

KOLO-TV
EEO PUBLIC FILE REPORT
06/01/2014 – 05/31/2015

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Position	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
News Director	1,5,7,9,10,19,25,34,37	9
News Photojournalist	1,4,5,7,9,10,13,19,25,26,34,37	9
Assignment Editor	1,4,5,7,9,10,13,19,25,26,33,37	1
Multi-Media Journalist I	1,5,7,9,10,25,26,34,37	9
Morning Producer	1,4,5,7,9,10,13,19,25,26,28,34,37	28
Multi-Media Journalist II	1,5,7,9,10,24,26,34,37	5
FT Video Editor	1,7,10,11,13,21,22,26,28,34,37	1
Evening News (Main) Anchor	1,5,7,9,10,11,13,21,24,25,27,33,36	9
Accounting/HR Assistant	1,7,9,10,11,13,19,21,25,26,27,32,35	27
Assignment Editor/WEB Producer	1,5,7,9,10,11,13,19,21,24,25,26,32,35	1
Digital Sales Director	1,4,5,7,9,10,11,13,16,19,21,24,25,26,32, 35	16
Evening News Producer	1,4,5,7,9,10,11,13,21,24,25,26,28,32,35	28
National Sales Assistant	1,4,7,9,10,11,13,19,24,25,28,32,35	28
News Multi Media Editor	1,4,5,7,9,10,11,13,21,24,25,26,27,32,35	27
News Producer	1,4,5,7,9,10,11,13,21,24,25,26,32,35	9

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	KOLOTV.COM 4850 Ampere Drive Reno NV 89502 Phone: 775-858-8888 Email: Pat.Thomas@kolotv.com	N	9
2	Renohelpwanted.com (fee) 1 Civic Center Plaza #506 Poughkeepsie, NY 12601 Phone: 1-800-365-8630 Post at: www.renohelpwanted.com	N	
3	Reno Gazette-Journal (fee) 955 Kuenzli Street Reno NV 89512 Phone: 775-348-7355 Email: lmacaula@rgj.com	N	
4	Truckee Meadows Community College 7000 Dandini Blvd Reno NV 89512 Phone: 775-673-7063 Job Board Fax: 775-673-7268 Post at: www.tmcc.edu	N	
5	MediaLine PO Box 51909 Pacific Grove, CA 93950 Phone: 1-800-237-8073 Post at: www.medialine.com	N	3
6	NAB Educational Foundation (fee) 1771 N Street N.W. Washington, DC 20036 Phone: 202-429-5498 Post at: www.broadcastcareerlink.com	N	
7	Nevadabroadcasters.org		

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	Attn: Clay Giffin 1050 Flamingo Road # S-110 Las Vegas, NV 89119 Phone: 702-794-4994 Email: gary@nevadabroadcasters.org	N	1
8	Career Choices (fee) 6880 S. McCarran Blvd, #7 Reno NV 89509 Phone: 775-826-2555 Email: lisa@career-choices.com	N	
9	Tvjobs.com PO Box 4116 Oceanside, CA 92052 Phone: 800-374-0119 Post at: www.tvjobs.com	N	15
10	Gray Television Station Group Attn: Dottie Boudreau 1114 Grand Avenue Wausau, WI 54403 Phone: 715-845-4211 Email: dottie.boudreau@gray.tv	N	2
11	Regional Technical Institute 380 Edison Way Reno NV 89502 Phone: 775-861-4418 Fax: 775-891-4415 Email: Shull@washoeschools.net	N	
12	Jobing.com (fee) Phone: 775-786-7171 Post at: www.reno.jobing.com	N	
13	ProNet 1201 Terminal Way, #100 Reno, NV 89502 Phone: 775-674-5408 FAX: 775-674-5414 Email: pronet@join.org	N	
14	Society of Broadcast Engineers Attn: Scott Jones		

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	9102 N. Meridian Street #150 Indianapolis, IN 46260 Phone: 317-846-9000 FAX: 765-846-9120 Email: kjones@sbe.org	N	
15	Just Broadcast Jobs 520 Hanks Hollow Trail DeForest, WI 53532 Phone: 608-721-1864 Post at: www.justbroadcast.com	N	
16	Internal Hire/Promotion	N	
17	Alliance for Women in Media (fee) 1760 Old Meadow Road, #500 McLean, VA 22102 Phone: 703-506-3290 Post at: www.awrt.org	N	
18	Advertising Association of Northern NV (fee) Attn: Kerri Garcia 299 S. Arlington Avenue Reno NV 89502 Phone: 775-827-7311 Post at: www.aafreno.com	N	
19	Nevada Job Connect 4001 S. Virginia, Reno, NV 89502 Phone: 775-834-1970 Fax: 775-834-1983 Post at: www.nevadajobconnect.com	N	1
20	Walk-In Candidate	N	
21	602 Communications Attn: Sandy Lizik 4349 E. Colter St Phoenix, AZ 85018 Email: slizik@602communications.com	N	
22	Media Bistro/Tvspy (fee) 475 Park Avenue South, 4th Floor		

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	New York, New York 10016 Phone: 212-389-2000 Fax: 866-880-1429 Post at: www.mediabistro.com	N	
23	Broadcast Image Group 7744 Broadway, #100 San Antonio, TX 78209 Phone: 210-828-6664 Fax: 210-828-6225 Email: info@broadcastimagegroup.com	N	
24	University of Nevada, Reno 1664 N. Virginia Street Reno NV 89557 Post at: www.unr.edu/career/employers	N	4
25	Morrison University Reno Tahoe Tech Center Attn: Jeff Faulkner 10315 Professional Circle #201 Reno NV 89521 Phone: 775-335-3925 Email: jefaulkner@morrison.anthem.edu	N	
26	California Chicano News Media Association ASU Walter Cronkite School of Journalist 725 Arizona Ave, Ste 206 Santa Monica, CA 90401 Phone: 424-229-9482 FAX: 424-229-9486 http://ccnma.org/submit-job/	N	
27	Employee Referral	N	11
28	Non-Employee Referral	N	5
29	National Association of Hispanic Journalists (fee) 1000 National Press Blvd Washington DC 20047 Phone: 202-662-7145 Post at: www.nahjcareercenter.com	N	
30	National Association of Black Journalists (fee)		

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	University of Maryland 8701-A Adelphi Road Adelphi, MD 20783 Phone: 866-479-NABJ Post at: www.careerservices.nabj.org	N	
31	RTDNA (fee) 1600 K Street N.W. # 700 Washington DC 20006 Phone: 202-659-6510 Post at: www.rtdna.org/channel/find_a_job	N	
32	Northern Nevada Jobs.com Attn: Ellen Babbitt 1802 N. Carson St. #206 Carson City, NV 89701 Email: Ellen@ejobbz.com	N	1
33	Poynter Institute for Journalism (fee) Post at: www.careers.poynter.org/hr	N	
34	NevadaWorks.com 6490 South McCarran Blvd. Building A #1 Reno, NV 89509 Phone: 775-337-8600 Post at: www.nevadaworks.com	N	
35	On-air announcements “Job of the Day” segment Email: Katie.Heuberger@kolotv.com	N	3
36	National Press Photographers Association 3200 Croasdaile Drive Ste. 306 Durham, NC 27705 Phone: 919-383-7246 Fax: 919-383-7261 Post at: www.nppa.org	N	
37	B-Roll.Net (News Openings Only-fee) Attn: Kevin Johnson 1623 D Street NE Washington, DC 20002 Phone: 202-470-5396 Fax: 270-837-3491 Post at: www.broll.net	N	

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38	TV and Radio Jobs Post at: http://tvandradiojobs.com	N	
39	Media Match Post at: https://www.media-match.com	N	
40	Just Broadcast Jobs (fee) Post at: https://www.justbroadcastjobs.com	N	
41	Express Employment Professionals 3973 S. McCarran Blvd Reno, NV 89502 775-826-4442 Michele.davies@expresspros.com	N	
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			55

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Programs	<p>KOLO-TV maintains an on-going Internship Program with University of Nevada Reno for students who are interested in a broadcasting career. These internships are offered for the term of one semester and afford students studying communications the opportunity to achieve practical experience in the field. During the reporting period, the station had (5) Interns, as follows:</p> <p>During the Summer of 2014, the station had three interns. One who was trained at the Assignment Desk in the News Department being supervised by our Assignment Manager. The second Summer Intern was trained to produce and use the equipment News Producers use. The stations third Summer Intern was trained to go on the field with our Video Journalists, help shoot stories, edit stories, and post them online.</p> <p>During the Spring of 2015, the station had two interns. Interns worked in the Production/News Departments, working with producers, directors, and audio and camera operators.</p>
2	Participate in event for community and educational groups.	<p>During this reporting year, the station offered numerous tours to various schools and community groups interested in learning about careers in broadcasting. Various news department personnel offer tours, an overview of a typical broadcast day and offers hands on experience to each group followed by Q & A session.</p> <p>(i) June 3rd 2014, September 16th, 2014-ICDA Charter High School</p> <p>(ii) August 12th 2014- I Can do Anything Charter High School.</p> <p>(iii) September 16th 2014-Truckee Meadows</p>

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		<p>Community College Graphic/Design group.</p> <p>(iv) November 6th 2014-Dilworth High School Junior Achievement students.</p> <p>(v) December 3rd 2014-Sparks Rotary Club – sponsored students</p> <p>(vi) March 24th 2015-Pershing County High School-Students launching PBS station in Pershing County.</p>
3	Participate in event sponsored by organizations representing community groups	<p>October 7th, 2014—KOLO TV hosted the Chambers Leadership Reno/Sparks 2013 Class for a half-day of in-depth media training. 40 professionals learned all aspects of Television Media. Our Anchors gave training on and helped the class perform mock interviews. News Production staff helped give production training. Our morning meteorologist hosted training and mock Meteorology segments. Our Assignment Manager taught the anecdotes and held a question and answer session with the class.</p>
4	Participate in events sponsored by an educational institution	<p>February 4th 2015- KOLO 8 News Now teamed up with the University of Nevada and the Online News Association on how to better use online media. Understanding the importance of moving content online. Tools to enhance and promote reporting online and the importance of broadcasting and online media.</p> <p>March 13th 2015- KOLO's News Director spoke with Middle and High School students about careers in Broadcasting and Digital Media. The career fair was held at the University of Nevada and was sponsored by the Dean's Future Scholars program.</p>
5	Participate in job fair sponsored by educational institution	<p>On October 16th, 2014, KOLO 8 teamed up with the University of Nevada in a "Help Students Succeed" job/career fair. KOLO 8 staff helped by performing mock interviews, resume critiques and feedback, while at the same time recruiting soon to graduate students for open positions at KOLO.</p> <p>October 23rd 2014, KOLO 8 teamed up with Spanish Springs High School to prepare Junior and Senior students prepare for interviews, KOLO 8</p>

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	<p>staff helped by providing resume critiques, mock interviews, and answer questions students had regarding the industry and provide feedback.</p> <p>On March 11th, 2015, KOLO 8 participated in the University of Nevada Spring Career and Internship fair. KOLO 8 staff helped by performing mock interviews, resume critiques and feedback, while at the same time recruiting soon to graduate students for open positions at KOLO.</p> <p>April 21st, 2015, KOLO 8 teamed up with Reno High Junior Interview Project. The project was designed to give Junior/Senior students the opportunity to have practice “mock” interviews, receive suggestions on resumes and speak to students who are interested in a broadcast career. KOLO 8 staff helped by performing mock interviews, resume critiques and feedback.</p>
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