

**EEO PUBLIC FILE REPORT**

**Reporting Period:** December 1, 2019 - November 30, 2020

**Stations Included in Report:** KBZK-TV, KXLf-TV

*Amended April 2022*

**I. List of Recruitment Sources**

(including the number of interviewees referred during the reporting period)

\* An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies.

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
<b>Common Sources</b>					
C1	Employee Referral				6
C2	Internal Candidate / WorkLife				9
C3	Scripps.com	312 Walnut St Ste 2800 Cincinnati, OH 45202			16
C5	Google	1600 Amphitheatre Pkwy Mountain View, CA 94043	www.google.com	650-253-6000	3
C69	Yahoo	701 First Avenue Sunnyvale, CA 94089	www.yahoo.com		
C97	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	www.linkedin.com		9
C100	Tvjobs.com	PO Box 4116 Oceanside, CA 92052	www.tvjobs.com	760-754-8177	1
C130	Face-to-face Networking				1
C131	Agency/Search Firm				3
C132	Bing	One Microsoft Way Redmond, WA 98052-7329			
C134	Indeed	6433 Champion Grandview Way Building 1 Austin, TX 78750	www.indeed.com		12
C170	Local_Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C171	Compliance_HireAHero	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C172	Compliance_JOFAV	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C173	Compliance_recruitABILITY	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C174	Compliance_USDiversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C177	AAJA	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C180	rtdna	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C181	TVJobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C198	Hire a Hero	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C199	Military1	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C200	JOFAV	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C201	Glass Door	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	3

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C202	JuJu	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C203	JobInventory.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C204	CareerAlerts.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C205	Employment Crossings	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C206	Jobs Trovit	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C207	EARN	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C208	US Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C209	African American Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C210	African American Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C211	Asian Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C212	Asian Workforce	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C213	Asian Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C214	Disability Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C215	Disability Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C216	USD Veterans	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C217	Veteran Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C218	Veteran Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C219	USD Disabled Vets	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C220	Gay Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C221	Gay Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

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C222	Hispanic Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C223	USD Hispanic Workforce	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C224	Hispanic Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C225	Native American Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C226	American Indian Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C227	Senior Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C228	Senior Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C229	USD Working Women	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C230	Central Kentucky Job Center - Danville - Danville, KY 40422 - 121 East Broadway (Bruce.quire@ky.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C231	Womens Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C232	Central Kentucky Job Center - Lexington - - 1055 Industry Road, 2nd Floor (JeanneB.Scott@ky.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C233	Central Kentucky Job Center - Richmond - Richmond, KY 40475 - 595 South Keeneland Drive (denise.jones@ky.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C234	RecruitABILITY	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C235	LinkedIn	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	5
C236	Kimble Group	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C237	David Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C238	Jobcase	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1875	Anaconda Job Service Workforce Center - - 307 East Park Street (mgollinger@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1876	Anaconda Job Service Workforce Center - Anaconda, MT 59711 - 307 East Park Street (Anacondajsc@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1877	Butte Job Service Workforce Center - - 2201 White Boulevard (ButteJSC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

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C1878	Butte Job Service Workforce Center -- 2201 White Boulevard (Butte)SC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1879	Helena Job Service Workforce Center - Jennifer Prez-Cole - PO Box 200801 (sdye@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1880	Montana Vocational Rehabilitation -- 111 North SandersPO Box 4210 (vrinfo@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1881	VA Montana Healthcare System -- 3687 Veterans Drive-PO Box 1500 (lee.wilkins@va.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1882	Veterans' Employment and Training Service (VETS) Montana - Byron Erickson - 715 Front Street (erickson.byron@dol.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1906	Jackson County Continuing Education - McKee, KY 40447 - 1100 Education Mountain Dr (joey.neeley@jackson.kyschools.us)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1912	USAA/RecruitMilitary	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1998	Bozeman Job Service Workforce Center -- 121 North Willson (Bozeman)SC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1999	Bozeman Job Service Workforce Center -- 121 North Willson (Bozeman)SC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2000	Livingston Job Service -- 220 East Park Street (cbrandl@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2001	Livingston Job Service -- 220 East Park Street (Livingston)SC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2388	Facebook	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2389	Veterans Families United	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2390	Illinois Job Link	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2391	Pennsylvania Department of Military and Veterans Affairs (DMVA)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2392	Job Accomodation Network (JAN)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2393	bestJOBSusa	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2394	Jobble	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2395	MASSHIRE JobQuest	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2396	Facebook	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

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C2397	CareerOneStop	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2398	Ziprecruiter	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2399	Jobtome	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2400	EmployGeorgia	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2401	New York State JobZone	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2402	IHire.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2403	Kentucky Career Center	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2404	Petersons.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2405	Greater St. Cloud JobSpot	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2406	IllinoisJobLink.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2407	Job Center of Wisconsin	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2408	Source America	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2409	Texas Workforce Commission	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2410	Simply Hired	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
<b>Local Sources</b>					
L1	Montana Tech		careerservices@mttech.edu <a href="https://mttech.12twenty.com/Employer">https://mttech.12twenty.com/Employer</a>	406-496-4140	
L2	Montana State University		<a href="https://app.joinhandshake.com/employer_onboardings/pending">https://app.joinhandshake.com/employer_onboardings/pending</a>		
L3	MSU School of Film & Photography	202 Visual Communications Building Bozeman, MT 59717	Katie Gahagan katherine.gahagan@montana.edu	406-994-2484	
L4	Bozeman Chamber of Commerce	Post on their website	Karri Clark kclark@bozemanchamber.com. <a href="http://bozemanchamber.chambermaster.com/login?reminder=true">http://bozemanchamber.chambermaster.com/login?reminder=true</a>	406-922-0446	
<b>Total Number of Interviewees Referred:</b>					<b>68</b>



# EEO PUBLIC FILE REPORT

## II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Job 1 Account Exec, Integrated [JR022032]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1882	Code Number: C235 Start Date: 2019-12-02
Job 2 Account Exec, Integrated [JR022101]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1998, C1999, C2000, C2001	Code Number: C201 Start Date: 2019-12-09
Job 3 Asst Chief Engineer [JR022089]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1882	Code Number: C134 Start Date: 2019-12-02
Job 4 General Sales Manager [JR023553]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1998, C1999, C2000, C2001, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-11-09
Job 5 Maintenance Engineer III [JR023499]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1998, C1999, C2000, C2001, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-06-29
Job 6 Master Control Tech I [JR024209]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1882, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-11-30

# EEO PUBLIC FILE REPORT

## II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Job 7 MT-Anchor [JR023525]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1998, C1999, C2000, C2001, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-10-03
Job 8 MT-Dir, Engineering [JR022407]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1998, C1999, C2000, C2001	Code Number: C2 Start Date: 2020-04-01
Job 9 Multimedia Journalist [JR022199]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1998, C1999, C2000, C2001	Code Number: C5 Start Date: 2020-01-27
Job 10 Multimedia Journalist [JR022200]	C1, C2, C3, C5, C69, C97, C100, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C180, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1998, C1999, C2000, C2001	Code Number: C134 Start Date: 2020-02-10
Job 11 Multimedia Journalist [JR023793]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1882, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C97 Start Date: 2020-11-23
Job 12 Multimedia Journalist [JR023802]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1882, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C134 Start Date: 2020-11-09



# EEO PUBLIC FILE REPORT

## II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Job 13 Multimedia Journalist [JR023854]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1998, C1999, C2000, C2001, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C1 Start Date: 2020-10-05
Job 14 Photographer II [JR023804]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1998, C1999, C2000, C2001, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C3 Start Date: 2020-11-09



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### III. Non-Vacancy Specific Recruitment Efforts During Reporting

Participate in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.	Hosted a table and the KBZK and KXLf leadership attended the Montana State University Job Fair for the Annual "Almost Spring Job & Internship Fair, on February 20, 2020 in Bozeman at the Montana State University.
Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.	<p>All KBZK and KXLf employees were provided training in employee engagement resulting in development and application of professional capabilities to improve communication, collaboration, problem solving and innovation. Employees have applied knowledge in improved communication, presentation skills and collaboration by initiating regular station wide monthly engagement and station updates.</p> <p>18 Sep 2020. Talent Review Training and Strategies. Managers 1-hour strategy session aimed at identifying current state employee performance and developmental needs. Focus on building manager capabilities in workforce planning to develop employee capabilities in broadcasting, news operations, and leadership, identify developmental goals to advance employee internal career readiness for higher level opportunities within KBZK and KXLf and across the Scripps enterprise.</p>

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### III. Non-Vacancy Specific Recruitment Efforts During Reporting

	<p>16 Oct 2020 â 2-hour training Course: Boss to Coach: Gallup Findings on What the Best Managers Do, Coach &amp; What They Don't Do, micromanage presented by Scripps Montana HR Director and Gallup Organization, Guest Dr. Ben Wigert. Offered to all managers and recorded and provided to all employees to build people leadership capabilities. Managers and aspiring managers were taught Gallup's research on the 7 demands of the worldâs best managers. Managers were taught the 5 critical employee coaching conversations including 1.) Role clarity and organizational priorities 2.) Quick connects - daily 5-minute connections to see how employees are doing, and how they can help 3.) One-on-Ones: monthly best practice - understand workloads, progress, recognition and change 4.) Developmental Coaching: On-going strength based coaching and immediate when needed and aligned to talent review training to build broadcasting career capabilities. 5.) Check-ins - quarterly formal coaching sessions on developmental and goal progress.</p>
<p>Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.</p>	<p>19 June 2020 Equity, Diversity &amp; Inclusion: Awareness &amp; Education - The Significance of the Juneteenth Celebration in the United States. Conducted by the National Diversity Council and instructed by Dr. George C. Wright, Noted African American Scholar, and Past President of Prairie View A&amp;M University. Provided to all employees to foster an understanding of the journey towards awareness, accountability and actions in breaking bias, systemic racism and discrimination to advance how each person can advance openness and inclusion, social justice, and an understanding of systemic racism.</p>

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### III. Non-Vacancy Specific Recruitment Efforts During Reporting

16 - 20 November - The Bozeman Safety Fest virtually training sponsored by Montana Department of Labor was offered to all KBZK and KXLF managers to advance knowledge in the role managers play in empowering inclusion, understand what a managers needs to know in regards to Montana and Federal employment law and compliance. Specific focus on manager employment compliance and education on supporting ADA employee and candidate with accommodations in general and specific to the pandemic, ensuring a safe workplace during a pandemic. Sample of courses offered to managers included: Preparing Your Workplace for COVID-19, Reasonable Accommodations for COVID-19 for candidates and employees, COVID-19 & Workplace Safety, COVID-19 & Stress Relief, Employee accountability, Mental Health & Military Culture, OSHA Update, Stay at Work/Return to Work, Suicide in Montana with focus on pandemic, Supervisory Leadership & Engagement.

<http://safetyfestmt.com/bozeman-2020>