

KOLO-TV
EEO PUBLIC FILE REPORT
06/01/2013 – 05/31/2014

I. VACANCY LIST

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

Position	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Multi-Media Journalist (3)	1, 37, 10, 7, 34, 25, 9, 5, 4, 26	20, 29, ongoing
News Anchor	1, 37, 10, 7, 34, 25, 9, 5	29
Assignment Editor (2)	1, 37, 10, 7, 34, 25, 9, 19, 13, 26, 5, 4	9, ongoing
Entry Level Sales Account Executive (2)	1, 37, 10, 7, 34, 13, 4, 26, 19, 25	20, 29
Video Editor (2)	1, 37, 10, 7, 34, 25, 9, 5, 40, 26, 4, 13	29, 16
Chief Meteorologist	1, 37, 10, 7, 34, 25, 9, 5, 40	29
News Photojournalist (3)	1, 37, 10 7, 34, 13, 4, 26, 19, 25, 9, 5	9, 5, ongoing
Morning Producer	1, 37, 10 7, 34, 13, 4, 26, 19, 25, 9, 5	25
Technical Operator	1, 37, 10, 7, 34, 13, 4, 26, 19, 25	20
News Director	1, 37, 10, 7, 34, 25, 9, 5, 19	ongoing

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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	19
2	Renohelpwanted.com 1 Civic Center Plaza #506 Poughkeepsie, NY 12601 Phone: 1-800-365-8630 Post at: www.renohelpwanted.com	N	
3	Reno Gazette-Journal 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	1
5	MediaLine PO Box 51909 Pacific Grove, CA 93950 Phone: 1-800-237-8073 Post at: www.medialine.com	N	2
6	NAB Educational Foundation 1771 N Street N.W. Washington, DC 20036 Phone: 202-429-5498 Post at: www.broadcastcareerlink.com	N	

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7	Nevadabroadcasters.org Attn: Clay Giffin 1050 Flamingo Road # S-110 Las Vegas, NV 89119 Phone: 702-794-4994 Email: clay@nevadabroadcasters.org	N	2
8	Career Choices 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	21
10	Gray Television Station Group Attn: Dottie Boudreau 1114 Grand Avenue Wausau, WI 54403 715-845-4211 Email: dottie.boudreau@gray.tv	N	1
11	Regional Technical Institute 380 Edison Way Reno NV 89502 Phone: 775-861-4418 Fax: 775-861-4415 Email: shull@washoe.k12.nv.us	N	
12	Jobing.com 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 9102 N. Meridian Street #150 Indianapolis, IN 46260 Phone: 317-846-9000 FAX: 765-846-9120 email: kjones@sbe.org	N	

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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	3
17	Alliance for Women in Media 1760 Old Meadow Road, #500 McLean, VA 22102 Phone: 703-506-3290 Post at: www.awrt.org	N	
18	Advertising Association of Northern NV 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	6
21	602 Communications Attn: Sandy Lizik 4349 E. Colter St Phoenix, AZ 85018 Email: slizik@602communications.com	N	
22	Nevada Hispanic Services, Inc. 3905 Neil Road, #2 Reno, NV 89502 Phone: 775-826-1818 FAX: 775-826-1819 Email: office@nhs.reno.nv.us	N	
23	Media Bistro/Tvspy		

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	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	
24	Broadcast Image Group 7744 Broadway, #100 San Antonio, TX 78209 Phone: 210-828-6664 Fax: 210-828-6225 Email: info@broadcastimagegroup.com	N	
25	University of Nevada, Reno 1664 N. Virginia Street Reno NV 89557 Post at: www.unr.edu/career/employers	N	3
26	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	1
27	Washoe County Senior Center (AARP) 1155 E. Ninth Street Reno NV 89512 Phone: 775-328-2575	N	
28	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 Email: ccnmainfo@ccnma.org	N	
29	Employee Referral	N	8
30	Non-Employee Referral	N	2
31	National Association of Hispanic Journalists 1000 National Press Blvd		

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	Washington DC 20047 Phone: 202-662-7145 Post at: www.nahjcareercenter.com	N	
32	National Association of Black Journalists University of Maryland 8701-A Adelphi Road Adelphi, MD 20783 Phone: 866-479-NABJ Post at: www.careerservices.nabj.org	N	
33	RTDNA 1600 K Street N.W. # 700 Washington DC 20006 Phone: 202-659-6510 Post at: www.rtdna.org/channel/find_a_job	N	
34	Northern Nevada Jobs.com Attn: Ellen Babbitt 1802 N. Carson St. #206 Carson City, NV 89701 Email: Ellen@ejobbz.com	N	4
35	Poynter Institute for Journalism Post at: www.careers.poynter.org/hr	N	
36	NevadaWorks.com 6490 South McCarran Blvd. Building A #1 Reno, NV 89509 Phone: 775-337-8600 Post at: www.nevadaworks.com	N	
37	On-air announcements “Job of the Day” segment Email: Katie.Heuberger@kolotv.com	N	2
38	National Press Photographers Association 3200 Croasdaile Drive Ste 306 Durham, NC 27705 Phone: 919-383-7246 Fax: 919-3837261 Post at: www.nppa.org	N	
39	B-Roll.Net (News Openings Only) Attn: Kevin Johnson 1623 D Street NE	N	

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	Washington, DC 20002 Phone: 202-470-5396 Fax: 270-837-3491 Post at: www.broll.net		
40	TV and Radio Jobs Post at: http://tvandradijobs.com	N	
41	Media Match Post at: https://www.media-match.com	N	
TOTAL INTERVIEWEES OVER 12-MONTH PERIOD			76

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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 (4) Interns, as follows:</p> <p>During the Summer of 2013, the station had an intern. Who worked in the Production/News Department and was supervised by producers, directors, and audio and camera operators.</p> <p>During the Fall of 2013, the station had two interns. Both Interns worked in the Production/News Departments, working with producers, directors, and audio and camera operators. One of the interns was hired as a PT Web Producer the following semester.</p> <p>During the Spring of 2014, the station had one intern. This intern 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 school and community groups interested in learning about careers in broadcasting. A manager or anchor provided each group with an overview of a typical broadcast day, participated in a Q&A session, explained how reporters choose the stories they will cover, offered a tour of the station and allowed many groups to view a live newscast.</p> <p>(i) October 29, 2013— Sparks Middle School</p> <p>(ii) December 10, 2013—Boy Scouts Parents Night.</p> <p>(iii) January 15, 2014—Brookfield School</p>

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		<p>(iv) February 3rd, 2014 – Boy Scout and Parents Night Media Day.</p> <p>(v) March 4th, 2014 – Washoe County School District, Dilworth Middle School.</p> <p>(vi) March 25th, 2014—Reno High School Interview Project.</p> <p>(vii) April 28th, 2014 – Virginia City High School Journalism Students</p> <p>(viii) May 8th, 2014 – Churchill County High School Students.</p> <p>(ix) May 24th, 2014—Sparks Middle School Career Day</p>
3	Training of Management Level Personnel in methods to ensure equal employment opportunities and preventing discrimination.	<p>June 11th 2013— The General Manager, HR Assistant and Station Department Heads. Participated in a webinar about EEO Opportunity Rules. It was presented by the legal team that represents Gray Television, Inc.</p>
4	Participate in event sponsored by organizations representing community groups	<p>June 13th, 2013—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>
5	Participate in events sponsored by an educational institution	<p>Sept 8th 2013- KOLO 8 News Now teamed up with Join Together of Northern NV to bring drug addiction awareness to the Northern NV Youth Community and share other alternatives to pursue such as jobs, college, music. The event was held at Bartley Ranch starting at 4p -7pm.</p>
6	Participate in job fair sponsored by educational institution	<p>On February 5th, 2014 KOLO 8 teamed up with the University of Nevada the event Prepare for the Fair event, where students learn how to be better job applicants. KOLO 8 staff helped by providing resume critiques, mock interviews and feedback.</p> <p>February 7th, 2014 KOLO 8 teamed up with the Reno High School to prepare Junior and Senior students prepare for interviews, students will also</p>

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		learn how to be better job applicants. KOLO 8 staff helped by providing resume critiques, mock interviews and feedback.
7	Participate in event sponsored by an education institution.	April 28-29th, 2014 Nevada Future Business Leaders of America, a division for a national organization of high school business students. Had their 2014 Leadership Conference and asked KOLO to participate as judges for over 500 students to be chosen as professionals and allowed to participate in their program.