Job Fair	Participated in a Career Fitness Fair at Rocky Mountain College in April 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 3rd Annual Job fair in May 2016. Station representatives discussed opportunities with KHQ-TV, KNDO/KNDU-TV and Montana stations. Informational sheets outlining internship programs and job shadow positions as well as a list of current jobs at each individual station were made available. Also, talent and weather staff answered questions about their jobs and education requirements for their positions.
Job Fair	Participated in a Job Fair at Montana State University in Billings in July 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Job Fair	Participated in a Career Fitness Fair at Rocky Mountain College in August 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Job Fair	Participated in a Job Fair at Montana State University in Billings in September 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
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 5 interns during the reporting year in the news department. During the reporting year KTMF hired 1 former intern for a part-time position.
Mentoring Program	Employees often visit KHQ-TV a "brother/sister broadcast entity" in Spokane, WA to train with staff in the larger market. News, Production, Sales, and web personnel have participated in these mentoring activities this reporting year. In addition KHQ's News Director and Assistant News Director work weekly with KTMF's News Director and other News personnel for guidance and training.
Scholarship Fund	KTMF maintains a Scholarship Fund with University of Montana - Journalism School directed at students interning and desiring to pursue a career in broadcasting.



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Tours	KTMF gave one station tour in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	The Station Manager and News Director attended a Senior Interview Day at the University of Montana - School of Journalism. They assisted students with preparing for job interviews in their potential fields. Students were also presented with openings and potential future opportunities with KTMF and the Cowles Montana Media Company.
Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	A station representative participated in a round table at University of Montana School of Journalism speaking to current and former students about careers in broadcasting and what could be added to the curriculum to better prepare graduates for the work force.
Training	All managers and employees attended Harassment training by the company employment attorney regarding what constitutes harassment, what to do if you experience harassment or see harassment, and the procedures the company would take to investigate and administer the companies policy against harassment.
Training	New Sales Reps underwent an extensive online training program with the Center for Sales Strategy (CSS) 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.
Training	The Local Sales Manager attended the National Association of Broadcasters Small Market Convention in Phoenix, AZ in September 2016. The convention covered best management practices for general sales managers, money making ideas, digital sales ideas, finding, hiring and developing super-sellers, and staging and selling events.
Training	Several Managers and employees attended five webinars hosted by the Montana Broadcasters Association covering Political Broadcasting, Alternative Broadcast Inspection Program, IPAWS/EAS test, Dept. of Labor new overtime pay obligations for broadcasters, and the Manning Society Fall Sales Clinic.
Training	The Station Manager and News Production/Promo Manager attended the Fox Promotional Executive Conference in June 2016 in Las Vegas, NV. The seminar included advertising strategies, an analytical analysis of key demographics, future trends in television marketing and viewership.