

KOLO-TV
EEO PUBLIC FILE REPORT
06/01/2016 – 05/31/2017

I. VACANCY LIST

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

Position	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Sales Account Executive I	1, 4, 7, 9, 10, 11, 13, 19, 21, 24, 25, 26, 32, 34, 35, 40	1-kolotv.com
News Anchor	1, 5, 7, 9, 10, 11, 13, 19, 21, 23, 24, 25, 26, 27, 32, 34, 39, 40	27-Employee Referral
Multi Media Journalist/Reporter	1, 4, 5, 7, 9, 10, 11, 13, 19, 20, 21, 23, 24, 25, 26, 32, 34, 38, 39	20-Walk In
Video Editor	1, 4, 7, 9, 10, 11, 13, 19, 21, 23, 24, 25, 26, 27, 32, 34, 38, 39	27-Employee Referral
Sports Anchor	1, 4, 5, 7, 9, 10, 11, 13, 19, 21, 23, 24, 25, 32, 34, 38, 39	38-Collective Talent
Chief Engineer	1, 4, 7, 9, 10, 11, 13, 14, 16, 21, 23, 24, 25, 26, 32, 34, 38, 39, 40	16-Internal Hire
Multi Media Journalist/Reporter II	1, 4, 5, 7, 9, 10, 11, 13, 21, 23, 24, 26, 32, 34, 38, 39	10-Gray Television Group
Executive Producer of Content	1, 4, 5, 7, 9, 10, 11, 13, 19, 21, 23, 24, 25, 26, 27, 32, 34, 38, 39	27-Employee Referral
Engineer	1, 7, 10, 11, 13, 14, 21, 23, 26, 27, 32, 34, 38, 39, 40	27-Employee Referral
Photo Journalist	1, 4, 5, 7, 9, 10, 11, 13, 21, 23, 24, 25, 26, 32, 34, 38, 39, 40	25-Indeed
Video Editor	1, 4, 5, 7, 9, 10, 11, 13, 21, 23, 24, 25, 26, 27, 32, 34, 38, 39, 40	27-Employee Referral

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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	7
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	1
7	Nevadabroadcasters.org Attn: Clay Giffin 1050 Flamingo Road # S-110 Las Vegas, NV 89119 Phone: 702-794-4994 Email: melanie@nevadabroadcasters.org	N	1

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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	7
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	Academy of Arts, Careers & Technology 380 Edison Way Reno NV 89502 Phone: 775-861-4418 Fax: 775-891-4415 Email: jtenpenny@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 9102 N. Meridian Street #150 Indianapolis, IN 46260 Phone: 317-846-9000 FAX: 765-846-9120 Email: kjones@sbe.org	N	1
15	Alliance for Women in Media (fee) 1760 Old Meadow Road, #500 McLean, VA 22102 Phone: 703-506-3290 Post at: www.awrt.org	N	

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16	Internal Hire/Promotion	N	2
17	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	
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	2
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 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@broadcastimage.com	N	

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24	University of Nevada, Reno 1664 N. Virginia Street Reno NV 89557 Post at: www.unr.edu/career/employers	N	2
25	Indeed.com https://employers.indeed.com/post-job	N	9
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	10
28	Non-Employee Referral	N	
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) University of Maryland 8701-A Adelphi Road Adelphi, MD 20783 Phone: 866-479-NABJ Post at: www.careerservices.nabj.org	N	
31	Poynter Institute for Journalism (fee) Post at: www.careers.poynter.org/hr	N	
32	Northern Nevada Jobs.com Attn: Ellen Babbitt 1802 N. Carson St. #206 Carson City, NV 89701 Email: Ellen@ejobbz.com	N	

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33	LinkedIn (fee) Bessire and Associates Inc. 7621 Little Ave. Suite 212 Charlotte NC 28226-9926 800-797-7355, 4101 www.bessire.com	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	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	
36	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	
37	Media Match Post at: https://www.media-match.com	N	
38	Collective Talent 1721 Richardson Place Tampa, FL 33606 813-254-9695 bille@michaelsmedia.com www.collectivetalent.com	N	2
39	Express Employment Professionals 3973 S. McCarran Blvd Reno, NV 89502 775-826-4442 Michele.davies@expresspros.com	N	

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40	Gray People Matter ATS http://www.gray.tv/index.php?page=gray-tv-careers	N	
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			47

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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 2016, the station had two interns. One was trained at the Assignment Desk in the News Department including posting content online. The second Summer Intern was trained to produce and use the equipment News Producers use.</p> <p>During the Fall of 2016, the station had three 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 and job shadowing opportunities 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 hands on experience to each group followed by Q & A session.</p> <p>(i) June 16th 2016 – Cronkite School Media Sales Institute – Week Long recruitment event</p> <p>(ii) October 3rd 2016 – Truckee Meadows Community College– Networking with students.</p> <p>(iii) March 15th 2017 – Dayton High School-Senior Students</p>

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		<p>(iv) April 17th 2017 – Church of Jesus Christ, High School Students</p> <p>(v) May 10th 2017-Pershing County High School.</p>
3	Participate in event sponsored by organizations representing community groups	<p>Dec 2016-May 2017 – General Manager is on the Nevada Broadcasters board of directors, monthly meeting are held to plan and execute scholarship awards for future broadcasters in Nevada. Two annual events are held where students are given information on applying for said Broadcast scholarships.</p> <p>October 27th 2016 – General Manager and News Director met with the Nevada Broadcasters Assoc. Scholarship winners to discuss opportunities within the Broadcast industry.</p> <p>April 17th 2017 - KOLO TV hosted the Chambers Leadership Reno/Sparks 2016-2017 Class for a half-day of in-depth media training. 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>July 25th 2016- KOLO's News Director spoke with High School students about careers in Broadcasting and Digital Media. How to use television and social media to better promote their events.</p> <p>On November 3rd 2016 - KOLO 8 helped the University of Nevada Students prepare for their professional careers. Students are guided through their resumes and interviews.</p> <p>April 7th 2017- KOLO 8 Account Executive attended the Reno Tahoe American Marketing Association annual workshop. Where soon to be graduating students were taught how to utilize their various majors and apply them in the broadcast industry.</p>

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5	Participate in job fair sponsored by educational institution	<p>On October 13th 2016, KOLO 8 teamed up with the University of Nevada in their Fall 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>On March 9th 2017, 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>June 14th-16th 2016 - The General Manager at KOLO traveled to Walter Cronkite School of Journalism at Arizona State University, to recruit for KOLO and other Gray Stations. A total of 40 people were interviewed and an informational gathering for ASU students was held on the 16th to talk about broadcasting and open positions within the company.</p>
6	Providing training to Management level personnel as methods of ensuring EEO and preventing discrimination.	<p>March 23rd 2017 – Joan Stewart of Wiley Rein, LLP held a webinar for Gray Television Stations “The FCC’s Equal Employment Opportunity Rules” where 5 department heads attended.</p>
7	Providing assistance to unaffiliated non-profit entities. .	<p>April 27th 2017 – KOLO held a seminar for Nevada Literacy a non-profit entity which provided training on how to post, maintain and hire using online media. KOLO 8 staff also provided information on how to navigate through the broadcasting industry.</p>