

**Annual EEO Public File Report**  
**KMSP Fox 9/WFTC My29/KFTC IS AN EQUAL OPPORTUNITY EMPLOYER**

**Coverage Period:** *December 1, 2015-November 30, 2016*

**Station's Comprising Station Employment Unit:** KMSP Fox 9 / WFTC My29 /KFTC

Section 1: Vacancy Information		
Full-time Positions Filled by Job Title	Date of Hire	Recruitment Source of Hire
Associate Producer (1)	2/1/2016	Referral – Internal
Account Executive (1)	2/22/2016	Former Intern
Promotion Producer (1)	3/28/2016	Indeed.com
Assignment Desk Editor/Assignment/Content Editor (1)	5/3/2016	Indeed.com
Creative Services Coordinator	5/23/2016	2015 Summer Intern
Sales Assistant	6/6/2016	Referral – External
Account Executive (2)	6/6/2016	Referral - External
Reporter	7/1/2016	Agent – David Rosenberg
Associate Producer (2)	8/4/2016	LinkedIn
Executive Coordinator	9/6/2016	Referral – Internal
Producer	9/6/2016	LinkedIn
Assignment/Assignment/Content Editor (2)	9/14/2016	Indeed.com
IT Support Technician	9/26/2016	Referral – External
Promotion Producer (2)	11/24/2016	Referral – Internal

**Total Number of Persons Interviewed During Applicable Period: 25**

Section 2: Recruitment Sources		
Recruitment Source (Company, Address, Telephone #, Contact Person)	Total Number of Interviewees This Source Has Provided During this Period (If Any)	Full-time Positions For Which Source Was Utilized
Agents (Various Talent Agencies)	1	Reporter
External Referrals	4	IT Support Technician Executive Coordinator Account Executive (2) Sales Assistant
Internal Referrals 11358 Viking Drive Eden Prairie, MN 55344	9	Associate Producer (1) Account Executive (1) Assignment/Content Editor (1) Creative Services Coordinator Account Executive (2) Executive Coordinator Promotion Producer (2)
MinnesotaWorks 332 Minnesota Street, Suite E200 Saint Paul, MN 55101 (651) 259-7114 <a href="http://www.minnesotaworks.net">www.minnesotaworks.net</a>	0	Associate Producer (1) Assignment/Content Editor (1) Reporter IT Support Technician Executive Coordinator Assignment/Content Editor (2) Promotion Producer (2)
Linked In	3	Account Executive (1) Associate Producer (1) Associate Producer (2) Producer
Work In Entertainment	0	Promotion Producer (1) Promotion Producer (2)
Fox Careers 21cf.com	0	Promotion Producer (1) Assignment/Content Editor (1) Sales Assistant Account Executive (2) Reporter Associate Producer (2) Executive Coordinator Producer Assignment/Content Editor IT Support Technician
TV Jobs P.O. Box 4116 Oceanside, CA 92052 (760) 754-8117 <a href="http://www.tvjobs.com">www.tvjobs.com</a>	0	Associate Producer (1) Assignment/Content Editor (1) Account Executive (1) Promotion Producer (1) Reporter Associate Producer (2) Producer Promotion Producer (2)
AWRT 3415 University Ave. St. Paul, MN 55114 <a href="mailto:alotz@awrt.org">alotz@awrt.org</a>	0	Promotions Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician

Minneapolis American Indian Center 1530 Franklin Ave. Minneapolis, MN 55404 <a href="http://www.maicnet.com">www.maicnet.com</a>	0	Promotions Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
American Indian LRC/UofM 106 Pleasant St. SE 125 Minneapolis, MN 55407 <a href="mailto:aminstud@umn.edu">aminstud@umn.edu</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
American Indian OIC 1845 E. Franklin Ave. Minneapolis, MN 55404 <a href="mailto:mitzih@aioic.org">mitzih@aioic.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Centro 1915 Chicago Avenue Minneapolis, MN 55404 <a href="mailto:infocenter@centromn.org">infocenter@centromn.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
University of Minnesota Department of Chicano & Latino Studies 19 Scott Hall, 72 Pleasant Street SE Minneapolis, MN 55455 <a href="mailto:chicstud@umn.edu">chicstud@umn.edu</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
East Side Neighborhood Services 1700 Second St. NE Minneapolis, MN 55418 <a href="http://www.esns.org">www.esns.org</a> <a href="mailto:Agencyinfo@esns.org">Agencyinfo@esns.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Minneapolis Urban League 411 E 38 <sup>th</sup> Street Minneapolis, MN 55409 <a href="mailto:landerson@mul.org">landerson@mul.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Minnesota Women's Consortium 550 Rice Street St. Paul, MN 55103 <a href="mailto:info@mnwomen.org">info@mnwomen.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
National Urban League 120 Wall St. New York, NY 10005	0	Promotion Producer (2) Account Executive (2) Reporter

<a href="mailto:Recruitment@nul.org">Recruitment@nul.org</a>		Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
National Hispanic Media Coalition 55 S. Grand Ave. Pasadena, CA 91105 <a href="mailto:info@nhmc.org">info@nhmc.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Southeast Asian Community Council 555 Girard Terrace N. Ste. 110 Minneapolis, MN 55405 <a href="mailto:info@seacc-mn.org">info@seacc-mn.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Suicide Prevention Resource Center PO Box 64882 St. Paul, MN 55164 <a href="mailto:info@sprc.org">info@sprc.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Women's Advocates, Inc. <a href="mailto:sellis@wadvocates.org">sellis@wadvocates.org</a> <a href="mailto:sheila@wadvocates.org">sheila@wadvocates.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Women's Work <a href="mailto:susan@wwork.com">susan@wwork.com</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
YWCA 1130 Nicollet Mall Minneapolis, MN 55403 <a href="http://ywca@ywcampis.org">ywca@ywcampis.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Women Venture 2324 University Ave. W. St. Paul, MN 55114 <a href="mailto:amays@womenventure.org">amays@womenventure.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Upper Midwest American Indian Center 1035 W. Broadway Minneapolis, MN 55411 <a href="mailto:user@umaicmn.org">user@umaicmn.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer

		IT Support Technician
Summit Academy OIC 935 Olson Memorial Highway Minneapolis, MN 55405 <a href="mailto:info@saoic.org">info@saoic.org</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
University of Minnesota 200 Donhowe Building, 319 15 <sup>th</sup> Ave. SE Minneapolis, MN 55455 <a href="mailto:mlkdesk@umn.edu">mlkdesk@umn.edu</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Augsburg College 2211 Riverside Ave. S. Minneapolis, MN 55454 <a href="mailto:eliason@augsborg.edu">eliason@augsborg.edu</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Anoka Technical College 1354 West Hwy. 10 Anoka, MN 55303 <a href="mailto:ahengemuhle@anokatech.edu">ahengemuhle@anokatech.edu</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Asian American Journalists Minnesota 425 Portland Ave. S. Minneapolis, MN 55488 <a href="mailto:aajamn@gmail.com">aajamn@gmail.com</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Council on Black Minnesotans 2233 University Ave. #426 St. Paul, MN 55114 <a href="mailto:cobm@state.mn.us">cobm@state.mn.us</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
College of St. Benedict/Saint John's University 37 College Ave. S. Career Services St. Joseph, MN 56374 <a href="mailto:jlmiller@csbsju.edu">jlmiller@csbsju.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Concordia – St. Paul 275 N. Syndicate St. St. Paul, MN 55404 <a href="mailto:careerservices@csp.edu">careerservices@csp.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer

		IT Support Technician
Dakota County Technical College 1300 145 <sup>th</sup> St. E. Rosemount, MN 55068 <a href="mailto:cel@dctc.edu">cel@dctc.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Hamline University 1536 Hewitt Ave. MS-B1802 St. Paul, MN 55104 <a href="mailto:tmiddendorf@hamline.edu">tmiddendorf@hamline.edu</a>	0	Account Executive (1) Account Executive (2) Reporter Assignment/Content Editor (1) Promotion Producer (1)
Hennepin Technical College 9200 Flying Cloud Drive Eden Prairie, MN 55347 <a href="mailto:jobs@hennepintech.edu">jobs@hennepintech.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Inver Hills Community College 2500 E. 80 <sup>th</sup> Inver Grove Heights, MN 55076 <a href="mailto:info@inverhills.edu">info@inverhills.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Inroads Minneapolis/St. Paul 2355 Hwy. 36 West Suite 400 Roseville, MN 55113 <a href="mailto:info@inroads.com">info@inroads.com</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) IT Support Technician
Metropolitan State University 209 Wigley Administration Center Mankato, MN 56001 <a href="mailto:William.baldus@metrostate.edu">William.baldus@metrostate.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Macalester College 1600 Grand Ave. St. Paul, MN 55105 <a href="mailto:mereness@macalester.edu">mereness@macalester.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Minnesota Broadcasters Association 3033 Excelsior Blvd. Suite 440 Minneapolis, MN 55416 <a href="mailto:Llasere@minnesotabroadcasters.com">Llasere@minnesotabroadcasters.com</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
MN West Community and Tech College 401 West St. PO Box 269 Jackson, MN 56143	0	Promotion Producer (2 ) Account Executive (2) Reporter

<a href="mailto:Careers@mnwest.edu">Careers@mnwest.edu</a>		Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Mpls. Community and Tech College Multi-cultural Student Services <a href="mailto:webmaster@minneapolis.edu">webmaster@minneapolis.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
National Association of Black Journalists 8701 Adelphi Rd. Adelphi, MD 20783 <a href="mailto:lwaldschmitt@nabj.org">lwaldschmitt@nabj.org</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
National Association of Broadcasters 1771 N. St. NW Washington DC 20036-2891 <a href="mailto:nab@nab.org">nab@nab.org</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Normandale Community College 9700 France Ave. S. Bloomington, MN 55431 <a href="mailto:nccjoblist@normandale.edu">nccjoblist@normandale.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Ramsey Action Program Bigelow Bldg Suite 300 450 No. Syndicate St. St. Paul, MN55104 <a href="mailto:jobs@waprw.org">jobs@waprw.org</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Rasmussen College – Eagan 3500 Federal Dr. Eagan, MN 55016 <a href="mailto:tinat@rasmussen.edu">tinat@rasmussen.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Society of Professional Journalists 3909 N. Meridian St. Indianapolis, IN 46208 <a href="mailto:tcarlier@spj.org">tcarlier@spj.org</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
St. Cloud State University 720 4 <sup>th</sup> Ave. S. St. Cloud, MN 56301 320-308-0121 <a href="http://www.stcloudstate.edu">www.stcloudstate.edu</a>		Associate Producer (1)



St. Cloud Technical College 1500 Cooper Ave. S. St. Cloud, MN 56303 <a href="mailto:jbauer@sctcc.edu">jbauer@sctcc.edu</a>	0	Promotion Producer (2) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
St. Olaf 1520 St. Olaf Ave. Northfield, MN 55057 <a href="mailto:cahoon@stolaf.edu">cahoon@stolaf.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
St. Thomas University <a href="mailto:webmaster@stthomas.edu">webmaster@stthomas.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Wayne St. University Journalism Institute for Minorities <a href="mailto:anails@wayne.edu">anails@wayne.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Winona State PO Box 5838 Winona, MN 55987 <a href="mailto:rbanicki@winona.edu">rbanicki@winona.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Hire Veterans First <a href="http://www.hireveteransfirst.com">www.hireveteransfirst.com</a> 571-215-4915	0	Assignment/Content Editor (1) Account Executive (1) Associate Producer (1)
CareerBuilder.com 200 N. LaSalle St. Chicago, IL 60601	1	Assignment/Content Editor (1) Account Executive (1) Promotion Producer (1) IT Support Technician
602 Communications 1011 Lyndhurst Falls Lane Knightdale, NC 27545	0	Promotion Producer (1)
University of Wisconsin-River Falls 410 S. 3rd Street River Falls WI 54022 <a href="mailto:Career.services@uwrf.edu">Career.services@uwrf.edu</a>	0	Promotion Producer (2 ) Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
City of Minneapolis <a href="mailto:ncr@ci.minneapolis.mn.us">ncr@ci.minneapolis.mn.us</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician

Minneapolis College of Art & Design 2501 Stevens Avenue Minneapolis, MN 55404 <a href="mailto:info@mcad.edu">info@mcad.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
University of Wisconsin – Eau Claire 405 Garfield Avenue Eau Claire, WI 54702 <a href="mailto:gatlinj@uwec.edu">gatlinj@uwec.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
University of Wisconsin – La Crosse 1725 State Street La Crosse, WI 546001 <a href="mailto:kbald@uwlax.edu">kbald@uwlax.edu</a>	0	Promotion Producer (2 ) Account Executive (2) Reporter Assignment/Content Editor (1) Associate Producer (2) Producer IT Support Technician
Indeed.com 470 West. Ave. Suite 2002 Stamford, CT 06902 203-564-2418	5	Account Executive (1) Promotion Producer (1) Assignment/Content Editor (1) Account Executive (2) Executive Coordinator Assignment/Content Editor (2) IT Support Technician Promotion Producer (2)
Myfox9.com 11358 Viking Drive Eden Prairie, MN 55344 952-944-9999	2	Associate Producer (1) Promotion Producer (1) Account Executive (1) Account Executive (2) Assignment/Content Editor (2) Executive Coordinator Promotion Producer (2) IT Support Technician
WNYW/WWOR 205 E. 67th Street New York, NY 10065 Roslyn Barranda 212-452-5702 <a href="http://www.myfoxny.com">www.myfoxny.com</a>	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
KTTV/KCOP 1999 S. Bundy Drive Los Angeles, CA 90025 Vivian Rodriguez 310-584-2287 <a href="http://www.myfoxla.com">www.myfoxla.com</a>	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Assignment/Content Editor (2) Producer Promotion Producer (2) Executive Coordinator

<p>WTXF 330 Market St. Philadelphia, PA 19106-2796 Megan Yamin-Afshar 215-982-5215 <a href="http://www.myfoxphilly.com">www.myfoxphilly.com</a></p>	0	<p>Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator</p>
<p>KDFW/KDFI 400 N. Griffin St Dallas, TX 75202 214-720-3149 <a href="http://www.Myfoxdallas.com">www.Myfoxdallas.com</a></p>	0	<p>Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator</p>
<p>WAGA 1551 Briarcliff Rd, NE Atlanta, GA 30306 Regina Davis 404-898-0269 <a href="http://www.myfoxatlanta.com">www.myfoxatlanta.com</a></p>	0	<p>Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator</p>
<p>WTTG/WDCA 5151 Wisconsin Ave NW Washington, DC 20016 Theresa Foster 202-895-3175 <a href="http://www.myfoxdc.com">www.myfoxdc.com</a></p>	0	<p>Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator</p>
<p>KRIV/KTXH 4261 Southwest Fwy Houston, TX 77027 Roberta Hudson 713-479-2720 <a href="http://www.myfoxfhouston.com">www.myfoxfhouston.com</a></p>	0	<p>Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator</p>
<p>WJBK 16550 W. Nine Mile Rd. Southfield, MI 48075 Cynthia Smith 248-552-5233</p>	0	<p>Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2)</p>

<a href="http://www.myfoxdetroit.com">www.myfoxdetroit.com</a>		IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
KSAZ/KUTP 511 W. Adams St. Phoenix, AZ 85003 Diana Pike 602-262-5150	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
WTVT 3213 W. Kennedy Blvd. Tampa, FL 33609 Cynthia Armstrong 813-870-9636	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
FSS 205 E. 67th Street New York, NY 10065 Dorian Kasuba 212-452-5702 <a href="http://www.myfoxny.com">www.myfoxny.com</a>	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
WOFL/WRBW 35 Skyline Dr. Lake Mary, FL 32746 Jean Fromm 407-741-5140		Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
KTVU 2 Jack London Square Oakland, CA 94607 Christine Nohr 510-874-0331	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2)

		Executive Coordinator
KTBC 119 E. 10th St Austin, TX 78701 Lisa Cordes 512-495-7024	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
WOGX 1551 SW 37th St Ocala, FL 34474 Jean Fromm 407-741-5169	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
WFLD/WPWR 205 N. Michigan Ave. Chicago, IL 60601 Sharming Scott-Nathan 312-565-3015	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator
WJZY-WMYT 3501 Performance Road Charlotte, NC 28214 704-9443372	0	Assignment/Content Editor (1) Promotion Producer (1) Account Executive (1) Reporter Account Executive (2) IT Support Technician Associate Producer (2) Producer Assignment/Content Editor (2) Promotion Producer (2) Executive Coordinator

In addition to the above recruitment source information, job openings are sent to the Human Resources contact for each owned and operated Fox Televisions Stations nationwide in an effort to increase the opportunity for company internal promotions and expand the recruiting area.

- **KMSP and WFTC open positions are posted together on the [www.myfox9.com](http://www.myfox9.com) website.**
- **Same candidate pool used for Associate Producer (2) and Producer.**

### Section 3: Supplemental Outreach Activities – December 1, 2015-November 30, 2016

1. **(i) Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.**

KMSP/WFTC participates in local and national career/job fairs. Job Fairs provide applicants and potential candidates with the opportunity to learn about Fox Television Stations, Inc. and the job opportunities and internship/mentoring programs available within the group. A list of job openings and station contact information is available upon request

KMSP/WFTC participated in the following job fairs during the reporting period:

- Emma Bowen Career Fair – New York, NY  
June 24, 2015  
Attended by: Roselyn Barranda  
Dorian Kosuba
- National Association of Black Journalists – Washington D.C.  
August 3 – August 7, 2016  
Attended by: Heather Frascella  
Sharming Scott-Nathan  
Paul McGonagle  
Lee Meier
- Asian American Journalists Association – San Francisco, CA  
August 10 – August 13, 2016  
Attended by: Tracey Rivers  
Doug Bannard
- Howard University School of Communication Job and Internship Fair  
October 27, 2016  
Attended by: Theresa Foster  
Veronica Hutchinson

2. **(iv) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.**

#### **Staff Appearances and Community Involvement**

On going outreach efforts are supported by public speaking engagements by our staff which includes, but is not limited to schools, local college/universities, civic, non-profit organizations and similar events.

<b>Event</b>	<b>Participating Talent</b>
eQuality Patchway to Potential	Keith Marler
Weather Visit – Osseo School District 3 <sup>rd</sup> Grade	Keith Marler
Weather Visit – Heritage Christian Academy	Keith Marler
Weather Visit – Primrose School of The Lakes – Blaine	Cody Matz
Fox 9 Girls, Science and Technology	Alix Kendall
Fox 9 Girls, Science and Technology	Jason Matheson
Fox 9 Girls, Science and Technology	Cody Matz
Fox 9 Girls, Science and Technology	Amy Hockert
Fox 9 Girls, Science and Technology	Ian Leonard
Fox 9 Girls, Science and Technology	Kelcey Carlson
Fox 9 Girls, Science and Technology	Tom Butler

#### **Girls, Science and Technology**

FOX 9's Girls, Science and Technology will be held at the Science Museum of Minnesota on November 12<sup>th</sup>. Area children and their families have the opportunity to take part in hands-on, interactive experiments with leading female scientists. Community members can also register for FOX 9 Meteorologists' Ian Leonard and Keith Marler's Weather 101 course or try their forecasting skills at the FOX 9 Weather Wall Green Screen. This year we will also be featuring a "Women in STEM Careers" stage that will highlight women presenters from area business that have pursued a career in science, technology, engineering, and math. This

community event attracts thousands of visitors each year. Girls, Science, and Technology is also promoted prominently on [www.myfox9.com](http://www.myfox9.com) and during newscasts.

3. **(v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.**

**Internship Program**

KMSP/FOX 9 & WFTC/MY 29 continue to offer an academic credit internship program for college/university, junior, senior, and graduate students. Generally, internships are available in the following departments: News (including Sports), Creative Services (including Promotions and Graphic Design), Research/Programming, Human Resources, Marketing, and Community Affairs.

Kate O'Hara, the HR Director at KMSP/WFTC/KFTC, is the coordinator and lead for the internship program at the station.

The objectives of the program are to:

- Provide students majoring in journalism, communications, and media and related disciplines the opportunity to receive on-site exposure to and training from experienced television broadcast professionals who are in job positions to which students aspire.
- Provide students majoring in journalism, communications, and media and related disciplines the opportunity to garner practical application experience and exposure to a work environment in their desired career.
- Identify students for the Station's job applicant pool for employment opportunities.

Eligibility Criteria:

- Students selected for KMSP/WFTC-TV Minneapolis Internship Program must be either a junior or senior in an accredited university or 2-year college.
- Internships are for approximately 12 - 16 weeks per semester, 16 hours per week.
- Students must receive course credit and KMSP/WFTC will need prior approval by the college or university.
- There will be no financial remuneration for interns. Interns are expected to maintain the same high professional ethics as the rest of the KMSP/FOX 9 & WFTC/MY 29 staff.

Program Requirements & Design:

- Your internship is presently scheduled for one semester. Occasionally, we will extend internships to more than one semester, but in this case, we will handle it on an individual basis.
- Interns will frequently meet with their supervisor and receive a written evaluation at the end of their internship. We will certainly oblige you as to any written evaluation required by your college and/or university.
- When the internship is completed, an exit interview will be conducted by the Internship Coordinator of KMSP/FOX 9 & WFTC/MY 29 in the Human Resources Department. Please be sure to contact the Human Resources Department to schedule this interview prior to your departure.
- Attendance is a top priority here at KMSP/FOX 9 & WFTC/MY 29. We expect you to be on time and if you must be out or tardy, please notify your department as soon as possible.
- Since KMSP/FOX 9 & WFTC/MY 29 welcomes interns as staff members, interns are given a wide variety of assignments, according to the expertise of the student. It is not up to the student to decide what he or she may do while on duty. Interns will be dismissed for any kind of insubordinate behavior but also will be treated fairly if a conflict between a regular staff member and student occurs.
- Each intern is provided with a picture ID on the first day of his or her internship. This badge is to be worn, either on the pocket or around the neck while conducting business for KMSP/WFTC. This means in the building as well as on location. No exceptions. If you lose it, come to H.R. for a replacement.
- This is a professional business and we want you to dress accordingly. We are not asking you to purchase a new wardrobe, but you should wear clothing that is acceptable to the business community. On Fridays, casual days, jeans are allowed.
- Other
  - Be aware of the news. Watch television news and read the daily newspaper.
  - Do not be afraid to ask questions; even ones you may consider too commonplace.
  - Learn how to photocopy, fax and handle mail/express mail early.
  - If necessary, learn where the files are located for easy access.
  - Make an appointment with the Tape Librarian for a library lesson.
  - Interns are seldom allowed to produce audition tapes.
  - Use of station equipment will be supervised at all times.
  - Interns may apply for any job opening. Jobs are posted in the copy room, lunch room and main corridor of the station.
  - Please do not bring friends to the station without advanced permission.

Application Process:

Send application material to:  
KMSP/WFTC-TV MINNEAPOLIS  
Attn: Internship Coordinator  
11358 Viking Drive



NEWS DEPARTMENT: Under the supervision of the Assignment Editors all News student interns will gain hands-on experience in the day-to-day operations of a fast-paced news environment. Overall, an internship with the News Department will involve assisting the news staff with compiling packets of information, answering phones and other duties that will be useful in the news gathering process. This internship may include some field experience with News Reporters to cover developing stories. Student interns are expected to assist producer with researching, and preparing news packets for News Anchors and scanning wires. Also, student interns will assist Assignment Desk Editors and News Producers with phone calls to assist in the development of stories, as well as filing press releases, sorting scripts and writing practice scripts as needed. This internship requires learning the news computer system.

SPORTS DEPARTMENT: Under the supervision of the Sports Producers/Reporters, the student intern(s) will gain hands-on experience in the day-to-day operations of the Sports Department. Student intern(s) will be exposed to how the Sports Department covers stories; and edit and air sports for the evening newscasts and special shows. Student intern(s) will assist in all facets of production. Duties include but are not limited to: checking wire reports, logging feeds and games, preparing initial scripts, working with editors to produce high-lights, and retrieving and achieving videotapes. This internship may include some field experience to cover sports events with a camera crew and Sportscaster. Student intern(s) must be self-starters, organized, and able to work evening and weekends hours.

WEATHER: Under the supervision of the Chief Meteorologist, weather interns will learn to operate weather graphics system and be capable of creating a ready-for-broadcast weather show by the end of the internship. Interns will learn the weather systems in addition to FOX 9's and be capable of assisting the on-air Meteorologists in tracking and analyzing severe storms. Interns will also learn the crawl system for weather alerts and will assist the on-air Meteorologists with preparing crawls (with strict supervision) for broadcast. Interns will study meteorological model data and create local forecast for comparison with the on-air Meteorologists forecast. As time permits, interns will practice delivering a weathercast at the Chromakey Wall and in the WeatherCenter.

PROMOTIONS DEPARTMENT: Who are the people who get you to watch T.V. shows? It's the Promotion Producers job to lure viewers to watch Fox Prime Programs, including our newscasts. Find out how they do it! Take part in the T.V. marketing process which includes writing, producing, directing, videography, and non-linear editing by watching our producers create topical promos for newscasts and entertainment programs. You will even have the chance to write and prepare your own topical promo taking your ideas through the production process.

CREATIVE SERVICES INTERNSHIP: This internship is designed for individuals who want to gain experience in the PR and Marketing fields. This intern will write for and assist in the development of KMSP/WFTC websites like [www.weekendbuzz.tv](http://www.weekendbuzz.tv), [www.foxpreps.com](http://www.foxpreps.com), and [www.my29tv.com](http://www.my29tv.com). These interns will also support social media initiatives on Facebook, Twitter and MySpace. Further, responsibilities will include assisting the Community Services Producer with emails and production requests, work with Sales and Marketing Department with event production, support the Weekend Buzz producers with event calendars, and learn through hands on experience how outside media campaigns function.

HUMAN RESOURCES DEPARTMENT: Under the supervision of the Human Resources Director, the student intern will receive practical application experience and exposure to fundamental human resources generalist functions including applicant tracking, applicant screening and interviewing, referencing, and employee in-processing and out-processing. Administrative/clerical duties may include word-processing, assisting with the phone (e.g. answering, screening, referring, and making calls), handling incoming and outgoing mail, and maintaining jobline, job postings, mailing lists, and various administrative/clerical assignments. Student intern must be customer service oriented, highly confidential, and possess good verbal, written, organizational, and multi-tasking skills, and high level of attention to details is required.

COMMUNITY AFFAIRS: Under the supervision of the Producer/Community Coordinator the student intern(s) will participate in every aspect of the Community Affairs office. The student intern(s) will handle inquiries from the public, and will be involved in some production work. The student intern(s) will provide administrative support for community affairs campaigns, log incoming PSA tapes, write/change orders for Master Control, update mailing lists of community organizations and compile FCC Quarterly Issues Reports. This internship will also include pre-production work to develop KMSP's Community Events Calendar, write scripts for the calendar, as well as conduct control room production sessions for Public Service Announcements. Student intern(s) will recommend music for graphics, screen, and critique and recommend incoming videotapes for airing. Student intern(s) will be exposed to the practices and procedures of public relations in broadcasting. Will assist with gathering information from news talent for press releases. Student intern(s) should be self-starters, detailed-oriented, and have good phone skills.

SALES: The Sales Department is responsible for generating revenue via negotiations with commercial advertisers. Student intern(s) will provide administrative support to Account Executive/Account Managers and sales coordinators. Internship activities may include typing, faxing, filling, copying, etc. There will also be telephone interaction with clients and advertising agencies.

There may be opportunities for the student intern(s) to spend time in the Traffic and Research departments as well. Student intern(s) must have a desire to work in Sales and enjoy working in a fast-paced environment.

**IT:** Under the supervision of the IT Manager, student interns will gain hands on IT experience helping provide basic level support to administrative and News staff on hardware/software, printers, client network connectivity problems and other interface peripherals; Student intern(s) will perform hardware/software testing and installation using Norton Ghost and assist with asset management. Student intern(s) should have good communication, client interface skills, and patient manner in dealing with user questions and problems required. Student intern should also possess good technical, multi-tasking and problem solving skills, along with superior oral and written communication skills and the ability to effectively use web applications and MS Office products.

**ENGINEERING:** If you enjoy the behind-the-scenes action, you will be interested in the technical side of news. Engineering technicians spend time both in the studio and out in the field working to bring T.V. newscasts to you! We have technicians in the studio listening on headsets as the directors call for camera shots and other studio elements such as master control and audio. Another aspect of working as a technician is speaking time in the field with a microwave or satellite "live" truck learning about what is required for a live shot and how an ENG/SNG truck operates. In this experience, you will have the opportunity to experience the many responsibilities of an Engineering technician.

**FINANCE:** Are you in school for accounting, economics, business or finance? If so, this internship would provide the opportunity to learn the many important functions of the Finance Department including the Accounts Receivable, Accounts Payable, Credit and Payroll divisions. Go through the log, reporting and month-end process. Learn how our employee appreciation committee budgets their monthly events to gain knowledge of the budgeting process.

**MARKETING:** KMSP FOX 9 / WFTC My 29 is seeking a student interested in learning the ins and outs of television marketing and promotions. This position will implement sales promotions and coordinate work events with FOX 9 and My 29 advertisers. During this internship students will have hands on experience with the full production of large scale marketing promotions and events. You will be exposed to the television sales environment. Must have strong Microsoft Office skills, great attention to detail, flexible schedule and an outgoing personality. Must be willing to work some evenings and weekends.

Reporting Period Internships: 5

#### **Other Internship/Job Shadow Opportunities:**

**Job Shadow:** A job shadow experience allows junior high and high school age students to the opportunity to come into the station for a day and spend with a department of interest. The shadow experience will give students the opportunity for a one time experience in a work setting related to the broadcast industry.

Human Resources coordinate the job shadow experience with the department identified by the student. They will be paired with an employee and have the chance to follow that employee around during a normal day of work. The length of the job shadow will be dependent on the request from the student and availability of the department.

**"Career Awareness;" Station Tours:** Throughout the reporting period, KMSP/WFTC, conducted station tours for colleges, universities and other educational institutions to explain broadcast operations and a variety of career options available in broadcasting.

4. **(vi) Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).**

Job Shop at [www.myfox9.com](http://www.myfox9.com) is an ongoing initiative that allows employers to post jobs on the stations' website at no cost. The station will profile a job of the day on air and online. In addition to the job listings, reporters have aired stories regarding job interview techniques, helpful resume tips and interviews with local area recruiting experts.

5. **(vii) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.**

#### **Work Study Scholarship Programs – Emma L. Bowen Foundation for Minority Interest in Media, Inc.**

Established in 1989, the Emma L. Bowen Foundation for Minority Interest in Media is a non-profit organization whose mission is to create career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Students in the program work in media companies each summer and during school breaks, from high school through college. The students earn both salaries and matching scholarship funds to be used for

college tuition and related expenses. Over a period of up to five years, the students experience numerous aspects of corporate operation and develop professional and practical skills that will help prepare them for their careers, many of which begin at the companies where the students interned. Fox Television Stations have been a corporate partner in this program since its inception and two of the Company's executives are on the Foundation's Board.

**Eligibility Requirements:**

- Good academic standing and record
- Recommendation from principal, teachers and guidance counsels
- Interested in pursuing a career in media

Emma L. Bowen Intern for the summer of 2016

- Allison Cole
- Daphne Yuan

**Partnership with Vantage High School:**

VANTAGE, Minnetonka's Advanced Professional Studies program, provides junior and senior students with real-world experiences in professional settings, where they can learn and develop skills for high-demand careers.

Transforming the high school experience, this innovative program is a year-long, two- or three-credit course of study where students learn through case studies, partner-directed projects, and immersion in a profession-based program.

VANTAGE has five divisions that students can choose to enroll: Business Analytics, Business in a Global Economy, Graphic and Product Design, Healthcare and Sports Science, and Broadcast & Digital Journalism.

Fox 9/My29 has partnered with VANTAGE by offering station tours and panels, providing mentorship opportunities for students with our employees, and by having employees of Fox 9 be on-site guest professors at the VANTAGE campus. We continue to explore other ways in which we can partner with this professional development program.

**6. (viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.**

The station encourages employees to apply for promotions for which they are qualified. In an effort to increase internal promotions, the station offers many internal cross-training opportunities. This enables employees to acquire the necessary skills and experience needed to be considered for advancement opportunities. In this reporting period, the station has trained and promoted seven (7) employees to the following positions:

- Senior Promotion Producer to Supervisor of Promotions
- Creative Manager to Director of Creative Services
- Traffic Coordinator to Senior Traffic Coordinator
- Associate Producer to Producer
- PT Technician to FT Technician

Fox Stations Sales, an in-house national sales organization, maintains a program to train new sales Account Executive/Account Managers. This program consists of both coursework and hands-on training. At the end of the program, individuals are assigned to the Company's Television Stations and Sales offices throughout the United States.

**Training Management:**

The Human Resources Department facilitates ongoing management development training to include Performance Management training, Recruitment and Retention Training, and Workplace Issues Training. These sessions are conducted throughout the year and include a review of applicable policies and company practices, interactive discussion, and a distribution of relevant materials. The intent of these training sessions is to enhance the skills and abilities of our management team.

In addition, throughout the reporting period, KMSP/WFTC, provided the following training programs to its employees, to include: Records and Retention Policy to all employees, Email Communication to all employees, Standard and Business Conduct to all

employees, Taleo training to managers, Active Shooter/Security Training, Management Training on ADA/FMLA and performance management, Navigator Training modules to include Phishing and Anti-Corruption/Anti-Bribery, training on upcoming changes to vacation and paid parental leave policies to some departments, Enhanced Live-production Control System (ELC) to some union and non-union employees, and Miranda iTX (on-air automation) to some union employees.