

**KUBE-TV 57**  
**EEO PUBLIC FILE REPORT**  
**April 1, 2015-March 31, 2016**

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Business Manager	1,4,6,	6
Receptionist	1,3,4,5,6	6
Account Executive	1,2,5,6,7	2
Creative Services Producer	1,2,5,6	6
Sports Photographer	1,2,5,6	1
Account Executive	1,2,5,6	6
Account Executive	1,2,5	2

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**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
1	Texas Association of Broadcasters 502 East 11th Street Suite 200 Austin, TX 78701 Craig Bean 512-322-9944	N	18
2	Spots N Dots 1635 Old Highway 41 Kennesaw, GA 30152 <a href="mailto:ads@spotsndots.com">ads@spotsndots.com</a> 1-888-884-2630	N	24
3	Craig’s List www.Craigslist.com	N	3
4	Houston City Staffing Agency	N	2
5	KUBE-TV Website 2401 Fountain View Houston, TX 77057 Veronica Rena 713-467-5757	N	9
6	Personal Referral	N	4
7	TVB 120 Wall Street 15 <sup>th</sup> Floor New York, NY 10005 info@tvb.org 212-486-1111	N	0

**TOTAL INTERVIEWEES OVER REPORTING PERIOD**

**60**

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**III. RECRUITMENT INITIATIVES**

	<b>Type Of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>
<b>1</b>	Internship - Spring 2015	From April 2015 through June 2015, KUBE hosted a student intern from the Art Institute. This intern learned firsthand about live sports, production, promotions, commercial promotions and marketing under the direct supervision of the Creative Services Director
<b>2</b>	Scholarship Program - 2015	In June 2015, two \$2,000 Scholarships were awarded to High School Seniors from Cy Woods High School and Katy High School.
<b>3</b>	Internship - Summer 2015	From July 2015 through September 2015, KUBE hosted a student intern from the Art Institute. This intern learned firsthand about live sports, production, promotions, commercial promotions and marketing under the direct supervision of the Creative Services Director
<b>4</b>	Internship - Fall 2015	From September 2015 through December 2015, KUBE hosted a student intern from the Auburn University. This intern learned how to shoot, edit and produce a story for the Sports Zone Show under the supervision of the Sports Director.
<b>5</b>	Internship - Winter 2015/6	From December 2015 through February 2016 KUBE hosted a student intern from the Recording Radio and Film Connection (online school). This intern learned firsthand about live sports, production, promotions, and commercial promotions and marketing under the direct supervision of the Creative Services Director.

<b>6</b>	Participate in Event Sponsored by Educational Institution	On February 16, 2016, the Creative Service Director spoke to Advanced Editing class at HCC, 2811 Hayes St, regarding Video Production in Broadcasting and the internship program at KUBE.
<b>7</b>	Participate in Event Sponsored by Educational Institution	On February 17, 2016, the Sports Director spoke to Hightower High School broadcast television class of 30 seniors about pursuing a career in broadcast media.
<b>8</b>	Provision of Training to Management Level Personnel	KUBE trained all managers to prevent discrimination and promote equal opportunity through an online training program offered by LawRoom Express in February 2016. The course, titled "Anti-Harassment & Discrimination (Supervisor)", was focused on ensuring that supervisors understand how to fulfill their legal responsibilities to maintain a workplace free of discrimination, harassment, and retaliation. The program has met the HR Certification Institute's criteria to be pre-approved for recertification credit. The training helped the supervisors understand the law, recognize harassment and discrimination, and respond to misconduct appropriately. With case studies of real work place situations, and integrated testing, the training provided responses and practical tips for our supervisors to keep KUBE a harassment and discrimination free workplace. Each participant was given a Certificate of Completion following successful completion of the training
<b>9</b>	Participate in Job Fair	March 22, 2016: Texas Association of Broadcasting Job Fair in San Antonio. The General Sales Manager and Creative Service Director attended to discuss careers in the broadcasting and to promote KUBE internship program. Resumes were collected.
<b>10</b>	Participate in Event Sponsored by Educational Institution	On March 22, 2016, the Local Sales Manager and Associate Creative Service Director spoke at Houston Baptist University about pursuing a career in broadcast media and the internship program at KUBE.

<b>11</b>	Scholarship Program - 2016	In February 2016, KUBE implemented a scholarship program aimed at high school students wanting to pursue a career in the broadcasting. The scholarship is posted on our website ( <a href="http://kub57.com/scholarship/">http://kub57.com/scholarship/</a> ) and has been e-mailed to Houston area counselors and educators. Winners of the two \$2,000 scholarships will be announced in June 2016.
<b>12</b>	Dissemination of information about jobs in broadcasting to candidates who might otherwise be unaware of such opportunities	While KUBE has traditionally posted jobs primarily with organizations commonly used in the broadcast industry such as Texas Association of Broadcasters, and Spot n Dots, it also posts jobs with Craig's List and the Houston City Staffing Agency, which reach a broad pool of candidates who might not otherwise be aware of careers in broadcasting. Additionally, beginning in February 2016, KUBE identified nine organizations in the station's coverage area that will be used to expand the station's visibility to candidates who may not be specifically seeking broadcast employment. The station's currently open Sales Associate position is the first one to be posted using the expanded list which includes the following additional organizations: Leap of Faith Ministries, Career & Recovery, Dept. of Veterans Affairs, SER Jobs, Star of Hope, Texas Workforce, YMCA, Indeed.com, and Monster.com.