

# THE KXLY RADIO GROUP

- KXLY FM The Big 99.9 Coyote Country
- KHTQ FM Rock 94-1/2
- KZZU FM 92.9 ZZU
- KEZE FM HOT 96.9
- KXLY AM NewsRadio 920
- KVNI AM 1080 ESPN Radio
- KXLX AM 700 ESPN Radio

March 29, 2016

EEO Staff, Policy Division  
Media Bureau  
Federal Communications Commission  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554

**Re: QueenB Radio, Inc.  
KHTQ(FM), Hayden, ID  
Facility Id. No. 49244  
Response to EEO Audit Letter dated February 24, 2016**

Dear Sir or Madam:

QueenB Radio, Inc. ("QueenB Radio"), the licensee of FM Radio Broadcast Station KHTQ, Hayden, Idaho, Facility Id. No 49244 (the "Unit"), hereby submits this letter in response to the FCC's letter of February 24, 2016 requesting information on the Equal Employment Opportunity ("EEO") program for the Unit (the "Audit Letter").<sup>1</sup> The Unit has more than five full-time employees and is not brokered by another company. Accordingly, this letter provides QueenB Radio's response to Question 3 of the Audit Letter. Unless otherwise indicated, the responses are numbered according to the questions in the Audit Letter.

*3(a) Provide copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6)*

Copies of the 2014 and 2015 EEO public file reports for the Unit are attached as Exhibits 2 and 3. The most recent EEO public file report was placed in the local public inspection file for KHTQ and posted on the station's web site, <http://www.kxly.com/blob/view/-/1095810/data/7/-/vuoasoz/-/EEO-Public-File-Report.pdf>.<sup>2</sup>

<sup>1</sup> The Audit Letter requires the filing of a response with the Commission by April 11, 2016. Thus this response is timely filed. A copy of the Audit Letter is attached as Exhibit 1.

<sup>2</sup> Seven other stations licensed to QueenB Radio and its affiliate Spokane Television, Inc. comprise the Unit: (1) KXLY-TV, Spokane, Washington, Facility Id. No. 61978; (2) KXLY(AM), Spokane, Washington, Facility Id. No. 61947; (3) KXLY-FM, Spokane, Washington, Facility Id. No. 61946; (4) KZZU-FM, Spokane, Washington, Facility Id. No. 38493; (5) KEZE(FM), Spokane, Washington, Facility Id. No. 41119; (6) KVNI(AM), Coeur D'Alene, Idaho, Facility Id. No. 49249; and (7) KXLX(AM), Airway Heights, Washington, Facility Id. No. 30036. The current EEO public file reports for the Unit may be found directly at <http://www.kxly.com/blob/view/-/1095810/data/7/-/vuoasoz/-/EEO-Public-File-Report.pdf>.



- 3(b) *For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, provide dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position. Include copies of job announcements sent to any organizations (identified separately from other sources) that have notified the Unit that they want to be notified of job openings at the unit, as described in Section 73.2080(c)(1)(ii)*

Copies of the requested materials for the 2014 and 2015 EEO Public File Reports and supporting documentation are contained in Exhibits 4 and 5.<sup>3</sup> It is QueenB Radio's practice to post all full-time job vacancies to all individuals, organizations and institutions listed on the Unit's EEO Recruiter list (which as of September 30, 2015 consisted of 68 contacts).

- 3(c) *In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports*

The 2014 and 2015 EEO Public File Reports submitted with this response contain a list of the full-time filled by the Unit during that year, identified by job title and listing the referral source for each interviewee.

- 3(d) *Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and whether your market has 250,000 people or more. Based upon these two factors, determine and state whether the Unit is required to perform two or more initiatives within a two-year period*

The Unit is part of the Spokane, Washington/Coeur D'Alene, Idaho market with a population above 250,000 persons.<sup>4</sup> Section 73.2080(c)(2) of the Commission's Rules requires the employment unit to engage in four recruitment initiatives during each two-year period. A description of the recruitment initiatives undertaken is included in the 2014 and 2015 EEO public file reports and documentation included in Exhibits 6 and 7. The station personnel involved in the recruitment incentives include the Radio Market Manager and Director of Human Resources. The employment unit employs 125 full-time personnel.

<sup>3</sup> Exhibit 2 and 3 are copies of the relevant EEO public file reports while Exhibits 4 and 5 are documentation of the recruitment efforts undertaken by QueenB Radio and Spokane Television for full-time positions.

<sup>4</sup> The United States Census for 2010 lists the population for Coeur D'Alene and Spokane as 679,989.



- 3(e) *Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex*

No such complaints were filed against the Station specifically during the time period covered by the Audit Letter.

- 3 (f) *In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program*

QueenB Radio handles all local human resource activities in the development and execution of the company's equal employment opportunity program. This includes assistance in the areas of new hire education, manager training, EEO advisement and EEO report preparation.

**New Hire Education.** QueenB Radio explains their employment policies spelled out in the employee handbook to each new employee. The employee is required to review the employee handbook and sign an acknowledgement that they have read the handbook. The employee handbook discusses the company's employment policies in their entirety, including the company's specific Equal Opportunity Employment policy. The policy prohibits discrimination in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. QueenB Radio is also willing to make reasonable accommodations for individuals with known disabilities. Employees with questions or concerns may contact their immediate supervisor, a department head, the Director of Human Resources or the Radio Market Manager for the Unit and the company's Corporate Human Resources. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**Manager Training.** QueenB Radio offers training designed to educate managers on proper, EEO-compliant employee recruitment practices. This training covers guidelines for hiring new talent and documentation of employee activities and performance. The goal of this training is to provide those individuals whose responsibilities include managing other employees with a model of how to carry out those duties effectively and efficiently while adhering to QueenB Radio's Equal Employment Opportunity policy.

**EEO Advisement.** QueenB Radio periodically reviews its EEO policies in order to provide the best practice advice on dealing with potential EEO issues. These issues include, but are not limited to, claims of discrimination, sexual harassment, and unfair employment practices.



The human resource department provides employees and managers with guidance on how to best handle certain EEO issues (as determined by the industry's "best practice" standards), and assists in investigations of possible EEO infractions as needed.

- 3 (g) *In accordance with Section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis*

**Preparation of EEO Public File Report.** QueenB Radio prepares and completes the annual EEO Public File Report. This includes gathering and retaining pertinent material such as blank EEO forms, copies of the previous year's report and subsequent report analysis, and sample audit letters. These materials are reviewed, and a timeline is set to complete the station's EEO report. Throughout the filing process, the human resource department serves as a facilitator to QueenB Radio's EEO contact and is available to answer any questions regarding the completion of the report such as those activities that may be classified as recruitment initiatives and which positions need to be included in the vacancy list.

Senior Management of QueenB Radio periodically conducts self-assessment of its EEO Public File and supporting documentation to make sure that the Unit undertakes the most comprehensive and effective manner for disseminating job opening for full-time positions and outreach initiatives. In this regard, the EEO Recruiter list is reviewed quarterly and updated as needed (add new contacts, update addresses, etc.). The EEO Recruiter list is comprehensive and reaches the community of license and beyond. Each year QueenB Radio contacts all individuals, organizations and institutions listed on the Unit's EEO Recruiter list to confirm that their contact information is current. QueenB Radio modifies their recruitment sources based upon the nature of a particular vacancy by including additional sources (e.g., accounting or engineering vacancy).

- 3 (h) *In accordance with Section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants*

Senior management of the Unit holds regular one-on-one meetings with department heads of the unit. The employment practices and benefits of the Unit are discussed from time to time during these meetings. Senior management of the licensee meets routinely through the year to discuss operations at the Unit. As part of these meetings, senior management would review employee benefits, seniority practices, promotions and selection techniques to make sure that it



is competitive with the marketplace and industry standards. In addition to compliance with federal, state and local laws, such a review has the additional benefit of ensuring that QueenB Radio attracts the best and the brightest in the industry to work at the Unit, while also ensuring a diverse staff reflective of the community.

The Unit does not have any union employees.

3(i) *If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program*

QueenB Radio is not a religious broadcaster.

Respectfully submitted,

**QUEENB RADIO, INC.**

By:

  
Terry Gairas  
Radio Market Manager



**EXHIBIT 1**

**EEO AUDIT LETTER DATED  
FEBRUARY 24, 2016**





Federal Communications Commission  
Washington, D.C. 20554

General Manager/KHTQ FM/#49244/Hayden ID  
Queen B Radio  
500 WEST BOONE AVENUE  
SPOKANE, WA 99201

February 24, 2016

Dear Licensee:

1. In accordance with 47 C.F.R. § 73.2080(f)(4) of the Commission's rules, the station employment unit (the "Unit") that includes your above-referenced station (the "Station") has been randomly selected for an audit of its Equal Employment Opportunity ("EEO") program. A copy of Section 73.2080 of the Commission's rules is enclosed for your reference.

2. If the Unit is not required under our rules to have an EEO recruitment program due to the nature of its full-time workforce (having fewer than five full-time employees, defined as employees regularly assigned to work 30 hours a week or more), you must still respond to this audit letter. However, in your response, you are required to provide only a list of the Unit's full-time employees, identified only by job title (no names should be provided), the number of hours each is regularly assigned to work per week, and a response to Question 3(e) below. Also, in formulating your response, please see Questions 4(a)-(d) below regarding brokers and brokered stations for instructions for situations in which the applicable employment unit has fewer than five full-time employees.

3. **Audit Data Requested.** If the Unit employs five or more full-time employees (and all units, for Question 3(e)), provide the following information, including an explanation regarding any requested information that you are unable to provide:

(a) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit's most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit's most recent EEO public file report must be linked to either the unit's site or the general corporate site, pursuant to 47 C.F.R. § 2080(c)(6).

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice. In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of



providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each time the ad aired. We may ask for them for verification, but you need not provide them at this time. Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in Section 73.2080(c)(1)(ii).

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

(e) Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

(f) In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.



(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

(j) Among items we do not need in your response to this letter are copies of applicants' resumes, your company training manuals, posters, employee handbooks, or corporate guidebooks. If you believe any of the information in various corporate manuals or posters are relevant to any part of this audit letter, you may summarize what is in them. If you believe this letter requires you to provide an unusually burdensome volume of documentation, you may contact us prior to the response deadline to discuss possible ways of condensing your response.

#### 4. Time Brokerage.

(a) **Licensee of brokered station(s).** If the Unit employs fewer than five full-time employees and any station included in it is subject to a time brokerage agreement, in addition to responding to this letter and providing us a list of the Unit's full-time employees listed by job title (and the number of hours each employee is assigned to work) and a response to Question 3(e) above, you must immediately forward a copy of this letter to the broker under each such agreement, which must respond to Question 4(b) below. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 3 above, and also forward the letter to the broker so the broker may respond to Question 4(b) below.

(b) **Broker receiving audit letter from brokered station licensee.** If you are the broker of a station, and the station you are brokering receives an audit letter, the licensee of the brokered station must forward the audit letter to you. You should respond to the audit letter concerning EEO information relating only to your own full-time employees at the brokered station. *See* Section 73.2080(f)(3).

(c) **Broker receiving audit letter directly from Commission.** If you are a broker, but the target station in this audit letter is a station licensed to you, you must submit information requested herein for the EEO program at your station (or employment unit). If you maintain EEO data for a station you are brokering with that for your own station that is the target of this audit letter, and lack the ability to separate the information, you must include in your response the information requested herein pertaining to your full-time employees at the station(s) you broker. *See* Section 73.2080(f)(3).

(d) **Broker described under 4(b) or 4(c) above.** If your full-time employees at the station you are brokering, combined with your full-time employees at your owned station(s), total fewer than five, however, you need only respond to this letter by the deadline described below by submitting a list of your Unit's full-time employees (listed by job title and number of hours regularly assigned to work per week) and the same type of list for the full-time employees you employ at the brokered station(s), and a response to Question 3(e) above.

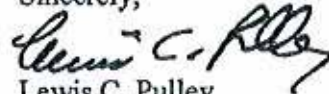


5. **Procedures.** Direct your response to EEO Staff, Policy Division, Media Bureau, Federal Communications Commission, 445 12<sup>th</sup> Street, S.W., Washington, DC 20554. The response must be received by the Commission by April 11, 2016. You need only submit your original response; no copies are needed. You should direct your response to the above address, *not* the office of the FCC Secretary. The Secretary does not process responses to EEO audit letters. If you file your response in person and wish to have the filing date-stamped, personnel at the security desk in the 12<sup>th</sup> Street lobby of the FCC headquarters building can date-stamp the filing. The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (See Section 1.16.) The response may be in the form of a CD or other electronic medium, as long as the certification provided refers to the material submitted and is on paper with an original signature. To knowingly and willfully make any false statement or conceal any material fact in response to this audit is punishable by fine or imprisonment (see 18 U.S.C. § 1001; see also 47 C.F.R. § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Extensions of time must be requested in writing (or sent by e-mail to [lewis.pulley@fcc.gov](mailto:lewis.pulley@fcc.gov)) and will be granted only upon a showing of extraordinary circumstances. Unless and until the EEO Staff grants such a request the original deadline remains in effect. Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with Section 73.2080(g).

6. In accordance with Sections 73.3526(e)(10) (for commercial stations ) and 73.3527(e)(11) (for noncommercial educational stations), copies of which are enclosed, you must place a copy of this letter and your response in the public inspection file of each affected station. Consequently, your response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. We do not require that employment units retain such information in their records, or that such information be provided in response to this letter.

7. If our EEO random audits sent any time in 2014 or 2015 included the Station, or if the Station's most recent license renewal application was granted, by final order, within the past 18 months, you may not have to respond to this letter. If the Station falls within one of these categories, before responding, please tell us the dates of public file reports included in the Station's recent audit response or the date of the Station's renewal grant, in an e-mail sent to [lewis.pulley@fcc.gov](mailto:lewis.pulley@fcc.gov). We will then advise you if a response is necessary. Should you have any questions, please contact the EEO Staff at (202) 418-1450. Thank you for your cooperation.

Sincerely,



Lewis C. Pulley  
Assistant Chief, Policy Division  
Media Bureau

Enclosures



**EXHIBIT 2**  
**2014 EEO PUBLIC FILE REPORT**

September 30, 2014

**KXLY 4.1, KXLY 4.2, KXLY AM, KXLY FM, KHTQ FM, KZZU FM, KEZE FM,  
KVNI AM, and KXLX AM**

**2013 – 2014 ANNUAL EEO PUBLIC FILE REPORT**

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: KXLY 4.1, KXLY 4.2, KXLY AM, KXLY FM, KHTQ FM, KZZU FM, KEZE FM, KVNI AM, and KXLX AM and is required to be placed in the public inspection files of these stations and posted on their websites.

The information contained in this report covers the time period beginning October 1, 2013 – September 30, 2014 (the “Applicable Period”).

The FCC’s 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Stations comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for all full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC Rules.

For the purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer. A person was deemed “interviewed” whether he or she was interviewed in person, over the telephone or by e-mail.



**2014 EEO Public File Report  
October 1, 2013 – September 30, 2014**

Job Title	Date Position Filled	Recruitment Sources Used	Hire Source	Referral Sources of Interviewees	# of Interviews
News Production Technician (2 openings)	11/24/13	EEO Recruiter List	Employee Referral	Employee referral - 1 Craigslst.com-1 KXLY.com-1	3*
	1/6/14		KXLY.com		
MMJ (3 openings)	1/8/14	EEO Recruiter List	Employee Referral	Employee Referral -1 Tvjobs.com - 3 ASU- 1	5*
	1/20/14		Tvjobs.com		
	2/3/14		ASU		
KEZE On-air/Asst. PD	2/10/14	EEO Recruitment List All Access Inside Radio Radio Ink Tom Taylor Now newsletter	All Access	All Access - 3 Facebook - 1	4
Digital Sales Specialist	2/27/14	EEO Recruiter List LinkedIn Geekwire Internal Applicant Zip Recruiter	Internal applicant	Internal Applicant - 3 WSU - 1 Craigslst - 1 Employee Referral - 2 KXLY.com - 1	8
TV Sales Assistant	3/21/14	EEO Recruiter List	KXLY.com	KXLY.com - 2 Craigslst - 1 EE referral - 1	4
Weekend Anchor / MMJ	3/30/14	EEO Recruiter List	Internal applicant	Internal applicant - 1 Employee referral - 1 TV Jobs.com - 2 David Rosenberg - 1	5
Radio Account Executive	4/8/14	EEO Recruiter List	Employee Referral	Employee Referral -2 Worksource - 1	3*
	4/25/14		Employee Referral		
Local Sales Assistant - Digital	4/7/14	EEO Recruiter List	Employee Referral	Employee referral - 2 KXLY.com - 1	3
News Production Technician	4/10/14	EEO Recruiter List	Spokanehelpwanted.com	Spokanehelpwanted.com - 1 Employee referral - 2	3
Radio Promotions Asst.	4/21/14	EEO Recruiter List	KXLY.com	KXLY.com - 1 Employee Referral - 4 Career Fair - 1 Craigslst - 1	7
MMJ (2 openings)	6/2/14	EEO Recruiter List	Employee Referral	Employee referral - 2 TV Jobs - 1	3*
	9/16/14		TV Jobs		
Weekend Weather Anchor / MMJ	6/9/14	EEO Recruiter List	Employer Initiated	TV Jobs - 1 Internal applicant - 1 Employer initiated - 1	3
KEZE On-air/Asst. PD	9/2/14	EEO Recruiter List All Access	All Access	All Access - 2 Employee Referral - 1	3

\* Same applicant pool

Total Number of Persons Interviewed for All Full-Time Vacancies Filled During the Past Year (this will be a raw number):	54
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Referral Sources	# of Interviewees Referred
All Access	5
ASU	1
Career Fair	1
Facebook	1
KXLY.com	6
KXLY Employee Referral	19
KXLY Employer Initiated contact	1
KXLY Internal Applicant	5
David Rosenberg (agent)	1
Spokane Craigslist.com	4
Spokanehelpwanted.com	1
TVJobs.com	7
Worksource	1
WSU	1



**EEO RECRUITER LIST**  
**10/1/2013 – 9/30/2014**

Number	Contact Information	Did source request notification	Notify via:	# of interviewees referred by source
1	<p>AARP Foundation            Work Search            Steve Reiter            Karen Johnson            222 W. Mission Ave., Suite 118            Spokane, WA 99201            Phone: 509-325-7712            Fax: 509-325-7729            Email: sreiter@aarp.org and kejohnson@aarp.org            Website: www.jobsaarp.org</p>		Email	
2	<p>American Indian Community Center            Kathy Richards            801 E. 2nd Ave., Suite 10            Spokane, WA 99202            Phone: 509-535-0886            Fax: 509-534-7210            Email: kathyr@aiccinc.org            Website: www.aiccinc.org</p>		Email	
3	<p>Arizona State University            Career Center            522 N. Central Ave., Suite 110            Phoenix, AZ 85004-2165            Phone: 602-496-1213            Fax: 602-496-1255            Email: dpccareerservices@asu.edu            Website: www.asu.edu</p>		Website	1
4	<p>Bates Technical College            Job Services, Shirley Miller            1011 S. Yakima Avenue            Tacoma, WA 98405-4895            Phone: 253-680-7240            Fax: 253-680-7187            Email: jobservices@bates.ctc.edu            Website: www.bates.ctc.edu</p>		Email	
5	<p>California Chicano News Media Assn. (CCNMA)            USC Annenberg School of Journalism            Job Placement Coordinator            727 W. 27th St., Room 201            Los Angeles, CA 90007-3212            Phone: 213-821-0075            Fax: 213-743-1838            Email: ccnmainfo@ccnma.org            Website: www.ccnma.org</p>		Email	
6	<p>City of Spokane            Civil Service            808 W. Spokane Falls Blvd., 4th Floor            Spokane, WA 99201            Phone: 509-625-6160            Fax: 509-625-6077            Email: civilservice@spokanecity.org            Web site: www.spokanecity.org</p>		Email	

7 Added March 2014	Colorado Media School Terry Cuff 404 S. Upham Street Lakewood, CO 80226 Phone: 303-937-7070 Email: <a href="mailto:tcuff@beonair.com">tcuff@beonair.com</a> Website: <a href="http://www.beonair.com">www.beonair.com</a>		Email	
8	Collective Talent Michael Bille 1721 Richardson Place Tampa, FL 33606 Phone: 813-254-9695 Email: <a href="mailto:bille@michaelismedia.com">bille@michaelismedia.com</a> Website: <a href="http://www.collectivetalent.com">www.collectivetalent.com</a>		Email	
9	Confederated Tribes of the Colville Reservation Employment & Training Department Job Dispatcher PO Box 150 Nespelem, WA 99155 Phone: 509-634-2732 Fax: 509-634-2734 Email: <a href="mailto:angie.herman@colvilletribes.com/">angie.herman@colvilletribes.com/</a> Website: <a href="http://www.colvilletribes.com">www.colvilletribes.com</a>		Email	
10	Division of Vocational Rehabilitation Carol Baker 1313 N Atlantic, Suite 1000 Spokane, WA 99201 Phone: 509-363-4757 Fax: 509-329-3718 Email: <a href="mailto:carol.baker@dshs.wa.gov">carol.baker@dshs.wa.gov</a> Website: <a href="http://www1.dshs.wa.gov/dvrl">www1.dshs.wa.gov/dvrl</a>		Fax	
11	East Central Community Center Barbara Wilson 500 S. Stone Spokane, WA 99202 Phone: 509-868-0856 Fax: 509-625-6915 Email: <a href="mailto:barbaraw@ecspokane.org">barbaraw@ecspokane.org</a> Website: <a href="http://www.eastcentralcommunitycenter.org">www.eastcentralcommunitycenter.org</a>		Email	
12	Eastern Washington University Career Services Dena Ogden, Employer Relations Mgr. 114 Showalter Hall Cheney, WA 99004-2431 Phone: 509-359-6365 Fax: 509-359-6940 Email: <a href="mailto:careers@ewu.edu">careers@ewu.edu</a> Website: <a href="http://www.ewu-csm.symplicity.com/employers">www.ewu-csm.symplicity.com/employers</a>		Website	
13	Eastern Washington University Journalism Program Bill Stimson 626 Fifth St. Cheney, WA 99004 Phone: 509-359-6034 Email: <a href="mailto:wstimson@ewu.edu">wstimson@ewu.edu</a> Website: <a href="http://www.ewu.edu">www.ewu.edu</a>		Email	

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14	Eastern Washington University Women's Studies Center Micki Werner 526 5th Street, MS 166 Cheney, WA 99004-2431 Phone: 509-359-2847 Website: www.ewu.edu		Letter	
15	ENSO Employment Service Ryan Newell 508 W. 6th Ave., #400 Spokane, WA 99204 Phone: 509-475-5263 Fax: 509-326-8188 Email: ryan.enso@hotmail.com Website: www.enso.ws/	Yes	Email	
16	Filipino American Assoc. of the Inland Northwest Job Placement Coordinator 6107 S. Madelia Spokane, WA 99223 Phone: 509-626-2479 Website: www.faaie.org		Letter	
17	Gonzaga University Career Center & GAMP Karen Franks-Harding E. 502 Boone Ave. - MSC 2462 Spokane, WA 99258 Phone: 509-313-4234 Fax: 509-313-5872 Email: franks-harding@gonzaga.edu Website: www.zagtrax.net		Website	
18	Goodwill Inc. Tammy Bown Community Employment Job Coach 130 East Third Ave. Spokane, WA 99202 Phone: 509-232-1136 x4445 Fax: 509-444-4371 Email: TammyB@giin.org Website: www.DiscoverGoodwill.org	Yes	Email	
19	Greater Spokane Incorporated Marketing Maria Vandervert 801 W. Riverside, Suite 100 Spokane, WA 99201 Phone: 509-321-3608/509-321-3629 Fax: 509-747-0077 Email: mvandervert@greaterspokane.org Website: www.greaterspokane.org		Email	
20	Idaho State Association of Broadcasters Connie Searles 1874 W. Hill Road, Suite 3 Boise, ID 83702 Phone: 208-345-3072 Email: isba@qwestoffice.net Website: www.ISBA.org		Email	

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<b>21</b> Added March 2014	Illinois Center for Broadcasting Career Services Don Clark, Career Services Director 530 South State Street Chicago, IL 60605 Phone: 312-884-8000, Email: dclark@beonair.com Website: www.beonair.com		Email	
<b>22</b>	Institute for Extended Learning PACE Services Karen Howland, Program Coordinator 3305 W. Fort George Wright Dr. Spokane, WA 99224 Phone: 509-279-6276 Fax: 509-279-6216 Website: www.iel.spokane.edu		Letter	
<b>23</b>	Interface College Placement 178 S. Stevens Spokane, WA 99201 Phone: 509-467-1727 Fax: 509-467-3804 Email: karen@interface.edu Website: www.interface.edu		Email	
<b>24</b>	ITT Technical Institute Career Services Sandy Burda 13518 East Indiana Avenue Spokane Valley, WA 99216-1589 Phone: 509-926-2900 Fax: 509-926-2908 Email: sburda@itt-tech.edu Website: www.itt-tech.edu		Email	
<b>25</b>	KAPP TV/KVEW TV Cheryl Sentel P.O. Box 1749 Yakima, WA 98901 Phone: 509-453-0351 Fax: 509-453-3623 Email: cheryls@kapptv.com Website: kapptv.com / kvewtv.com	Yes	Email	
<b>26</b>	KXLY Broadcast Group All Employees/Employee Referrals/Internal applicants/Employer initiated 500 West Boone Avenue Spokane, WA 99201 Phone: 509-324-4000 Website: kxly.com		Email	25
<b>27</b>	KXLY.com 500 West Boone Avenue Spokane, WA 99201 Phone: Website: www.kxly.com		Website	6

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28	LDS Employment Resource Services Sherrie Hibberd 200 N. Mullan, Ste. 220 Spokane Valley, WA 99206 Phone: 509-928-2534 Fax: 509-922-3556 Email: <a href="mailto:wel-ec-spokane@ldschurch.org">wel-ec-spokane@ldschurch.org</a> Website: <a href="http://www.ldsjobs.org">www.ldsjobs.org</a>				Email
29	Martin Luther King Jr. Family Outreach Center Family Emergency Services (FES) Cristal Betancourth 845 S. Sherman St. Spokane, WA 99202 Phone: 509-455-8722, ext. 204 Fax: 509-455-3643 Email: <a href="mailto:cbetancourth@mlkspokane.org">cbetancourth@mlkspokane.org</a> Website: <a href="http://www.mlkspokane.org">www.mlkspokane.org</a>				Fax
30	Medialine Mark Shilstone PO Box 51909 Pacific Grove, CA 93950 Phone: 800-237-8073 Email: <a href="mailto:rich@medialine.com">rich@medialine.com</a> Website: <a href="http://www.medialine.com">www.medialine.com</a>				Email
31	Miryam's House of Transition Aml Manning 1805 West 9th Avenue Spokane, WA 99204 Phone: 509-747-9222 Fax: 509-747-7261 Email: <a href="mailto:amanning@help4women.org">amanning@help4women.org</a> Website: <a href="http://www.help4women.org">www.help4women.org</a>				Email
32	Morgan Murphy Media - WISC-TV Human Resources Jeff Ver Voort 7025 Raymond Rd. Madison, WI 53719 Phone: 608-277-5142 Fax: 608-278-5568 Email: <a href="mailto:jvervoort@wisctv.com">jvervoort@wisctv.com</a> Website: <a href="http://www.channel3000.com">www.channel3000.com</a>	Yes			Email
33	My Air Check Scott Russell 1-771 Gibsons Way Gibsons, B.C. Canada V0N 1V9 Phone: 604-740-1374 Email: <a href="mailto:registration@myaircheck.com">registration@myaircheck.com</a> Website: <a href="http://www.Myaircheck.com">www.Myaircheck.com</a>	Yes			Email
34	North Idaho College Career Center Gail Laferriere 1000 W. Garden Ave. Coeur d'Alene, ID 83814 Phone: 208-769-7700 Fax: 208-769-3292 Email: <a href="mailto:career@nic.edu">career@nic.edu</a> Website: <a href="http://www.nic.edu/career">www.nic.edu/career</a>				Website

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35	Northeast Community Center Tracy Swank N. 4001 Cook Spokane, WA 99207 Phone: 509-487-1603 Fax: 509-474-1027 Email: <a href="mailto:necommunitycenter@gmail.com">necommunitycenter@gmail.com</a> Website: <a href="http://www.myspokane.net/necca">www.myspokane.net/necca</a>				Email
36 Added March 2014	Oregon Association of Broadcasters Bill Johnstone 9020 SW Washington Square Rd, #140 Portland, OR 97223 Phone: 503-443-2299 Fax: 503-443-2488 Email: <a href="mailto:theoab@theoab.org">theoab@theoab.org</a> Website: <a href="http://www.theoab.org">www.theoab.org</a>				Email
37	QueenB Radio Wisconsin, Inc. Judy Boldt 51 Means Drive Platteville, WI 53818 Phone: 608-349-2014 Fax: 608-349-2002 Email: <a href="mailto:jbaldt@queenbradio.com">jbaldt@queenbradio.com</a>	Yes			Email
38	QueenB Television, LLC, dba WKBT-TV Marsha Everson 141 S. 6th St. LaCrosse, WI 54601 Phone: 608-782-4678 Fax: 608-782-4674 Email: <a href="mailto:meverson@wkbt.com">meverson@wkbt.com</a> Website: <a href="http://www.news8000.com">www.news8000.com</a>	Yes			Email
39	Skills-Kin Program Coordinator Amanda Vazquez 4004 E. Boone Avenue Spokane, WA 99202 Phone: 509-326-6760 Fax: 509-327-3316 Email: <a href="mailto:avazquez@skills-kin.org">avazquez@skills-kin.org</a> Website: <a href="http://www.skills-kin.org">www.skills-kin.org</a>	Yes			Email
40	S.L. Start Employment Services Specialist Shannon McLain 900 N. Monroe Avenue, #200 Spokane, WA 99205 Phone: 509-328-2740 Fax: 509-326-9207 Email: <a href="mailto:smclain@slstart.com">smclain@slstart.com</a> Website: <a href="http://www.slstart.com">www.slstart.com</a>				Email
41	Spokane Community College Workforce Education & Career Services N. 1810 Green St. MS 2063 Spokane, WA 99217 Phone: 509-533-8678 Fax: 509-533-8861 Website: <a href="http://www.scc.spokane.edu">www.scc.spokane.edu</a>				Website

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42	Spokane Community College Off Campus Programs Career Transitions Program Denise McKinnon 2917 W. Fort George Wright Dr. Spokane, WA 99224 Phone: 509-279-6039 Fax: 509-279-6070 Email: DeniseMcKinnon@scc.spokane.edu Website: www.iel.spokane.edu		Email	
43	Spokane Craigslist 1381 9 <sup>th</sup> Ave. San Francisco, CA 94122 Phone: 415-566-6394 Website: www.spokane.craigslist.org		Website	4
44	Spokane Falls Community College Career & Student Employment Mindy Smith 3410 W. Fort George Wright Drive Spokane, WA 99224 Phone: 509-533-3540 Fax: 509-533-4563 Email: mindy.smith@spokanefalls.edu Website: www.myinterfase.com/spokanefalls/employer		Website	
45	Spokane Tribe of Indians Human Resources Dept. Monica Tonasket PO Box 206 Wellpinit, WA 99040 Phone: 509-458-6527 Fax: 509-458-6556 Email: monicaw@spokanetribe.com/ hradmin@spokanetribe.com Website: www.spokanetribe.com		Email	
46	SpokaneHelpWanted.com 11 Abrams Road Central Valley, NY 10917 Phone: 800-365-8630 Email: EmployerSupport@RegionalHelpWanted.com Website: www.spokanehelpwanted.com		Website	1
47	The Native Project Job Placement Coordinator 1803 W. Maxwell Spokane, WA 99201 Phone: 509-325-5502		Letter	
48	Transitional Living Center Job Placement Coordinator 3128 North Hemlock Spokane, WA 99205 Phone: 509-325-2959 Email: lhunt@help4women.org Website: www.help4women.org		Email	

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49	<p>Transitions          Jamie Borgan          3102 W. Ft. George Wright Dr.          Spokane, WA 99224          Phone: 509-328-6702          Fax: 509-325-9877          Email: jborgan@help4women.org          Website: http://help4women.org</p>		Email	
50	<p>TVJobs.com/AMFMJobs.com          Mark Holloway          PO Box 4116          Oceanside, CA 92052          Phone: 760-754-8177          Fax: 760-754-2115          Email: jobs@tvjobs.com          Website: www.tvjobs.com</p>		Email	7
51	<p>United States Air Force          Discovery Center          Angela O'Connell          4 West Castle Street          Fairchild AFB, WA 99011          Phone: 509-247-2246          Fax: 509-247-5099          Email: angela.oconnell.1@us.af.mil          Website: www.fairchildfamilysupport.org</p>		Email	
52	<p>University of Montana          School of Journalism          Denise Dowling          32 Campus Dr., Don Anderson Hall          Missoula, MT 59812          Phone: 406-243-4001          Email: denise.dowling@mso.umt.edu          Website: www.jour.umt.edu</p>		Website	
53	<p>University of Oregon          Office of Multicultural Academic Success          Job Placement Coordinator          1255 University of Oregon, Suite 164          Eugene, OR 97403          Email: jobs@uoregon.edu          Website: www.uoregon.edu</p>		Letter	
54	<p>University of Oregon          Career Center          Employment Services Specialist          1200 University of Oregon          Eugene, OR 97403-1200          Phone: 541-346-3214          Fax: 541-346-6038          Email: jobs@uoregon.edu          Website: www.uocareer.uoregon.edu</p>		Website	
55	<p>University of Washington          Office of Minority Affairs          Ruth Shigemi          Box 355845          Seattle, WA 98195-5845          Phone: 206-221-2842          Fax: 206-543-2746          Email: rshigemi@u.washington.edu          Website: www.uw.edu</p>		Email	

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56	<p>Washington State Assn of Broadcasters  Char Myers  724 Columbia St. NW, Suite #310  Olympia, WA 98501  Phone: 360-705-0774  Fax: 360-705-0873  Email: wsabjobbank@comcast.net  Website: www.wsab.org</p>		Email	
57	<p>Washington State University  Murrow College of Communication  Tami Vik  PO Box 642530  Pullman, WA 99164-2530  Phone: 509-335-7333  Fax: 509-335-3739  Email: communication@wsu.edu  Website: www.wsu.edu</p>		Email	1
58	<p>West Central Community Center  Kat Hartsell  N. 1603 Belt  Spokane, WA 99205  Phone: 509-328-9540  Fax: 509-328-2347  Email: khartsell@westcentralcc.org  Website: www.westcentralcc.org</p>		Email	
59 Added April 2014	<p>Whitman College  Career Center  Margaret Ely  280 Boyer Avenue  Walla Walla, WA 99362  Phone: 509-527-5183  Fax: 509-527-5934  Email: jobs_internships@whitman.edu  Website: www.whitman.edu</p>		Website	
60	<p>Whitworth University  Career Services  Andrew Pyrc  300 West Hawthorne Rd.  Spokane, WA 99251  Phone: 509-777-3272  Fax: 509-777-3731  Email: careerservices@whitworth.edu  Website: www.whitworth.edu</p>		Website	
61	<p>WorkSource Spokane  Business Solutions  Jeff Miller  130 S. Arthur  Spokane, WA 99202  Phone: 509-532-3136  Fax: 509-532-3066  Email: jemiller@esd.wa.gov  Website: www.go2worksource.com</p>		Website	1

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62	Yakama Nation Tribal Employment Rights Office Tess French PO Box 151 Toppenish, WA 98948 Phone: 509-865-5121 Fax: 509-865-6719 Email: tessf@yakama.com Website: yakamanation-nsn.gov		Email	
63	YFA Connections Sarah Duering PO Box 3344 Spokane, WA 99220 Phone: 509-532-2000, Ext. 18 Fax: 509-532-2005 Email: sduring@yfaconnections.org Website: <a href="http://www.yfaconnections.org">www.yfaconnections.org</a>		Email	
64	YMCA Herb Hylton 1126 N. Monroe Spokane, WA 99201 Phone: 509-838-3577 Fax: 509-393-4096 Email: hhylton@ymcaspokane.org Website: <a href="http://www.ymcaspokane.org">www.ymcaspokane.org</a>		Email	
65	YWCA Opportunity Center Erica Schreiber 930 N. Monroe Spokane, WA 99201 Phone: 509-789-9283 Fax: 509-326-1597 Email: ericas@ywcaspokane.org Website: <a href="http://ywcaspokane.org">ywcaspokane.org</a>		Email	

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**OTHER REFERRAL SOURCES**

**10/1/2013 – 9/30/2014**

<b>Number</b>	<b>Contact Information</b>	<b>Did source request notification</b>	<b>Notify via:</b>	<b># of interviewees referred by source</b>
<b>1</b>	All Access 28955 PCH, #210 Malibu, CA 90265 Phone: 310-457-6616 Website: allaccess.com			<b>5</b>
<b>2</b>	Facebook Website: facebook.com			<b>1</b>
<b>3</b>	Geekwire 1416 NW 46 <sup>th</sup> St., #105 Seattle, WA 98107 Email: jobs@geekwire.com Website: geekwire.com			
<b>4</b>	InsideRadio 365 Union St. Littleton, NH 03561 Phone: 800-248-4242 x 711 Email: ads@insideradio.com Website: insideradio.com			
<b>5</b>	LinkedIn Website: LinkedIn.com			
<b>6</b>	Radio Ink Thomas Elmo 1901 S. Congress Ave., #118 Boynton Beach, FL 33426 Phone: 561-855-8778 Email: thomaselmo@gmail.com Website: radioink.com			
<b>7</b>	David Rosenberg – Agent			<b>1</b>
<b>8</b>	Tom Taylor Now Newsletter Kristy Scott 3925 Sussex Dr. Nashville, TN 37207 Phone: 818-591-6815 Email: kristy@rtk-media.com			
<b>9</b>	Zip Recruiter 1453 3 <sup>rd</sup> St Promenade, #335 Santa Monica, CA 90401 Phone: 877-252-1062 Website: ziprecruiter.com			
<b>10</b>	Partnership in Employment Career Fair			<b>1</b>
<b>11</b>	M. Kordash			

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**EEO OUTREACH INITIATIVES**  
**October 1, 2013 – September 30, 2014**

- Participated in general outreach efforts by such means as job banks or Internet programs such as those described in the model program developed by NASBA.
- Offered internships in News and Radio Programming designed to assist college students in acquiring skills needed for broadcast employment.
- Conducted 21 tours of the TV and Radio studios for numerous schools, organizations, and civic groups to give them a behind-the-scenes look at the broadcast industry.
- Provided 11 job shadow opportunities for students to observe employees during the course of their work day for exposure to different broadcasting jobs.
- From 9/19/13 – 10/10/13, 8 employees from various departments in TV and radio went to Rogers High School to present information on careers in broadcasting. Topics included: Overview of broadcasting, television sales, TV on air jobs, Radio on air jobs, social media and web jobs, radio commercial production and creative services.
- 10/10/13 Mark Peterson met with Little Lego Lightbulbs to discuss weather for their science project. Mark also discussed careers in broadcasting and educational requirements.
- 10/20/13 Photographer conducted a workshop on shooting and editing news footage at ONE Church.
- 10/25/13 Photographer served on a panel at Whitworth University relating to careers in broadcasting and taught a workshop on video and lighting.
- 10/28/13 Assignment Desk Editor/Photographer worked with Brown Elementary students to shoot and edit a PSA video. They learned about photography jobs in broadcasting.
- 10/29/13 our Graphic Artist gave a presentation to Boy Scouts regarding jobs in art and media.
- 11/1/13 News Director, GM and HR spoke with EWU's Mass News Media class. Discussed careers in TV news, paths to this career, internships, finding jobs in this industry.
- 11/7/13 TV and Radio Sales managers assisted a WSU student with a school project. They discussed broadcast sales responsibilities.
- 11/11/13 Weather Anchor and News Production Supervisor met with Boy Scouts who were working on their weather and production merit badges. They talked about the different jobs in weather and broadcasting as well as the educational requirements.
- 11/14/13, KHTQ on-air talent met with a student who was working on a media project and interviewed Joe about radio jobs and what it's like working in radio.
- 12/5 and 12/16 KZZU On-air talent spoke to a Leadership class at Gonzaga University about his career in radio.



- 12/9/13 DJ on KEZE judged a marketing competition for local high school DECA students. Students presented mock marketing campaigns for a local business.
- On 2/26/14, TV GM, Radio Sales Director, Radio Promotions Director, and HR attended the Partnership in Employment Career Fair at the Spokane Convention Center. They talked with students from Eastern Washington University, Gonzaga University, Washington State University-Spokane, and Whitworth University about career opportunities at KXLY.
- Radio and TV sales department assisted 14 students with projects related to broadcast media and advertising.
- 2/28/14, KXLY AM 920 host spoke at Eastern Washington middle school Principals and Athletic Directors conference.
- 3/5/14, KXLY FM on air talent spoke to University High School students about careers in broadcasting and marketing.
- 3/6/14, Executive Producer spoke to 2 WSU broadcasting classes about TV news, the business, resumes, ethics, etc., plus conducted one-on-one sessions with students.
- 3/12/14, News Director spoke to Whitworth University students about ethics in journalism and about careers in media.
- 4/14/14, News Director spoke to students at Gonzaga University about legal and ethical decision-making as well as careers in broadcasting/journalism.
- 5/13/14, all employees participated in a mandatory "Discrimination and Unlawful Harassment in the Workplace" training. All managers also participated in additional training to understand methods of ensuring equal employment opportunity and preventing discrimination.
- 5/14/14, KXLY engineer met with Skills Center to review learning options for students to make them more marketable in the field of broadcasting.
- 5/15/14, HR and Radio Promotions representatives attended Spokane Falls Community College job fair.
- 6/4/14, Chief Engineer conducted a mock interview with an engineering student from Spokane Community College.
- HR, mailed a letter on 6/27/14 to 67 contacts on our Recruitment List requesting an update of contact information to allow us to send them notification of current and future job vacancies.
- 9/5/14, News Director spoke to a recent college graduate about careers in media and broadcasting.
- 9/8/14, KZZU On-air talent spoke to a Social Media class at Gonzaga Graduate School of Business about social media and his career in radio.

- Established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions. Training included:

**2013**

Intro to Management – 2 new supervisors – Oct. 2013  
 NAB Webinar on social media and Sales – TV sales – Oct. 2013  
 Employment Law for supervisors – 1 new Supervisor – Nov. 2013  
 Strata training – TV Sales assistant – Dec. 2013  
 20 hours of various HR webinars/workshops – HR – Oct. – Dec. 2013  
 Arbitron and Tapscan training – Radio Sales - Dec. 2013

**2014**

Live Truck Safety & Power Line awareness training – News, radio promotions and engineering staff – Oct. 2012  
 IB Training – TV Sales staff – Jan. 2014  
 Strata training – TV Sales assistant – Jan. 2014  
 StickyFish and Aqua media training – Radio sales – Jan. 2014  
 Nielsen training – programming dept. – Feb. 2014  
 Country Radio Seminar – Radio APD – Feb. 2014  
 CALM Act webinar – Engineering – Mar. 2014  
 FMLA seminar – HR – Mar. 2014  
 WSAB Political broadcasting seminar – Various managers/Dept. Heads – Mar. 2014  
 NAB conference – workshop and seminar attendance – Radio and TV GMs and Chief Engineer – April 2014  
 Webinar regarding TV on-line political files – numerous employees – May 2014  
 WSAB legal webinar "A legal guide to the cyber-jungle" – numerous employees – May 2014  
 EEO training – "Discrimination and Unlawful Harassment in the Workplace" – all employees/managers – May 2014  
 Legal news Dialogue training – News department – May 2014  
 Avid training – News department – May 2014  
 iNews training – News department – May 2014  
 Local Media Revenue Summit – Radio AE – May 2014  
 Avid Administrator training – Chief Engineer – June 2014  
 Radio Ink Conference – Radio Management and PDs – June 2014  
 Newsroom training for all news staff – safety, live truck, lap top – July 2014  
 Morning Show Boot Camp Conference – Radio personnel – August 2014  
 Radio NAB Conference – Radio GM, Engineering Director and Sales – Sept. 2014  
 NAB Small Market Exchange Conference – TV GM, TV Sales Director, AE's – Sept. 2014  
 NAB – Broadcast Leadership Training – Radio GM – 10 month program beginning Sept. 2014  
 NYHRA – HR conference – HR – Sept. 2014  
 AMP Rewards training – Radio Sales AE – Sept. 2014

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**EXHIBIT 3**

**2015 EEO PUBLIC FILE REPORT**

September 30, 2015

**KXLY 4.1, KXLY 4.2, KXLY AM, KXLY FM, KHTQ FM, KZZU FM, KEZE FM,  
KVNI AM, and KXLX AM**

**2014 – 2015 ANNUAL EEO PUBLIC FILE REPORT**

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: KXLY 4.1, KXLY 4.2, KXLY AM, KXLY FM, KHTQ FM, KZZU FM, KEZE FM, KVNI AM, and KXLX AM and is required to be placed in the public inspection files of these stations and posted on their websites.

The information contained in this report covers the time period beginning October 1, 2014 – September 30, 2015 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Stations comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for all full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC Rules.

For the purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.



**2015 EEO Public File Report  
October 1, 2014 – September 30, 2015**

Job Title	Date Position Filled	Recruitment Sources Used	Hire Source	Referral Sources of Interviewees	# of Interviews
Digital Radio Account Exec	10/10/14	EEO Recruiter List	Employee Referral	Employee referral – 1 Internal applicant – 1	2
Digital Content Producer	11/10/14	EEO Recruitment list	WSU	WSU – 1 Employee referral – 2	3
Accounting Technician	11/10/14	EEO Recruitment list AccounTemps AeroTek	AccounTemps	AccounTemps - 2 AeroTek - 1 KXLY.com - 1 EWU – 1 Worksource - 1	6
Creative Services Producer	11/12/14	EEO Recruiter List	Employee Referral	Employee Referral – 1 Internal applicant - 1 KXLY.com – 4	6
Sports Anchor/Reporter (2 openings)	11/24/14 12/31/14	EEO Recruiter List Sportscaster Talent Agency of America	TVJobs.com KXLY.com	TVjobs.com -1 KXLY.com – 1 Outside Referral -1	3*
KXLY AM 920 Morning Show Producer	2/16/15	EEO Recruiter List AM/FMjobs.com	WSAB	WSAB – 1 WSU – 2 OAB – 1 Employee Referral – 1	5
News Production Supervisor/Sr. Director	2/16/15	EEO Recruiter List	Employee Referral	Internal Applicant - 2 Employee referral – 1 Outside referral - 1	4
Multimedia Journalist	3/13/15	EEO Recruiter List	Internal Applicant	Internal Applicant – 1	1
TV Sales Assistant	3/19/15	EEO Recruiter List	Employee Referral	Employee Referral - 4 Career Fair – 1 Craigslist - 1	6
TV Weekend Producer	4/22/15	EEO Recruiter list	TVJobs.com	TVJobs.com – 2	2
ZZU Afternoon Show Host	5/25/15	EEO Recruiter list RadioInk	Internal Applicant	Internal Applicant – 2 AI Access – 3	5
TV Master Control Operator	5/7/15	EEO Recruiter list	Craigslist Worksource	Worksource – 1 Employee referral -2 Indeed.com – 1 Craigslist - 1	5
Broadcast/Digital TV National/Regional Sales Manager	6/15/15	EEO Recruiter list NABEF.org	Outside Referral	Employee referral – 1 Outside referral – 2 NABEF – 1	4
Radio Market Manager	8/1/15	Internal Promotion	Internal Promotion	Internal Promotion – 1	1
RF Radio-TV Engineer	9/8/15	EEO Recruiter list SBE	KXLY.com	KXLY.com – 3 Employer initiated – 1 WSAB.org – 1	5
Entry Level Radio & Digital Account Executive (2 openings)	9/12/15	EEO Recruiter List Jobmonkey.com Radio Ink 6 KXLY Radio Group stations	Craigslist KXLY.com	KXLY.com - 1 Craigslist - 1 Outside referral - 1 Internal Applicant - 1	4

\* Same applicant pool

**Total Number of Persons Interviewed for All Full-Time Vacancies Filled During the Past Year (this will be a raw number):**

**62**

Referral Sources	# of Interviewees Referred
AccounTemps	2
AeroTek	1
All Access	3
Career Fair	1
EWU	1
Indeed.com	1
KXLY.com	10
KXLY Employee Referral	13
KXLY Internal Applicant	8
KXLY Internal Promotion	1
KXLY initiated	1
NABEF.org	1
Outside Referral	5
OAB	1
Spokane Craigslist.com	3
TVJobs.com	3
Worksource	2
WSAB	2
WSU	3



**EEO RECRUITER LIST**  
**10/1/2014 – 9/30/2015**

Number	Contact Information	Did source request notification	Notify via:	# of interviewees referred by source
1	<p>AARP Foundation            Work Search            Steve Reiter            Karen Johnson            222 W. Mission Ave., Suite 118            Spokane, WA 99207            Phone: 509-325-7712            Fax: 509-325-7729            Email: sreiter@aarp.org and kejohnson@aarp.org            Website: www.jobsaarp.org</p>		Email	
2	<p>American Indian Community Center            Kathy Richards            610 E. North Foothills Dr.            Spokane, WA 99202            Phone: 509-535-0886            Fax: 509-534-7210            Email: kathyr@aiccinc.org            Website: www.aiccinc.org</p>		Email	
3	<p>Arizona State University            Career Center            522 N. Central Ave., Suite 110            Phoenix, AZ 85004-2165            Phone: 602-496-1213            Fax: 602-496-1255            Email: dpccareerservices@asu.edu            Website: www.asu.edu</p>		Website	
4	<p>Bates Technical College            Job Services, Shirley Miller            1011 S. Yakima Avenue            Tacoma, WA 98405-4895            Phone: 253-680-7240            Email: skmiller@bates.ctc.edu            Website: www.bates.ctc.edu</p>		Email	
<p>5            Added            8/16/15</p>	<p>Big Bend Community College            Bonnie Jeffrey, Career Services Coordinator            7662 Chanute Street NE            Moses Lake, WA 98837-3299            Phone: 509-793-2069            Fax: 509-762-2696            Email: bonniej@bigbend.edu            Website: www.bigbend.edu</p>	Yes	Email	
6	<p>California Chicano News Media Assn. (CCNMA)            USC Annenberg School of Journalism            Job Placement Coordinator            727 W. 27th St., Room 201            Los Angeles, CA 90007-3212            Phone: 213-821-0075            Fax: 213-743-1838            Email: ccnmainfo@ccnma.org            Website: www.ccnma.org</p>		Website	

7	<p>City of Spokane  Civil Service  808 W. Spokane Falls Blvd., 4th Floor  Spokane, WA 99201  Phone: 509-625-6160  Fax: 509-625-6077  Email: <a href="mailto:civilservice@spokanecity.org">civilservice@spokanecity.org</a>  Web site: <a href="http://www.spokanecity.org">www.spokanecity.org</a></p>		Email	
8	<p>Colorado Media School  Terry Cuff  404 S. Upham Street  Lakewood, CO 80226  Phone: 303-937-7070  Email: <a href="mailto:tcuff@beonair.com">tcuff@beonair.com</a>  Website: <a href="http://www.beonair.com">www.beonair.com</a></p>		Email	
9	<p>Collective Talent  Michael Bille  1721 Richardson Place  Tampa, FL 33606  Phone: 813-254-9695  Email: <a href="mailto:bille@michaelsmedia.com">bille@michaelsmedia.com</a>  Website: <a href="http://www.collectivetalent.com">www.collectivetalent.com</a></p>		Email	
10	<p>Confederated Tribes of the Colville Reservation  Employment &amp; Training Department  Job Dispatcher  PO Box 150  Nespelem, WA 99155  Phone: 509-634-2729  Fax: 509-634-2734  Email: <a href="mailto:angie.herman@colvilletribes.com/">angie.herman@colvilletribes.com/</a>  Website: <a href="http://www.colvilletribes.com">www.colvilletribes.com</a></p>		Email	
11	<p>Division of Vocational Rehabilitation  Carol Baker  1313 N. Atlantic, Suite 1000  Spokane, WA 99201  Phone: 509-363-4757  Fax: 509-329-3718  Email: <a href="mailto:carol.baker@dshs.wa.gov">carol.baker@dshs.wa.gov</a>  Website: <a href="http://www1.dshs.wa.gov/dvrl">www1.dshs.wa.gov/dvrl</a></p>		Fax	
12	<p>East Central Community Center  Barbara Wilson  500 S. Stone  Spokane, WA 99202  Phone: 509-868-0856  Fax: 509-625-6915  Email: <a href="mailto:frontdesk1@ecspokane.org">frontdesk1@ecspokane.org</a>  Website: <a href="http://www.ecspokane.org">www.ecspokane.org</a></p>		Email	
13	<p>Eastern Washington University  Career Services  Nate Bryant, Employer Relations Mgr.  114 Showalter Hall  Cheney, WA 99004-2431  Phone: 509-359-6058  Fax: 509-359-6940  Email: <a href="mailto:careers@ewu.edu">careers@ewu.edu</a>  Website: <a href="http://www.ewu-csm.symplicity.com/employers">www.ewu-csm.symplicity.com/employers</a></p>		Website	1



14	Eastern Washington University Journalism Program Bill Stimson 526 Fifth St. Cheney, WA 99004 Phone: 509-359-6034 Email: wstimson@ewu.edu Website: <a href="http://www.ewu.edu">www.ewu.edu</a>		Email	
15	Eastern Washington University Women's Studies Center – Micki Werner 526 5th Street, MS 166 Cheney, WA 99004-2431 Phone: 509-359-2847 Website: <a href="http://www.ewu.edu">www.ewu.edu</a>		Letter	
16	ENSO Employment Service Ryan Newell 508 W. 6th Ave., #400 Spokane, WA 99204 Phone: 509-475-5263 Fax: 509-326-8188 Email: ryan.enso@hotmail.com Website: <a href="http://www.enso.ws/">www.enso.ws/</a>	Yes	Email	
17	Filipino American Assoc. of the Inland Northwest Job Placement Coordinator 6107 S. Madelia Spokane, WA 99223 Phone: 509-626-2479 Website: <a href="http://www.faaie.org">www.faaie.org</a>		Letter	
18	Gonzaga University Career Center & GAMP Karen Franks-Harding E. 502 Boone Ave. - MSC 2462 Spokane, WA 99258 Phone: 509-313-4234 Fax: 509-313-5872 Email: franks-harding@gonzaga.edu Website: <a href="http://www.zagtrax.net">www.zagtrax.net</a>		Website	
19	Goodwill Inc. Tammy Bown - Community Employment Job Coach 130 East Third Ave. Spokane, WA 99202 Phone: 509-232-1136 x4445 Fax: 509-444-4371 Email: TammyB@giin.org Website: <a href="http://www.DiscoverGoodwill.org">www.DiscoverGoodwill.org</a>	Yes	Email	
20	Greater Spokane Incorporated Marketing Tammy Tracy 801 W. Riverside, Suite 100 Spokane, WA 99201 Phone: 509-321-3608/509-321-3629 Fax: 509-747-0077 Email: ttracy@greaterspokane.org Website: <a href="http://www.greaterspokane.org">www.greaterspokane.org</a>		Website	
21 (added 12/03/14)	Idaho Department of Labor 317 W. Main Street Boise, ID 83735 Phone: 208-332-3570 Website: <a href="http://www.labor.idaho.gov">www.labor.idaho.gov</a>		Website	

22	Idaho State Association of Broadcasters Connie Searles 1674 W. Hill Road, Suite 3 Boise, ID 83702 Phone: 208-345-3072 Email: isba@qwestoffice.net Website: www.idahobroadcasters.org		Email	
23	Illinois Center for Broadcasting Career Services Don Clark, Career Services Director 530 South State Street Chicago, IL 60605 Phone: 312-884-8000, Email: dclark@beonair.com Website: www.beonair.com		Email	
24	Interface College Placement 178 S. Stevens Spokane, WA 99201 Phone: 509-467-1727 Fax: 509-467-3804 Email: karen@interface.edu Website: www.interface.edu		Email	
25	ITT Technical Institute Career Services Dennis Gagoin 13518 East Indiana Avenue Spokane Valley, WA 99216-1589 Phone: 509-926-2900 Fax: 509-926-2908 Email: dgagoin@itt-tech.edu Website: www.itt-tech.edu		Email	
26	KAPP TV/KVEW TV Cheryl Sentel P.O. Box 1749 Yakima, WA 98901 Phone: 509-453-0351 Fax: 509-453-3623 Email: cheryls@kapptv.com Website: kapptv.com / kvewtv.com	Yes	Email	
27	KXLY Broadcast Group All Employees/Employee Referrals/Internal applicants/Employer initiated 500 West Boone Avenue Spokane, WA 99201 Phone: 509-324-4000 Website: kxly.com		Email	23
28	KXLY.com 500 West Boone Avenue Spokane, WA 99201 Phone: Website: www.kxly.com		Website	10
29	Martin Luther King Jr. Family Outreach Center Family Emergency Services (FES)- Cristal Betancourth 845 S. Sherman St. Spokane, WA 99202 Phone: 509-455-8722, ext. 204 Fax: 509-455-3643 Email: cbetancourth@mlkspokane.org Website: www.mlkspokane.org		Fax	



<p><b>30</b>  Added 10/3/14</p>	<p>Media-match.com 8112 ½ West 3<sup>rd</sup> Street Los Angeles, CA 90048 Phone: 323-284-5589 Email: info@media-match.com Website: www.media-match.com</p>		<p><b>Website</b></p>	
<p><b>31</b></p>	<p>Medialine Rich Everitt 1209 Wood Valley Road August, GA 30909 Phone: 706-364-7564 Email: rich@medialine.com Website: www.medialine.com</p>		<p><b>Email</b></p>	
<p><b>32</b></p>	<p>Miryam's House of Transition Ami Manning 1805 West 9th Avenue Spokane, WA 99204 Phone: 509-747-9222 Fax: 509-747-7261 Email: amanning@help4women.org Website: www.help4women.org</p>		<p><b>Email</b></p>	
<p><b>33</b></p>	<p>Morgan Murphy Media - WISC-TV Human Resources Jeff Ver Voort 7025 Raymond Rd. Madison, WI 53719 Phone: 608-277-5142 Fax: 608-278-5568 Email: jvervoort@wisctv.com Website: www.channel3000.com</p>	<p><b>Yes</b></p>	<p><b>Email</b></p>	
<p><b>34</b></p>	<p>North Idaho College Career Center Karen Howell 1000 W. Garden Ave. Coeur d'Alene, ID 83814 Phone: 208-769-3297 Fax: 208-769-3292 Email: karen.howell@nic.edu Website: <a href="http://www.nic.edu/career">www.nic.edu/career</a></p>		<p><b>Website</b></p>	
<p><b>35</b></p>	<p>Northeast Community Center Tracy Swank N. 4001 Cook Spokane, WA 99207 Phone: 509-487-1603 Fax: 509-474-1027 Email: necommunitycenter@gmail.com Website: www.myspokane.net.necca</p>		<p><b>Email</b></p>	
<p><b>36</b></p>	<p>Oregon Association of Broadcasters Bill Johnstone 9020 SW Washington Square Rd, #140 Portland, OR 97223 Phone: 503-443-2299 Fax: 503-443-2488 Email: theoab@theoab.org Website: www.theoab.org</p>		<p><b>Email</b></p>	<p><b>1</b></p>

37	QueenB Radio Wisconsin, Inc. Judy Boldt 51 Means Drive Platteville, WI 53818 Phone: 608-349-2014 Fax: 608-349-2002 Email: <a href="mailto:jboldt@queenbradio.com">jboldt@queenbradio.com</a>	Yes	Email	
38	QueenB Television, LLC, dba WKBT-TV Marsha Everson 141 S. 6th St. LaCrosse, WI 54601 Phone: 608-782-4678 Fax: 608-782-4674 Email: <a href="mailto:meverson@wkbt.com">meverson@wkbt.com</a> Website: <a href="http://www.news8000.com">www.news8000.com</a>	Yes	Email	
39 Added 10/3/14	Radio & Television Business Report April McLynn P.O. Box 6633 Woodbridge, VA 22195 Phone: 703-490-3099 Email: <a href="mailto:aMclynn@rbr.com">aMclynn@rbr.com</a> Website: <a href="http://www.rbr.com">www.rbr.com</a>		Website	
40	Skills-Kin Program Coordinator Amanda Vazquez 4004 E. Boone Avenue Spokane, WA 99202 Phone: 509-326-6760 Fax: 509-327-3316 Email: <a href="mailto:avazquez@skills-kin.org">avazquez@skills-kin.org</a> Website: <a href="http://www.skills-kin.org">www.skills-kin.org</a>	Yes	Email	
41	S.L. Start Employment Services Specialist Shannon McLain 900 N. Monroe Avenue, #200 Spokane, WA 99205 Phone: 509-328-2740 Fax: 509-326-9207 Email: <a href="mailto:smclain@slstart.com">smclain@slstart.com</a> Website: <a href="http://www.slstart.com">www.slstart.com</a>		Email	
42 (added 10/30/14)	Specs Howard School of Media Arts Dir. Career Svcs., Nancy Shiner Video Advisor, Tony Sherock Kristin Burns, Dick Kernen 19900 W 9 Mile Road #100 Southfield, MI 48075 Phone: 248-358-9000 Email: <a href="mailto:nshiner@specshoward.edu">nshiner@specshoward.edu</a> <a href="mailto:tsherock@specshoward.edu">tsherock@specshoward.edu</a> <a href="mailto:dkernen@specshoward.edu">dkernen@specshoward.edu</a> <a href="mailto:kburns@specshoward.edu">kburns@specshoward.edu</a> Website: <a href="http://www.scc.spokane.edu">www.scc.spokane.edu</a>		Email	
43	Spokane Community College Workforce Education & Career Services N. 1810 Green St. MS 2063 Spokane, WA 99217 Phone: 509-533-7249 Fax: 509-533-7006 Website: <a href="http://www.scc.spokane.edu">www.scc.spokane.edu</a>		Website	



44	Spokane Community College Off Campus Programs Career Transitions Program Denise McKinnon 2917 W. Fort George Wright Dr. Spokane, WA 99224 Phone: 509-279-6039 Fax: 509-279-6070 Email: DeniseMcKinnon@scc.spokane.edu Website: www.iel.spokane.edu		Email	
45	Spokane Craigslist 1381 9 <sup>th</sup> Ave. San Francisco, CA 94122 Phone: 415-566-6394 Website: www.spokane.craigslist.org		Website	3
46	Spokane Falls Community College Career & Student Employment Mindy Smith 3410 W. Fort George Wright Drive Spokane, WA 99224 Phone: 509-533-3540 Fax: 509-533-4563 Email: mindy.smith@spokanefalls.edu Website: www.myinterfase.com/spokanefalls/employer		Website	
47	Spokane Tribe of Indians Human Resources Dept. Monica Tonasket PO Box 206 Wellpinit, WA 99040 Phone: 509-458-6527 Fax: 509-458-6556 Email: monicaw@spokanetribe.com/ Robi.flett@spokanetribe.com Website: www.spokanetribe.com		Email	
48	SpokaneHelpWanted.com 11 Abrams Road Central Valley, NY 10917 Phone: 800-365-8630 Email: EmployerSupport@RegionalHelpWanted.com Website: www.spokanehelpwanted.com		Website	
49	The Native Project Job Placement Coordinator 1803 W. Maxwell Spokane, WA 99201 Phone: 509-325-5502 Email: info@nativeproject.org Website: www.nativeproject.org		Email	
50	Transitional Living Center Job Placement Coordinator 3128 North Hemlock Spokane, WA 99205 Phone: 509-325-2959 Email: lhunt@help4women.org Website: www.help4women.org		Email	

51	<p>Transitions  Jamie Borgan  3102 W. Ft. George Wright Dr.  Spokane, WA 99224  Phone: 509-328-6702  Fax: 509-325-9877  Email: jborgan@help4women.org  Website: http://help4women.org</p>		Email	
52	<p>TVJobs.com/AMFMJobs.com  Mark Holloway  PO Box 4116  Oceanside, CA 92052  Phone: 760-754-8177  Fax: 760-754-2115  Email: jobs@tvjobs.com  Website: www.tvjobs.com</p>		Email	3
53	<p>United States Air Force  Discovery Center  Angela O'Connell  4 West Castle Street  Fairchild AFB, WA 99011  Phone: 509-247-2246  Fax: 509-247-5099  Email: angela.oconnell.1@us.af.mil  Website: www.fairchildfamilysupport.org</p>		Email	
54	<p>University of Idaho  Career Center  Idaho Commons Room 334  875 Perimeter Dr. MS 2534  Moscow, ID 83844-2534  Phone: 208-885-6121  Fax: 208-885-2816  Email: careercenter@uidaho.edu  Website: www.uidaho.edu</p>	Added 10/3/14	Website	
55	<p>University of Montana  School of Journalism  Denise Dowling  32 Campus Dr., Don Anderson Hall  Missoula, MT 59812  Phone: 406-243-4001  Email: denise.dowling@mso.umt.edu  Website: www.jour.umt.edu</p>		Website	
56	<p>University of Oregon  Office of Multicultural Academic Success  Job Placement Coordinator  1255 University of Oregon, Suite 164  Eugene, OR 97403  Email: jobs@uoregon.edu  Website: www.uoregon.edu</p>		Letter	



57	University of Oregon Career Center Employment Services Specialist 1200 University of Oregon Eugene, OR 97403-1200 Phone: 541-346-3214 Fax: 541-346-6038 Email: jobs@uoregon.edu Website: www.uocareer.uoregon.edu		Website	
58	University of Washington Office of Minority Affairs Ruth Shigemi Box 355845 Seattle, WA 98195-5845 Phone: 206-221-2842 Fax: 206-543-2746 Email: rshigemi@u.washington.edu Website: www.uw.edu		Email	
59	Washington State Assn of Broadcasters Char Myers 724 Columbia St. NW, Suite #310 Olympia, WA 98501 Phone: 360-705-0774 Fax: 360-705-0873 Email: wsabjobbank@comcast.net Website: www.wsab.org		Email	2
60	Washington State University Murrow College of Communication Tami Vik Darin Watkins – Director of Communications Or Lisa Laughter PO Box 642530 Pullman, WA 99164-2530 Phone: 509-335-7333 Fax: 509-335-3739 Email: communication@wsu.edu darin.watkins@wsu.edu laughterl@wsu.edu Website: www.wsu.edu	Yes	Email	3
61	West Central Community Center Kat Hartsell N. 1603 Belt Spokane, WA 99205 Phone: 509-326-9540 Fax: 509-326-2347 Email: khartsell@westcentralcc.org Website: www.westcentralcc.org		Email	
62	Whitman College Career Center Margaret Ely 280 Boyer Avenue Walla Walla, WA 99362 Phone: 509-527-5183 Fax: 509-527-5934 Email: jobs_internships@whitman.edu Website: www.whitman.edu		Website	

63	Whitworth University Career Services Andrew Pyrc 300 West Hawthorne Rd. Spokane, WA 99251 Phone: 509-777-3272 Fax: 509-777-3731 Email: careerservices@whitworth.edu Website: www.whitworth.edu		Website	
64	WorkSource Spokane Jeff Miller - Business Solutions 130 S. Arthur Spokane, WA 99202 Phone: 509-532-3136 Fax: 509-532-3066 Email: jemiller@esd.wa.gov Website: www.go2worksource.com		Website	2
65	Yakama Nation Tribal Employment Rights Office Tess French PO Box 151 Toppenish, WA 98948 Phone: 509-865-5121 Fax: 509-865-6719 Email: tessf@yakama.com Website: yakamanation-nsn.gov		Email	
66	YFA Connections Sarah Duering PO Box 3344 Spokane, WA 99220 Phone: 509-532-2000, Ext. 18 Fax: 509-532-2005 Email: sduering@yfaconnections.org Website: www.yfaconnections.org		Email	
67	YMCA Herb Hylton 1126 N. Monroe Spokane, WA 99201 Phone: 509-838-3577 Fax: 509-393-4096 Email: hhylton@ymcaspokane.org Website: www.ymcaspokane.org		Email	
68	YWCA Erica Schreiber - Opportunity Center 930 N. Monroe Spokane, WA 99201 Phone: 509-789-9283 Fax: 509-326-1597 Email: ericas@ywcaspokane.org Website: ywcaspokane.org		Email	



**OTHER REFERRAL SOURCES**

**10/1/2014 – 9/30/2015**

<b>Number</b>	<b>Contact Information</b>	<b>Did source request notification</b>	<b>Notify via:</b>	<b># of interviewees referred by source</b>
1	AccounTemps 601 W. Riverside Ave. Spokane, WA 99201 Phone: 509-747-2058 Website: Accountemps.com	N		2
2	AeroTek 13224 E. Mansfield Ave. Spokane, WA 99216 Phone: 509-570-1020 Website: aerotek.com	N		1
3	All Access 28955 PCH, #210 Malibu, CA 90265 Phone: 310-457-6616 Website: allaccess.com	N		3
4	AM/FM Jobs P.O. Box 4116 Oceanside, CA 92052 Phone: 800-374-0119 Website: amfmjobs.com	N		0
5	Indeed.com 7501 N. Capital of Texas Highway Austin, TX Website: indeed.com	N		1
6	Job Monkey - Jobmonkey.com 1409 Post Alley Seattle, WA 98101	N		0
7	M. Kordash	Y		0
8	TVNewsCheck.com 24 W. Lancaster Ave, #205 Ardmore, PA 19003 Email: Classifieds@newscheckmedia.com Website: tvnewscheck.com	N		0
9	KXLY Radio Group (KXLY-AM, KXLY-FM, KHTQ, KZZU, KEZE, KXLX)	N		0
10	NABEF Phone: 202-429-3191 Website: nabef.org	N		1
11	Outside Referrals	N		5
12	Partnership in Employment Career Fair	N		1
13	Radio Ink Thomas Elmo 1901 S. Congress Ave., #118 Boynton Beach, FL 33426 Phone: 561-655-8778 Email: thomase/mo@gmail.com Website: radioink.com	N		0
14	Sportscasters Talent Agency of America Phone: 949-648-7822 Website: staatalent.com	N		0

**EEO OUTREACH INITIATIVES**  
**October 1, 2014 – September 30, 2015**

- Participated in general outreach efforts by such means as job banks or Internet programs such as those described in the model program developed by NASBA.
- Conducted 20 tours of the TV and Radio studios for numerous schools, organizations, and civic groups to give them a behind-the-scenes look at the broadcast industry.
- Provided 14 job shadow opportunities for students to observe employees during the course of their work day for exposure to different broadcasting jobs.
- 10/8/14 – Sports Radio Host talked to Whitworth students about jobs in sports, skills necessary, etc. Also discussed careers in broadcasting and educational requirements.
- 10/8/14 – MMJ visited Discovery Day (Career Fair) at Glover Middle School to discuss jobs in broadcasting.
- Radio and TV Sales assisted 14 students on school projects for their advertising class.
- October – Reporter was a guest lecturer at Gonzaga University's journalism class to discuss ethical issues, how to develop story ideas and relationships that lead to reliable news contacts and sources. Also discussed other important educational requirements for a career in journalism.
- 10/9/14 – Good Morning Northwest anchor was a guest lecturer at Gonzaga University and talked with broadcasting students about the broadcasting job market past, present and future.
- 10/27/14 – ZZU Morning Show host spoke with Whitworth journalism students on how to improve their writing, editing and publishing skills and discussed careers in broadcasting and educational requirements.
- 11/19/14 – News Director spoke with students from Whitworth University on how a newsroom operates and skills needed for careers in broadcasting.
- 11/25/14 - RF Engineer gave communication electronic students from Spokane Community Colleges a tour of our transmitter site and reviewed technical aspects of transmitter and skills needed for careers in broadcast engineering.
- 12/1/14 – KXLY FM Radio host participated in North Central High School's GEAR Up program aimed at increasing the number of students who are prepared to enter and succeed in postsecondary education. 40 students attended a session on jobs in radio broadcasting.
- TV Anchors helped 2 Lewis and Clark high school students on their journalism project.
- TV Anchor spoke with students from WSU's broadcasting class. He discussed careers in broadcasting and educational requirements.
- TV Anchor talked to students at Broadway Elementary school during their assembly about careers in broadcasting.



- 2/9/15 – Executive Producer spoke to Gonzaga University students regarding newsroom decision making, proliferation of social media, getting first job in broadcasting. Also discussed careers in broadcasting and educational requirements.
- 2/10/15 – Executive Producer completed online critiques for Tiger TV, a high school news program from Timberlake High School in Idaho. They were looking for input on improving their news program.
- 2/13/15 – News Director met with a student from Spokane Falls Community College to help with a survey he was conducting as a part of a school project.
- 2/13/15 - Radio Production Manager attended the Steering Committee Meeting for the Broadcast Program at the Spokane Skills Center. The meeting is attended by mentor broadcasters to advise the instructor with decisions regarding equipment, software, and curriculum with a view towards guiding students into careers involving some aspect of Broadcast/Audio/Video. They also discussed teaching strategies, the type of students the class tries to recruit, and internships.
- 2/18/15 – ZZU radio host participated in an EWU event called Get Connected. She talked to high school students about careers in broadcasting and educational requirements.
- 2/24/15 – Weather Anchor met with 3<sup>rd</sup> and 4<sup>th</sup> grade students from Hayden, ID, who are studying weather. He also discussed careers in meteorology, broadcasting and educational requirements.
- 2/25/15 – TV GM, Radio Sales Director and HR attended the Partnership in Employment Career Fair at the Spokane Convention Center. They talked with students from Eastern Washington University, Gonzaga University, Washington State University-Spokane, and Whitworth University about career opportunities at KXLY.
- 3/2/15 – Morning Anchor, MMJ and Assignment Desk Manager visited Browne Elementary on Read Across America Day. They discussed careers in broadcasting and how reading is a necessary part of their jobs in broadcasting.
- 3/6/15 – The news department participated in Priest River Lamanna High School Career Fair via Skype. Students talked to several members of the news department, took a “virtual tour” of the station and had a Q&A session.
- 3/10/15 - Students from Bemiss Elementary Broadcasting Club visited the station and had an opportunity to ask questions of various staff members in the newsroom as well as receive a tour of the station. They had great discussions about careers in broadcasting and educational requirements.
- 3/27/15 – WSU Cable 8 students visited the station and received a tour by HR and had a Q&A session with the anchors of Good Morning Northwest about careers in broadcasting.
- 3/20/15 – Weather Anchor met with students from Balboa Elementary to give them a tour of the weather station and to discuss careers in meteorology.
- April 2015 - News Director met with a student from EWU to discuss careers in broadcasting/journalism.
- 4/1/15 – Executive Producer spent the morning in Moses Lake serving on a panel for a statewide Public Information Officers' class. She talked about how news works, different roles in the newsroom, how to best get their stories told in local media.
- 4/2/15 - Digital Content Producer sat on a panel at the Murrow College Symposium with other recent graduates from WSU. She discussed getting her first job, her position at the station and working in a real-world newsroom.



- 4/10/15 - A member of our radio promotions team attended the Spokane Valley Chamber of Commerce meeting and discussed positions available at KXLY.
- 4/13/15, News Director spoke to students at Gonzaga University about legal and ethical decision-making as well as careers in broadcasting/journalism.
- 4/14/15 – Sports Anchor spoke with a Gonzaga University broadcasting class on her experiences as a journalist and gave advice on job-hunting in the field of broadcasting.
- 4/14/15, News Director spoke to students at Whitworth University about legal and ethical decision-making as well as careers in broadcasting/journalism.
- 5/12/15 - KXLY engineer met with Spokane Skills Center to review learning options for students to make them more marketable in the field of broadcasting.
- 5/27/15 – Morning news anchor spoke at Horizon Middle School about careers in broadcasting and what type of classes they should consider taking.
- 6/2/15 - HR and Radio Promotions representatives attended Spokane Falls Community College job fair.
- 6/27/15 – HR mailed a letter to 67 contacts on our Recruitment List requesting an update of contact information to allow us to send them notification of current and future job vacancies.
- 8/19/15 – TV News Anchor presented to a business communication class at Gonzaga to provide an inside look at how television media operates and what future business leaders may encounter in their careers working with the media. Also conducted on camera interviews for real-life experience.
- Sept. – Radio sales implemented a formal mentorship program for entry level sales account executives.
- Established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions. Training included:

#### **2014**

RAB Conference – Sales, Programming, Engineering - Sept.  
 NAB Small Market TV Exchange – Sales – September  
 Nielsen Training – Promotions – Sept.  
 Phase 3 Digital training – Sales - Oct.  
 Simplifi training – Sales - Oct.  
 WSCPA seminar – Comptroller – Nov.  
 Social News Desk training – Promotions – Nov.  
 Records Retention webinar – HR – Dec.  
 Essentials of Front Desk Safety – Reception – Dec.  
 Buzzboard Sales training – Dec.

#### **2015**

Music Licensing webinar – Accounting – Jan.  
 Nativo training – Sales – Jan.  
 ExtendTV training – Sales – Jan.  
 ATSC 3.0 training – Engineering - Feb.  
 HD Radio advancement and trends – Engineering – Feb.  
 Employment Law for Supervisors – News – Feb.  
 Background checks training – HR – Feb  
 Brandforge training – Sales – Feb., March and June  
 Simpli.fi training – Sales - Feb. and June



Social News Desk training – Sales - March  
Supervisory skills training – Accounting – April  
NAB Conference – Management, Engineering – April  
Phase 3 Digital – Sales – April and July  
Nielsen training – Sales – May  
ABC Affiliate meeting – Sales, GM - May  
NPPA conference – News – June  
Social News on-air training – News - June  
Radio Convergence training – Sales and Marketing – June  
SHRM HR conference – HR – June/July  
Noll & Associates training – Sales - June and August  
Mosart/Snell training – News production, Engineering – July  
Facebook/ABC webinar – Promotions - July  
WideOrbit Conference – Traffic – July  
Adventive training – Sales – July  
WebScan/DFP training – Sales – July  
5 hours of various HR webinars/workshops – HR – July – Sept.  
WideOrbit training – Sales and Traffic – August  
CitySpark Training – Sales – June and August  
Morning Show Bootcamp conference – Radio – August  
RAB Conference – Engineering – Sept.  
NLTV training – Sales, News, Promotions – Sept.  
CPR/AED training – all departments – March and Sept.  
CNM Advocacy Training – Sales – Sept.  
NAB – Broadcast Leadership Training – Radio GM – 10 month program began Sept. 2014

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**EXHIBIT 4**

**2014 EEO PUBLIC FILE REPORT RECRUITING  
FOR FULL-TIME VACANCIES**



**On-Air Announcement for Job Posting Notification (TV :15)**

If your community group or organization would like to receive job posting notices from the KXLY Broadcast Group, please contact our Human Resources Department at (509) 324-4000 to request future notices.

KXLY Broadcast Group is an Equal Opportunity Employer.

**On-Air Announcement for Job Posting Notification (RADIO :30)**

If your community group or organization would like to receive job posting notices from the KXLY Broadcast Group, please contact our Human Resources Department at 500 West Boone Avenue, Spokane, WA, 99201 or call (509) 324-4000 to request future notices. Once again, the number to contact is (509) 324-4000.

KXLY Broadcast Group is an Equal Opportunity Employer.

updated 3/11/16

10/1 - 9/30

2013-14

2014-15

<b>:30 EEO RADIO SPOTS</b>	<b># SPOTS</b>	<b># SPOTS</b>
KHTQ FM	107	101
KXLY AM	104	105
KXLY FM	103	105
KZZU FM	103	104
KEZE FM	105	105
KXLX AM	102	101
KVNI FM	106	104

<b>:15 EEO RADIO SPOTS</b>	<b># SPOTS</b>	<b># SPOTS</b>
KXLY TV	106	102
KXLY TV 4.2	106	104

language attached



10/1 - 9/30

2013-14

2014-15

<b>:30 EEO RADIO SPOTS</b>	<b># SPOTS</b>	<b># SPOTS</b>
KHTQ FM	107	93
KXLY AM	104	96
KXLY FM	103	97
KZZU FM	103	96
KEZE FM	105	96
KXLX AM	102	93
KVNI FM	106	96

<b>:15 EEO RADIO SPOTS</b>	<b># SPOTS</b>	<b># SPOTS</b>
KXLY TV	106	102
KXLY TV 4.2	106	104

language attached

**KEZE RADIO NIGHT SHOW HOST / ASSISTANT TO PD**

**TITLE:** KEZE Radio Night Show Host / Assistant to PD

**HOURS:** Full Time

**REPORTS TO:** KEZE Station Program Director

**GENERAL RESPONSIBILITIES:**

Key on-air voice of station's night show

Prepare and perform on-air shift, remotes and appearances as required

Prepare and create a topical show by gathering information from various mediums

Attend live, in-person appearances as scheduled by the station or requested by clients

Commercial and imaging production

Write and post content for the website & social media

**MINIMUM QUALIFICATIONS:**

Minimum 1 year on-air experience

Highly organized

Ability to operate radio/audio board

Knowledge of all applicable FCC rules and regulations

Ability to multi-task and handle pressures and deadlines

Skilled in digital audio production

Excellent written and verbal communication skills

Excellent computer and internet skills

Ability to engage the audience on social media

Ability to work without supervision

Ability to lift/carry 50 pounds

Working knowledge of Scott Studios, Adobe Audition, Photoshop & Selector a plus

Valid driver's license and acceptable driving record

**CLOSING DATE:**

Applications will be accepted until position filled

**HOW TO APPLY:**

Send air check, job application (found on [www.kxly.com](http://www.kxly.com)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

Human Resources

KXLY BROADCAST GROUP

500 W. Boone Avenue

Spokane, WA 99201

**\*PLEASE SPECIFY "RADIO NIGHT SHOW HOST / ASSISTANT TO PD" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

## **DIGITAL SALES SPECIALIST**

**TITLE:** Digital Sales Specialist  
**HOURS:** Full Time  
**REPORTS TO:** Television General Sales Manager

### **GENERAL RESPONSIBILITIES:**

Prepare and execute successful digital revenue goals that meet and exceed monthly, quarterly and annual budgets  
Continually prospect and generate new direct business  
Present advertising and promotional opportunities  
Drive sales, pricing, packaging and launches of new digital products  
Work in partnership with various departments to continually increase revenue and market share  
Develop digital media sales materials to market appropriate services and opportunities to buyers of advertising at local, regional and national accounts for both direct and agency business

### **MINIMUM QUALIFICATIONS:**

High School education or GED; Bachelor's degree in Sales, Marketing, or related field preferred  
Minimum 3 years experience in media sales preferred  
Familiarity with metrics to determine success advertising campaigns  
Knowledge of digital sales processes  
Experience generating clients through cold calling  
Excellent computer skills  
Excellent written and verbal communication skills  
Exceptional organizational skills  
High level of customer service skills  
Attention to detail and ability to follow through  
Ability to work well without supervision  
Broadcast background preferred  
Valid driver's license and acceptable driving record

### **CLOSING DATE:**

Applications will be accepted until position filled

### **HOW TO APPLY:**

Send job application (found on [www.kxly.com](http://www.kxly.com)) and resume with qualifications & background to:  
[humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "DIGITAL SALES SPECIALIST" POSITION AND REFERRAL SOURCE  
IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



**Multi-Media Journalist**

**TITLE:** Multi-Media Journalist  
**HOURS:** Full Time, Schedule Varies  
**REPORTS TO:** Executive News Director

**JOB OBJECTIVE:**

KXLY Media Group is looking for an experienced, aggressive, and creative Multi-Media Journalist.

**GENERAL RESPONSIBILITIES:**

Writing stories for newscasts and website  
Shooting, editing, & live reporting on deadline  
Report accurately while under pressure and in a conversational voice on TV, radio, and web, using a video camera, laptop, and smartphone  
Publish content and generate story ideas through social media sites like Facebook and Twitter  
Use social media to gather and share information  
Train to operate a microwave truck and VoIP equipment  
Work efficiently independently or paired with a photographer

**MINIMUM QUALIFICATIONS:**

Good editorial judgment & broad knowledge of journalism ethics and libel laws are a must  
4-year degree with an emphasis in journalism preferred  
Minimum two years experience as a Multi-Media Journalist preferred  
Ability to lift and carry 25 pounds  
Valid driver's license and good driving record

**CLOSING DATE:**

Applications will be accepted until position is filled

**HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "Multi-Media Journalist" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

**TV PRODUCTION TECHNICIAN/GRAPHIC ARTIST/NEWS EDITOR**

**TITLE:** TV Production Technician/Graphic Artist/News Editor

**HOURS:** Full Time: 30-35+ hours per week

**REPORTS TO:** Executive News Director & News Production Supervisor

**GENERAL RESPONSIBILITIES:**

Operation of TV Studio Camera during newscasts

Prepare daily on-air news graphics

Edit video used for newscasts

**MINIMUM QUALIFICATIONS:**

Training in TV Audio & CG Operation, News Graphics

AA or 4-year degree in Broadcast Production, Telecomm or equivalent experience

2 years experience in television production preferred

Working knowledge of Avid Newscutter, Adobe Photoshop, Illustrator & After Effects

Great communication skills and ability to work without supervision

Able to work in an extremely fast-paced, deadline-driven environment

Able to think quickly in a pressure situation

Excellent project-management skills and constant attention to detail

Ability to lift and carry 40 pounds

Valid driver's license, acceptable driving record

**CLOSING DATE:**

Applications will be accepted until filled.

**HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to:

**humanresources@kxly.com**

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 West Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV Production Tech" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

## **Weekend News Anchor/MMJ**

### **Hours:**

Full Time

### **Reports to:**

Executive News Director

### **General Responsibilities:**

KXLY-TV, the ABC affiliate in Spokane, WA, has an immediate opening for an experienced weekend anchor who will also report for our award-winning news team.

### **General Responsibilities Include:**

- Anchoring weekend newscasts
- Writing stories for newscasts and website
- Shooting, editing, & live reporting on deadline
- Operating a live microwave truck and VoiP technology (Comrex LiveShot)
- Reporting accurately while under pressure and in a conversational voice on TV, radio, and web, using a video camera, laptop, and smartphone
- Publishing content and generating story ideas through social media sites like Facebook and Twitter
- Using social media to gather and share information
- Work efficiently, independently or paired with a photographer

### **Minimum Qualifications:**

- Good editorial judgment & broad knowledge of journalism ethics and libel laws are a must
- 4-year degree with an emphasis in journalism preferred
- Minimum two years experience as a Multi-Media Journalist preferred
- Ability to lift and carry 25 pounds
- Valid driver's license and good driving record

### **Closing Date:**

Applications will be accepted until position is filled

### **How to Apply:**

Send Job Application and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to: HUMAN RESOURCES

KXLY BROADCAST GROUP

500 W. Boone Ave.

Spokane, WA 99201

- PLEASE SPECIFY "Weekend News Anchor/MMJ" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER
- NO TELEPHONE CALLS PLEASE

KXLY IS AN EQUAL OPPORTUNITY EMPLOYER

1/27/2014



**TV PRODUCTION TECHNICIAN/GRAPHIC ARTIST/NEWS EDITOR**

**TITLE:** TV Production Technician/Graphic Artist/News Editor  
**HOURS:** Full Time: 30-35+ hours per week  
**REPORTS TO:** Executive News Director & News Production Supervisor

**GENERAL RESPONSIBILITIES:**

Operation of TV Studio Camera during newscasts  
Prepare daily on-air news graphics  
Edit video used for newscasts

**MINIMUM QUALIFICATIONS:**

Training in TV Audio & CG Operation, News Graphics  
AA or 4-year degree in Broadcast Production, Telecomm or equivalent experience  
2 years experience in television production preferred  
Working knowledge of Avid Newscutter, Adobe Photoshop, Illustrator & After Effects  
Great communication skills and ability to work without supervision  
Able to work in an extremely fast-paced, deadline-driven environment  
Able to think quickly in a pressure situation  
Excellent project-management skills and constant attention to detail  
Ability to lift and carry 40 pounds  
Valid driver's license, acceptable driving record

**CLOSING DATE:**

Applications will be accepted until filled.

**HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to:

**humanresources@kxly.com**

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 West Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV Production Tech" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

**TV Sales Assistant**

TITLE: TV Sales Assistant  
HOURS: Full Time  
REPORTS TO: TV General Sales Manager

**JOB OBJECTIVE:**

Assists TV General Sales Manager and the TV Sales team with all administrative functions.

**GENERAL RESPONSIBILITIES:**

General administrative assistance to TV sales department  
Create TV Sales one sheets for proposals  
Maintain various spreadsheets, calendars and reports for TV sales department  
Publish community site stories  
Write contest rules for TV contests  
Maintain promotions agenda for weekly promotions meeting  
Front Desk Reception back up

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalent. College education or 2 years relevant experience preferred  
Advanced skills with Excel, Word, PowerPoint and other MS Windows applications  
Ability to gather data, compile information, and prepare reports  
Pleasant and courteous phone manner  
Exceptional organizational skills and proven accuracy in work  
Effective verbal and written communication skills  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until position is filled

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:  
HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV Sales Assistant" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



## JOB POSTING

TITLE: Local Sales Assistant – Digital  
HOURS: Full Time  
REPORTS TO: Radio General Sales Manager

### JOB OBJECTIVE:

The sales assistant will be an active participant in the sales process, lending not only administrative support, but contributing creative ideas and feedback. Will provide general administrative assistance to Radio Sales Department.

### GENERAL RESPONSIBILITIES:

General administrative assistance to General Sales Manager & Account Executives  
Facilitate inter-office communications to insure all digital/online media assets and campaigns are delivered successfully for clients  
Partner and strategize with Account Executives to create original, unique and professional presentations  
Create compelling recaps for digital and traditional campaigns, air checks, screen shots and video recaps  
Implementation, fulfillment, inventory management reporting on analytics, troubleshooting issues that may occur while online campaigns are in progress  
Create and maintain all multi-media presentations and digital sales materials that include imagery, audio and video  
Primary backup for Sales Assistant/Prize Coordinator and National/Regional Sales coordinator

### MINIMUM QUALIFICATIONS:

High School diploma or equivalent. College education or 2 years relevant experience preferred  
Advanced skills with Excel, Word, PowerPoint and other MS Windows applications  
Photoshop and Adobe Illustrator experience is required  
Ability to gather data, compile information, and prepare reports  
Superior time and project management skills and the ability to perform multiple tasks for many people  
Ability to work independently, as well as with a team  
Maintain a positive disposition when communicating with members of all departments, customers, listeners and outside vendors  
Exceptional organizational skills and proven accuracy in work  
Effective verbal and written communication skills  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until position is filled.

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:  
HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "Local Sales Assistant - Digital" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



## JOB POSTING

TITLE: Digital Radio Sales Account Executive  
HOURS: Full Time  
REPORTS TO: Radio General Sales Manager

### JOB OBJECTIVE:

Responsible for prospecting and selling digital multi-media campaigns utilizing the digital platforms offered by the KXLY Radio Group.

### GENERAL RESPONSIBILITIES:

Maximize advertising revenue by selling to digital focused accounts  
Digital program development in conjunction with the Radio GSM  
Aggressively manage New Business Development digital sales opportunities  
Work directly with clients on high volume face to face  
Prospect, qualify, close and manage local and regional customers through digital products  
Attend sales calls with Account Executives  
Prepare and present proposals to decision makers  
Supply compelling recaps for digital and traditional campaigns, air checks, screen shots and video recaps  
Create digital sales materials that include imagery, audio and video

### MINIMUM QUALIFICATIONS:

High School diploma or equivalent. College education or 2 years relevant experience preferred  
Excellent computer skills: Windows environment, Power Point, Excel, Word  
Excellent written and verbal communication skills  
Ability to thrive in a fast paced environment, assist in multiple projects and tight deadlines  
Exceptional organizational skills with high attention to detail  
Works well under pressure  
Ability to work independently, as well as with a team  
Photoshop and Adobe Illustrator experience preferred  
Broadcast background preferred  
Valid driver's license and acceptable driving record

CLOSING DATE: Applications will be accepted until position is filled.

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "Digital Radio Sales Account Executive" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

## Radio Sales Account Executive

**TITLE:** Radio Sales Account Executive  
**HOURS:** Business hours as needed  
**REPORTS TO:** General Sales Manager of Radio

### **GENERAL RESPONSIBILITIES:**

Develop new on air and digital advertising sales for radio station and digital properties  
Development of new advertising client base

### **MINIMUM QUALIFICATIONS:**

High school education or GED; college degree preferred  
1+ years broadcast sales experience preferred  
High level of accountability  
High level of customer service  
Ability to follow through  
Exceptional organizational skills  
Attention to detail  
Computer literate  
Good communication skills and ability to work well without supervision  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until filled.

**HOW TO APPLY:** Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html))  
and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:  
Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "Radio Sales Account Executive" POSITION AND REFERRAL  
SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**\*KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



**From:** <jobs@tvjobs.com>  
**To:** <humanresources@kxly.com>  
**Date:** 4/1/2014 11:20 AM  
**Subject:** TVJobs.com - Weekend Weather Anchor/Multi-Media Journalist job posted

**JOB POSTING NOTIFICATION FROM TVJOBS**

The "Weekend Weather Anchor/Multi-Media Journalist" position for KXLY was just posted in the Job Bank and is now available on-line ...

Station : KXLY  
Position : Weekend Weather Anchor/Multi-Media Journalist  
Category : News / Talent - Weather Anchor  
Database : Television  
Job ID : TVJ#34241848  
Posted : 4/1/2014  
Expires : 5/1/2014  
Status : Non-Registered Employer - New Job Listing  
Ad Text :

**Weekend Weather Anchor/Multi-Media Journalist**

**TITLE:** Weekend Weather Anchor/Multi-Media Journalist

**HOURS:** Full Time

**REPORTS TO:** Executive News Director

KXLY-TV, the ABC affiliate in Spokane, WA, has an immediate opening for an experienced weekend weather anchor and MMJ.

**GENERAL RESPONSIBILITIES:**

Prepare and deliver weekend weathercasts utilizing all available weather data and graphics computers  
Writing stories for newscasts and website  
Shooting, editing, & live reporting on deadline  
Report accurately while under pressure and in a conversational voice on TV, radio, and web, using a video camera, laptop, and smartphone  
Publish content and generate story ideas through social media sites like Facebook and Twitter  
Use social media to gather and share information  
Train to operate a microwave truck and VoIP equipment  
Work efficiently independently or paired with a photographer

**MINIMUM QUALIFICATIONS:**

4 year degree or equivalent work experience Bachelor's degree in journalism, meteorology or related field preferred  
2+ years experience as a Multi-Media Journalist preferred  
Good editorial judgment & broad knowledge of journalism ethics and libel laws are a must  
Computer literacy, including newsroom computer systems (iNews)  
Ability to lift and carry 15 pounds  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until position is filled

Send Job Application (found on <A TARGET=BLANK  
HREF=http://www.kxly.com/stationjobs/index.html>www.kxly.com/stationjobs/index.html</A>) and resume with qualifications & background to: humanresources@kxly.com



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**KXLY** Spokane - Coeur d'Alene

Spokane **75°** Partly Cloudy

Coeur d'Alene **75°** Clear

7 Day Forecast | Video Forecast | Alerts | Radar | Weather | School Closings | **SPONSORED BY MICHELLE'S ADVERTISING**

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**Multi-Media Journalist**

**Hours:**  
Full Time, Schedule Varies

**Reports to:**  
Executive News Director

- General Responsibilities:**
- Writing stories for newscasts and website
  - Shooting, editing, & live reporting on deadline
  - Report accurately while under pressure and in a conversational voice on TV, radio, and web, using a video camera, laptop, and smartphone
  - Publish content and generate story ideas through social media sites like Facebook and Twitter
  - Use social media to gather and share information
  - Train to operate a microwave truck and VoIP equipment
  - Work efficiently independently or paired with a photographer

- Minimum Qualifications:**
- Good editorial judgment & broad knowledge of journalism ethics and libel laws are a must
  - 4-year degree with an emphasis on journalism preferred
  - Minimum two years experience as a Multi-Media Journalist preferred
  - Ability to lift and carry 15 pounds
  - Valid driver's license and acceptable driving record

**Closing Date:**  
Applications will be accepted until position is filled

**How to Apply:**  
Send Job Application (found on [www.kxly.com/station/jobs/index.html](http://www.kxly.com/station/jobs/index.html)) and resume with qualifications & background to [humanresources@kxly.com](mailto:humanresources@kxly.com) or mail to:

**HUMAN RESOURCES**  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**PLEASE SPECIFY "Multi-Media Journalist" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER.**

**Life is full of firsts.**  
Take your first step in saving for college today.

**GET - Washington's \$25 Repeat College Tuition Plan**

- \$25 per year
- Credit of college textbooks
- Flexible savings and withdrawal
- Flexible plans

**GET**  
Guaranteed Education Tuition  
Enroll by May 31

ADVERTISING

**LOCAL EVENTS CALENDAR**

Today	Tomorrow	This Weekend
		<b>Planetarium 2/11/14 at 11:30 AM</b>
		11:30 AM Spokane Falls Community College, Spokane County
		<b>Combustion Safety (8735)</b>
		8:30 AM Spokane Community College Law, South Hill - East Spokane
		<b>Innovation Collective: Fireside Chat...</b>
		8:00 PM The Cedar Grove Local, Coeur d'Alene
		More Events   Add an Event

**LATEST LOCAL HEADLINES**

- School librarian arrested amid allegations of sexual relationship with student
- Recovery team reach body of North Hoad climber
- Coeur d'Alene County DA ouster after contentious term
- Poison man drives charges in murder-suicide case
- Father of boy slain in 2012 crash is charged
- Anti-sex-truck protests not guilty in Kam
- Spokane citizens endorse to Puyallup hash of 20

[View More](#)

**MOST POPULAR**

- Articles
- Videos
- Galleries

- LEA Jambon Don't get new arms
- Multiple victims claim they feel victim to online sexual predator
- Night school police helping curb crime in north Spokane
- Melanie Falls residents up in arms over Wild Pond Dam removal
- Spokane Area fills with music of the circus: Band and Strings Spectacular

**EMAIL REGISTRATION**

**KXLY.com Email Newsletters**

Sign up for Breaking News, Daily Headlines, Sports, Weather Alerts & more!

# Radio/TV Promotion Assistant

[Apply Now](#)

Company:  
KXLY Broadcast Group  
Location:  
Spokane, WA  
Available:  
Immediately  
Job Type:  
Part Time Weekends  
Posted:  
7/7/14

share »  
[« Back to Search Results](#)

## Description:

**TITLE:** Radio/TV Promotion Assistant

**HOURS:** Part time / Seasonal / Work days may vary

**REPORTS TO:** Promotion & Marketing Director

### GENERAL RESPONSIBILITIES:

Set up and tear down remote broadcasts

Help facilitate giveaways to listeners at events

Various other duties

### MINIMUM QUALIFICATIONS:

Must be at least 21 years of age with a valid driver's license, acceptable driving record, and insurance

Must have dependable transportation

Must be able to work weekends, holidays & nights

Ability to lift and carry 70 lbs.

Good communication skills and ability to work well with others

**CLOSING DATE:** Applications will be accepted until further notice

### HOW TO APPLY:

Send job application (found on [www.kxly.com](http://www.kxly.com)) and resume with qualifications & background to [humanresources@kxly.com](mailto:humanresources@kxly.com) or mail to:

HUMAN RESOURCES

KXLY BROADCAST GROUP

500 W. Boone Ave.

Spokane, WA 99201

**PLEASE SPECIFY "Promotion Assistant" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**NO TELEPHONE CALLS PLEASE**

7/7/2014

**KEZE RADIO NIGHT SHOW HOST / ASSISTANT PD**

**TITLE:** KEZE Radio Night Show Host / Assistant PD

**HOURS:** Full Time

**REPORTS TO:** KEZE Station Program Director

**GENERAL RESPONSIBILITIES:**

Key on-air voice of station's night show  
Prepare and perform on-air shift, remotes and appearances as required  
Prepare and create a topical show by gathering information from various mediums  
Attend live, in-person appearances as scheduled by the station or requested by clients  
Commercial and imaging production  
Write and post content for the website & social media  
Loading syndicated or tracked programming

**MINIMUM QUALIFICATIONS:**

Minimum 1 year on-air experience  
Highly organized  
Ability to operate radio/audio board  
Knowledge of all applicable FCC rules and regulations  
Ability to multi-task and handle pressures and deadlines  
Skilled in digital audio production  
Excellent written and verbal communication skills  
Excellent computer and internet skills  
Ability to engage the audience on social media  
Ability to work without supervision  
Ability to lift/carry 50 pounds  
Working knowledge of Scott Studios, Adobe Audition, Photoshop & Selector a plus  
Valid driver's license and acceptable driving record

**CLOSING DATE:**

Applications will be accepted until position filled

**HOW TO APPLY:**

Send air check, job application (found on [www.kxly.com](http://www.kxly.com)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:  
Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "KEZE RADIO NIGHT SHOW HOST / ASSISTANT PD" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



**TV Sports Anchor/TV Sports Reporter - POSTING**

**TITLE:** TV Sports Anchor/TV Sports Reporter

**HOURS:** Full Time, Schedule Varies

**REPORTS TO:** KXLY Sports Director

**JOB OBJECTIVE:** KXLY Media Group is looking for an experienced, aggressive, and creative TV Sports Anchor/Reporter

**GENERAL RESPONSIBILITIES:**

Writing sports stories for newscasts and website

Shooting, editing, & live reporting on deadline

Reporting accurately while under pressure and in a conversational voice on TV, radio, and web, using a video camera, laptop, and smartphone

Anchoring Sportscasts

Publishing content and generating story ideas through social media sites like Facebook and Twitter

Using social media to gather and share information

Working efficiently independently and with others in the sports department

**MINIMUM QUALIFICATIONS:**

Good editorial judgment & broad knowledge of journalism ethics and libel laws are a must  
4-year degree with an emphasis on journalism preferred

Ability to lift and carry 25 pounds

Valid driver's license and acceptable driving record

**CLOSING DATE:**

Applications will be accepted until position is filled

**HOW TO APPLY:**

Email to [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to:

HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV Sports Anchor/TV Sports Reporter" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

**Creative Services/Special Projects Producer**

**TITLE:** Creative Services/Special Projects Producer  
**HOURS:** 40 Hrs/Week, Schedule adjustments as necessary  
**REPORTS TO:** TV General Sales Manager

KXLY-4 is looking for a creative force to join our talented production staff. Applicants should possess strong writing, shooting, & non-linear editing skills and be able to produce/direct TV commercials, promotions, and other special projects.

**GENERAL RESPONSIBILITIES:**

Coordinate all aspects of Special Projects working with station and outside entities to achieve desired results and project success

Produce elements ranging from commercial content to short or full length, live or taped, programming and longer length video presentations

Direct edit sessions and provide all resources for editing

Develop concepts for commercials & other projects

Estimate production costs & provide estimates to clients or AE's

Schedule shoots & coordinate equipment, staff and outside talent as needed for projects

Work with other directors, writers, photographers & editors to complete projects

**MINIMUM QUALIFICATIONS:**

Degree in Film or TV Production or equivalent preferred

3-5 years experience within a professional broadcast organization or TV station preferred

Must be skilled in most facets of the production process. Must be able to shoot, edit, light, and write quality & compelling content

Must be able to work with commercial and independent clients & KXLY Account Executives to determine needs for commercial & video presentations

Creative thinking, strong problem solving skills

Effective verbal and written communication skills

Ability to work a flexible schedule

Demonstrated efficiency with Microsoft Word, Adobe products, and Avid Editing software

Ability to lift and carry 70 pounds or more

Valid driver's license and acceptable driving record; commercial driver's license preferred

**CLOSING DATE:** Applications will be accepted until position is filled.

**HOW TO APPLY:** Send a demo tape or DVD and resume with qualifications and background to:  
[humanresources@kxly.com](mailto:humanresources@kxly.com) or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone  
Spokane, WA 99201

**\*PLEASE SPECIFY "Creative Services/Special Projects Producer" POSITION IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT 5**  
**2015 EEO PUBLIC FILE REPORT RECRUITING**  
**FOR FULL-TIME VACANCIES**



**On-Air Announcement for Job Posting Notification (TV :15)**

If your community group or organization would like to receive job posting notices from the KXLY Broadcast Group, please contact our Human Resources Department at (509) 324-4000 to request future notices.

KXLY Broadcast Group is an Equal Opportunity Employer.

**On-Air Announcement for Job Posting Notification (RADIO :30)**

If your community group or organization would like to receive job posting notices from the KXLY Broadcast Group, please contact our Human Resources Department at 500 West Boone Avenue, Spokane, WA, 99201 or call (509) 324-4000 to request future notices. Once again, the number to contact is (509) 324-4000.

KXLY Broadcast Group is an Equal Opportunity Employer.

updated 3/11/16

10/1 - 9/30

2013-14

2014-15

**:30 EEO RADIO SPOTS**

**# SPOTS**

**# SPOTS**

	<b># SPOTS</b>	<b># SPOTS</b>
KHTQ FM	107	101
KXLY AM	104	105
KXLY FM	103	105
KZZU FM	103	104
KEZE FM	105	105
KXLX AM	102	101
KVNI FM	106	104

**:15 EEO RADIO SPOTS**

**# SPOTS**

**# SPOTS**

	<b># SPOTS</b>	<b># SPOTS</b>
KXLY TV	106	102
KXLY TV 4.2	106	104

language attached

10/1 - 9/30

2013-14

2014-15

<b>:30 EEO RADIO SPOTS</b>	<b># SPOTS</b>	<b># SPOTS</b>
KHTQ FM	107	93
KXLY AM	104	96
KXLY FM	103	97
KZZU FM	103	96
KEZE FM	105	96
KXLX AM	102	93
KVNI FM	106	96

<b>:15 EEO RADIO SPOTS</b>	<b># SPOTS</b>	<b># SPOTS</b>
KXLY TV	106	102
KXLY TV 4.2	106	104

language attached



## **ACCOUNTING TECHNICIAN**

**TITLE:** Accounting Technician

**HOURS:** 30 Hours per week

**REPORTS TO:** Accounting Manager

### **GENERAL RESPONSIBILITIES:**

#### **Billing & Accounts Receivable:**

Review and post complex receipts to detailed accounts receivable  
Print, sort, prepare and mail complex billing & monthly statements  
Become proficient with broadcast-specific billing & AR software  
Research issues and follow-up as necessary  
Work closely with clients, agencies and Sales Department  
Prepare the monthly Bad Debt allowance analysis  
Prepare monthly reports for Management and external rep firms  
Process credit applications, help establish terms, and maintain files

#### **Accounts Payable:**

Process selected invoices including G/L coding  
Prepare checks for signature and mail to vendors  
Research issues, maintain filing system, etc.

#### **General Accounting:**

Work closely with Accounting staff to ensure consistency/accuracy  
Perform selected accounting tasks—G/L, journals and reconciliations  
Work on general accounting duties and special projects as assigned  
Assist with general admin duties as needed, front desk, mail, etc.

### **DESIRED QUALIFICATIONS:**

- \* Two years current experience in Accounts Receivable
- \* Two years current experience with Accounts Payable
- \* Strong clerical/bookkeeping skills + knowledge of accounting principles
- \* Strong computer literacy including Excel and Word
- \* Possess a customer service focus - internal and external customers
- \* Ability to work in a team-oriented, fast-paced environment
- \* Media experience and Wide Orbit software literacy is a bonus
- \* Ability to be bonded and obtain Notary Public seal
- \* AA degree preferred

### **OTHER INFORMATION:**

- \*Subject to background check
- \*Competitive benefit package

### **CLOSING DATE:**

Applications will be accepted until June 20<sup>th</sup>, 2014.

### **HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)), resume and salary requirements to [humanresources@kxly.com](mailto:humanresources@kxly.com):

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "Accounting Technician" POSITION  
AND REFERRAL SOURCE IN YOUR COVER LETTER  
\*NO TELEPHONE CALLS PLEASE  
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## Digital Content Producer

**TITLE:** Digital Content Producer  
**HOURS:** Full Time - Hours may vary  
**REPORTS TO:** Executive News Director

### **GENERAL RESPONSIBILITIES:**

Researching, creating, and publishing online text, photos, and video, including advertiser-sponsored content  
Developing news contacts and story ideas  
Cross-publishing content and engaging the community via social media  
Actively participating in editorial and web design meetings  
Gathering news in the field using a laptop and smart phone  
Working efficiently both individually and collaboratively in a team environment  
Cross train with Sales web initiatives  
Tracking story assignments and web traffic

### **MINIMUM QUALIFICATIONS:**

Proficient at posting content to various websites  
Possess strong broadcast and AP style writing skills  
Self-motivated and able to work in a fast-paced deadline-driven environment  
Possess a valid driver's license, good driving record and provide proof of insurability with company required insurance limits  
Minimum one year of experience preferred  
4 year degree with an emphasis in Journalism or equivalent preferred

**CLOSING DATE:** Applications will be accepted until filled.

**HOW TO APPLY:** Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)), DVD and/or web link, and resume with qualifications & background to [humanresources@kxly.com](mailto:humanresources@kxly.com):

Or mail to:

Human Resources  
**KXLY BROADCAST GROUP**  
500 W. Boone  
Spokane, WA 99201

**\*PLEASE SPECIFY "Digital Content Producer" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**  
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**Entry Level Radio and Digital Sales Account Executive - POSTING**

**TITLE:** Entry Level Radio and Digital Sales Account Executive

**HOURS:** Business hours as needed

**REPORTS TO:** General Sales Manager of Radio

**GENERAL RESPONSIBILITIES:**

Develop new on air and digital advertising sales for radio stations and digital properties  
Develop new advertising client base  
Prepare and execute successful sales plans that meet and exceed monthly, quarterly and annual budgets for both on air and digital platforms  
Generate new business through prospecting and cold calling  
Present, negotiate and close sales promotions and sponsorship opportunities  
Provide outstanding service to new and existing clients  
Create and present proposals to potential clients effectively through both written and verbal communication  
Successfully prospect, acquire appointments, present, negotiate and close digital advertising packages

**MINIMUM QUALIFICATIONS:**

High school education or GED; college degree preferred  
High level of accountability  
High level of customer service  
Ability to follow through  
Exceptional organizational skills  
Attention to detail  
Computer literate  
Good communication skills and ability to work well without supervision  
1+ years of experience in a business development role preferred  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until filled.

**HOW TO APPLY:** Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "Entry Level Radio and Digital Sales Account Executive" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

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**KXLY-AM 920 MORNING SHOW PRODUCER - POSTING**

**TITLE:** KXLY-AM 920 Morning Show Producer  
**HOURS:** 40 hours per week; Monday – Friday; Graveyard shift  
**REPORTS TO:** Program Director

**GENERAL RESPONSIBILITIES:**

Gather news from a number of sources for radio newscasts  
Research, write, produce and edit news stories  
Conduct studio, remote, and phone interviews  
Develop topics, secure guests  
Serve as back-up newscaster for news programs  
Participate in station development and promotional functions  
Manage and integrate social media (e.g. Facebook and Twitter) into talk programming on- and off-air  
Screen phone calls  
Other duties as assigned

**MINIMUM QUALIFICATIONS:**

Available to work graveyard shift  
Audio editing skills required  
Board operation experience required  
Ability to work independently to complete required assignments, with little or no assistance, under strict deadline pressure  
Excellent verbal and written communication skills; accurate spelling and proper use of grammar is required  
Good computer skills  
Dependable / team player  
On-air reporting and radio news writing experience preferred  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until filled

**HOW TO APPLY:**

Send resume with qualifications & background to [humanresources@kxly.com](mailto:humanresources@kxly.com) or mail to:  
Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "920 Morning Show Producer" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

**TV PRODUCTION SUPERVISOR/SENIOR DIRECTOR - POSTING**

**TITLE:** Production Supervisor/Senior Director

**HOURS:** Full Time

**REPORTS TO:** Executive News Director

**GENERAL RESPONSIBILITIES:**

Direct live television productions from the control room by using MOSART automation system  
Coordinate and execute all aspects of a fast paced "live" production  
Operation of TV Studio Camera during newscasts  
Prepare daily on-air news graphics  
Edit video used for newscast  
Oversee all aspects of the production, whether technical in nature, such as lighting, camera positions, special effects, etc., as well as production values, such as timings, graphics  
Manage schedules and budget a department with 10+ employees  
Extensive knowledge of every position within News Production department

**MINIMUM QUALIFICATIONS:**

Training in TV Audio & CG Operation, News Graphics  
AA or 4-year degree in Broadcast Production, Telecomm or equivalent experience  
2 years experience in television production preferred  
Working knowledge of Avid Newscutter, Adobe Photoshop, Illustrator & After Effects  
Able to work in an extremely fast-paced, deadline-driven environment  
Able to think quickly in a pressure situation  
Excellent project-management skills and constant attention to detail  
Great communication skills and ability to lead large groups of employees  
Ability to lift and carry 40 pounds  
Valid driver's license, acceptable driving record

**CLOSING DATE:**

Applications will be accepted until filled.

**HOW TO APPLY:**

Send Job Application (found on [kxly.com](http://kxly.com) and resume with qualifications & background to:  
[humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 West Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV Production Supervisor/Senior Director" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER  
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**Multi-Media Journalist**

**TITLE:** Multi-Media Journalist  
**HOURS:** Full Time, Schedule Varies  
**REPORTS TO:** Executive News Director

KXLY Media Group is looking for an experienced, aggressive, and creative Multi-Media Journalist.

**GENERAL RESPONSIBILITIES:**

Writing stories for newscasts and website  
Shooting, editing, & live reporting on deadline  
Report accurately while under pressure and in a conversational voice on TV, radio, and web, using a video camera, laptop, and smartphone  
Publish content and generate story ideas through social media sites like Facebook and Twitter  
Use social media to gather and share information  
Train to operate a microwave truck and VoIP equipment  
Work efficiently independently or paired with a photographer

**MINIMUM QUALIFICATIONS:**

4-year degree or equivalent work experience; Bachelor's degree with an emphasis in journalism preferred  
2+ years of experience as a Multi-Media Journalist preferred  
Good editorial judgment & broad knowledge of journalism ethics and libel laws are a must  
Computer literacy, including newsroom computer systems  
Ability to lift and carry 15 pounds  
Valid driver's license and acceptable driving record

**CLOSING DATE:**

Applications will be accepted until position is filled

**HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "Multi-Media Journalist" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER  
\*NO TELEPHONE CALLS PLEASE**

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## LOCAL TV SALES ASSISTANT

TITLE: Local TV Sales Assistant  
HOURS: Full Time  
REPORTS TO: TV General Sales Manager

### JOB OBJECTIVE:

The Local TV Sales Assistant will be an active participant in the sales process, lending not only administrative support, but contributing creative ideas and feedback. Will provide general administrative assistance to TV Sales Department and participate in possible grooming opportunities for an Account Executive role.

### GENERAL RESPONSIBILITIES:

General administrative assistance to General Sales Manager & Account Executives  
Facilitate inter-office communications to insure all contest and promotions media assets and campaigns are delivered successfully for clients  
Partner and strategize with Account Executives to create original, unique and professional presentations  
Create compelling recaps for digital and traditional campaigns, air checks, screen shots and video recaps  
Create and maintain all multi-media presentations and digital sales materials that include imagery, audio and video  
Social media campaign execution on behalf of internal brands and clients  
Primary backup for National Sales Assistant and Digital Sales Specialist  
Primary contact for ordering station office supplies and mail delivery  
Order Entry  
Maintain various spreadsheets, calendars and reports for TV Sales Department

### MINIMUM QUALIFICATIONS:

High School diploma or equivalent. College education or 2 years relevant experience preferred  
Advanced skills with Excel, Word, PowerPoint and other MS Windows applications  
Photoshop and Adobe Illustrator experience is required  
Ability to gather data, compile information, and prepare reports  
Superior time and project management skills and the ability to perform multiple tasks for many people  
Ability to work independently, as well as with a team  
Maintain a positive disposition when communicating with members of all departments, customers, listeners and outside vendors  
Exceptional organizational skills and proven accuracy in work  
Effective verbal and written communication skills  
Valid driver's license and acceptable driving record

**CLOSING DATE:** Applications will be accepted until position is filled.

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:  
HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "Local TV Sales Assistant" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE  
KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

## WEEKEND NEWS PRODUCER

**TITLE:** Weekend News Producer

**HOURS:** Full Time

**REPORTS TO:** Executive News Director

### **GENERAL RESPONSIBILITIES:**

Develop, coordinate & organize news coverage into daily newscast  
Write news stories for newscasts  
Format newscasts and execute on-air production  
Review & approve production & writing of reporter stories  
Organize & write stories for the station's internet website  
Work with producers, anchors, production and technical crews daily  
Publish content to social networking websites like Facebook and Twitter

### **MINIMUM QUALIFICATIONS:**

4-yr degree in Journalism, Communications or related course of study  
2 years TV news producing experience preferred  
Computer literacy, including newsroom computer systems  
Possess strong broadcast and AP style writing skills and sound news judgment  
Proficient at posting content to various websites  
Able to work in a fast-paced deadline-driven environment  
Excellent project-management skills and constant attention to detail  
Thorough knowledge of media law  
Valid driver's license, acceptable driving record

**CLOSING DATE:** Applications will be accepted until position is filled

**HOW TO APPLY:** Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to [humanresources@kxly.com](mailto:humanresources@kxly.com) or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 W. Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "Weekend News Producer" POSITION AND REFERRAL SOURCE  
IN YOUR COVER LETTER**

**\*NO TELEPHONE CALLS PLEASE**

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**KZZU AFTERNOON SHOW HOST**

**TITLE:** KZZU AFTERNOON SHOW HOST

**HOURS:** Full time

**REPORTS TO:** Program Director

**GENERAL RESPONSIBILITIES:**

Monday through Friday on-air shift  
Two weekend air shifts per month  
Remote broadcasts and promotional appearances  
Daily production, with full knowledge of digital editing  
Writing and posting website content  
Music scheduling (as experience allows)

**MINIMUM QUALIFICATIONS:**

Three years on-air experience required  
Digital audio production skills  
General computer skills  
Ability to write and post website content  
Good communication/public relation skills  
Experience with Scott Studios, Adobe Audition, VoxPro, (G-Selector a plus)  
Valid driver's license and acceptable driving record

**CLOSING DATE:**

Applications will be accepted until position is filled.

**HOW TO APPLY:**

Send air check, Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to [humanresources@kxly.com](mailto:humanresources@kxly.com) or mail to:

HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone  
Spokane, WA 99201

**PLEASE SPECIFY "KZZU Afternoon Host" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER**

**NO TELEPHONE CALLS PLEASE**

**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



**TV Master Control Operator**

**TITLE:** TV Master Control Operator  
**HOURS:** Full Time/All Shifts  
**REPORTS TO:** Director of Engineering & Operations Supervisor

**GENERAL RESPONSIBILITIES:**

On air switching, routing, timing calculation, program recording & prep  
Monitors network transmissions for quality control  
Generates and executes play lists on automation system  
Solves/troubleshoots problems in a crisis situation  
Records satellite and FTP feeds  
Reads television programming log to ascertain name of program or station break, and at what time program or station break is scheduled to air  
Must be available for all shifts  
Other duties as assigned

**MINIMUM QUALIFICATIONS:**

1 year Master Control experience preferred  
2 years college or technical school preferred  
SBE Operator Certification preferred  
Good communication skills and ability to work without supervision  
Able to work in a fast-paced deadline-driven environment  
Able to think quickly in a pressure situation  
Excellent project-management skills and constant attention to detail  
Valid driver's license, good driving record

**CLOSING DATE:** Applications will be accepted until filled

**HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 West Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV Master Control Operator" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER  
\*NO TELEPHONE CALLS PLEASE  
KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

## BROADCAST/DIGITAL TV NATIONAL/REGIONAL SALES MANAGER

TITLE: Broadcast/Digital TV National/Regional Sales Manager

HOURS: Full Time

REPORTS TO: Television General Sales Manager

### JOB OBJECTIVE:

Coordinates and executes stations' transactional sales efforts. Collaborates with national rep firm representatives, national and regional buying community, national and regional planners, local points of contact and General Sales Manager to grow national and regional transactional and digital market share and revenue advertising. Interacts and utilizes all sales resources including Research, Traffic, Web, Mobile applications and Integrated Marketing as appropriate.

### DUTIES & RESPONSIBILITIES:

Develop budgets

Responsible for achieving targeted monthly goals with National, Regional and new media

Coordinate and conduct quarterly entitlement meetings

Maintain and grow digital and broadcast market share through the delivery of parity or higher audience share

Consistently seek new business opportunities

Negotiate avails, approve make-goods, create competitive national rates and sell station spots and specials

Process national orders under the supervision of the General Sales Manager

Evaluate input of the Traffic Department in functions related to ordering, booking, airing and billing of national commercial

Hold weekly meetings with Traffic and GSM to plan inventory

Keep current advertisers as well as prospects informed about programming, pricing, packages, special opportunities, market research and trends, and maintain personal contact with spot offices, agencies and regional clients

Provide forecast guidance on a weekly and quarterly basis and work with advertisers and reps to achieve plan

Maintain organized files, paperwork and history of individual accounts

Target existing accounts to increase shares of business

Cultivate and maintain positive professional relationships with advertisers, support team, and co-workers

Work closely with General Sales Manager in pricing and managing inventory to effectively sell stations to all accounts, local and national

Assist GSM in special projects as assigned

Other duties as assigned

### MANDATORY QUALIFICATIONS:

College degree

An understanding of strategic account management, ratings, and digital execution

Excellent negotiation skills with strong understanding of sales techniques and fundamentals

Excellent presentation skills

Results oriented with past experience meeting deliverables

Possesses an acute understanding of how to forecast future revenue

Extremely well-organized and always prepared

Ability to communicate effectively using exceptional oral and written communication skills

Excellent computer skills: Windows environment, Power Point, Excel, Word

Must be able to work independently with little supervision

Must be able to work well with other departments to achieve success

Must be flexible and adaptable to meet changing deadlines and work well under pressure

Ability to travel

Valid driver's license and acceptable driving record



**PREFERRED QUALIFICATIONS:**

Three or more years of experience in national sales management, integrated selling and digital advertising  
Experience with WideOrbit and Strata  
Experience with Katz or Cox representatives

**PHYSICAL DEMANDS AND ENVIRONMENT:**

Ability to use telephone and computer equipment  
Ability to stand and sit  
Work performed in standard office environment  
Overnight travel required and schedule may vary to include nights/weekends

**CLOSING DATE:** Applications will be accepted until position is filled.

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

HUMAN RESOURCES  
KXLY BROADCAST GROUP  
500 W. Boone Ave.  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV National/Regional Sales Manager" POSITION AND REFERRAL SOURCE IN YOUR COVER LETTER**  
**\*NO TELEPHONE CALLS PLEASE**  
**KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**



**TV/Radio RF Engineer**

**TITLE:** TV/Radio RF Engineer  
**HOURS:** Full Time/All Shifts  
**REPORTS TO:** Assistant Chief Engineer

**GENERAL RESPONSIBILITIES:**

Installation, measurement and maintenance of high power AM-FM-TV transmission and microwave facilities  
Assist with installation and maintenance of computer, digital video and audio hardware and software  
Help inventory station assets  
Supervise staff engineers at transmitter sites  
Read and comprehend technical and operational manuals and instructions, safety rules, policies and procedures

**MANDATORY QUALIFICATIONS:**

Engineering degree or equivalent  
Proven ability to be accurate in work  
Excel, Word, CAD, Windows and Cisco networking application skills  
Ability to gather data, compile information, and prepare reports  
Able to set priorities under pressure of deadlines  
Must be flexible to accommodate shift changes including extended hours weekends and evenings  
Must have the ability to work in a dynamic, fast paced environment with changing priorities  
Effective verbal and written communication skills  
Ability to respond to emergencies on a 24/7 basis including travel by air  
Ability to climb and lift heavy equipment safely (up to 80 lbs.)  
Good color vision and binaural hearing  
Ability to work safely in inclement weather conditions  
Valid driver's license and acceptable driving record

**PREFERRED QUALIFICATIONS:**

BSEE College Degree or an ASEE College Degree with minimum five year relevant experience  
Working knowledge and understanding of broadcast technical systems  
Society of Broadcast Engineers Certification  
High power broadcast transmitter training  
Tower climbing certification

**CLOSING DATE:** Applications will be accepted until filled

**HOW TO APPLY:**

Send Job Application (found on [www.kxly.com/stationjobs/index.html](http://www.kxly.com/stationjobs/index.html)) and resume with qualifications & background to: [humanresources@kxly.com](mailto:humanresources@kxly.com)

Or mail to:

Human Resources  
KXLY BROADCAST GROUP  
500 West Boone Avenue  
Spokane, WA 99201

**\*PLEASE SPECIFY "TV/Radio RF Engineer" POSITION AND  
REFERRAL SOURCE IN YOUR COVER LETTER  
\*NO TELEPHONE CALLS PLEASE  
KXLY IS AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT 6**  
**2014 RECRUITMENT INITIATIVES**

# CAREERS IN BROADCASTING

Presented by KXLY Broadcast Group



Rogers High School - September 19 – October 10, 2013

1. Introductions
2. Upcoming KXLY Presentations
  - September 19th
    - Overview of Broadcasting Careers - Wendy Peter – HR
    - Television Sales - Bill Long
  - September 26<sup>th</sup> Show Time! Meet some on-air people
    - Co-Anchor of Good Morning Northwest – Derek Deis
    - Program Director and afternoon Hot 96.9 DJ - Mayhem
  - October 3<sup>rd</sup> - The wonderful world of social media
    - Community Website Editor – Camille Troxel
    - Social Media Journalist – Chelsie Hadden
  - October 10<sup>th</sup> – Behind the Scenes with Commercial Production & Special Projects
    - Radio Commercial Production – Pete Jensen
    - Creative Services Producer/Director/Editor – Rob Davis
3. Expectations – What do you want to learn?
4. Today's Presentations:
  - PRESENTATION 1
    - Different Careers in Broadcasting
    - Continuing Education Options
    - Internships/Job Shadows
    - Helpful Resources
    - Interviewing and Resume tips
  - PRESENTATION 2
    - Television Sales Overview



**From:** Wendy Peter  
**To:** Leslie Sulgrove  
**Date:** 3/14/2014 8:29 AM  
**Subject:** RE: Springdale MS Tour in March

Thanks, Leslie. I will be sure to pass your note along. We really love reaching out to students...and your students were so bright and engaging it made our job fun!! Definitely keep us in mind if they express an interest in a job shadow or have questions about broadcasting careers!

Take care and have a great weekend...despite the rainy morning, I think there is some sunshine in store for us!

Wendy

>>> Leslie Sulgrove <[sulgrove@marywalker.org](mailto:sulgrove@marywalker.org)> 3/14/2014 7:47 AM >>>

Wendy,

The tour was truly amazing! Two young ladies have expressed an interest in broadcasting/photography...These kinds of experiences are rare for our students. It's people like you and your bosses at KXLY who effect change in our communities...extended communities as well. Please extend our heartfelt thanks to the staff for their patience, and inspiring conversation with students.

I will keep in touch with these young people. If they maintain an interest in broadcasting, we will contact you. We appreciate the offer to job shadow.

Leslie Sulgrove  
Springdale Middle School  
AVID teacher,  
Advancement Via Individual Determination

-----Original Message-----

From: Wendy Peter [<mailto:wendyp@kxly.com>]  
Sent: Thursday, March 13, 2014 12:23 PM  
To: Leslie Sulgrove  
Subject: RE: Springdale MS Tour in March

Hi Leslie.

What a great group of students you have! I hope they enjoyed the tour and learned a lot from Robyn, Derek, Zach and Brad!

Here are their email addresses if you have follow up questions:

If they are ever interested in pursuing a job shadow, they can contact me.

Thanks so much!

Wendy

Year 2013-2014

**JOB SHADOW**

Date	Name	Dept.	Shadowing with:	Confirmed	Rcvd. Ppwk.
✓ 10/25		News	Nadene Woodward	✓	✓
✓ 10/31		Production	Z. Wilchak	✓	✓
✓ 12/2		Reporter	C. Lund	✓	✓

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Please fill this form out each time you are involved in an EEO Outreach Initiative. One form can be used for multiple Outreach Initiatives or you can fill out a separate form for each Initiative. Please remember to include a brief description when prompted and check the "Certification" box at the bottom of the form. Thanks.

Your Name:

Job Fair

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Participate in event/program relating to career opportunities in broadcasting (i.e., career day, workshops, school visits, etc.)

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Station Tour

Date of tour:   
Organization/School taking tour:

Training

Date of training:   
Brief description:

By checking this box, I certify that I have completed the activities listed above.



# Discrimination & Unlawful Harassment in the Workplace

Training for KXLY Supervisors

Presented by Angela Hayes  
In-house Counsel to Associated Industries

May 13, 2014



Telephone: (509) 326-6885

Facsimile: (509) 328-6832

[www.aiin.com](http://www.aiin.com)

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## Introduction

In order to establish and safeguard a productive and pleasant workplace, employers and, particularly the supervisors acting on their behalf, should understand what constitutes unlawful harassment, the types of liability that may arise where inappropriate conduct goes unchecked, and the actions that may be taken to prevent these concerns. Additionally, this sort of training may assist employers in meeting obligations created by employment practices liability insurance policies.

*This information is not a substitute for competent legal advice, nor does it create an attorney-client relationship between Associated Industries' In-house Counsel and any participants, readers, or recipients. Additionally, these materials reflect the current state of the law at the time of development. Where specific legal issues arise, recipients of these materials should seek private legal counsel.*



## Unlawful Discrimination Defined

Title VII of the Federal Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Washington's Law Against Discrimination, and City of Spokane Ordinances combine to forbid employment discrimination based on:

- ◆ Race;
- ◆ National Origin;
- ◆ Religion;
- ◆ Creed;
- ◆ Sex;
- ◆ Pregnancy;
- ◆ Age;
- ◆ Sexual Orientation;
- ◆ Gender Identity;
- ◆ Marital Status;
- ◆ Veteran Status; &
- ◆ Disability.

42 USC § 2000e-2; 29 USC § 623; 42 USC § 12112; RCW § 49.60.180. Title II of the Genetic Information Nondiscrimination Act (GINA), prohibits employers from using genetic information in employment decisions. 42 USC § 2000ff-1. Other federal and state laws prohibit retaliation based on protected activities, such as concerted activity, wage complaints, use of leave, or whistle-blowing. The City of Spokane prohibits discrimination based on family ties. SPOKANE MUN. CODE § 01.06.030.

Employment discrimination based on protected status may take many forms including:

- ◆ Eliminating individuals from opportunities to apply or interview for employment;
- ◆ Eliminating opportunities for transfers, raises, or promotions;
- ◆ Denying leave or other reasonable accommodation;
- ◆ Transferring an individual or negatively modifying duties;
- ◆ Discharging or laying off an employee;
- ◆ Requiring acquiescence to sexual advances or protected status based abuse;
- ◆ Creating an environment that is hostile to those within protected classifications; or
- ◆ Failing to respond to complaints leaving the employee no option but to resign.

Particularly in difficult economic times, discrimination claims tend to increase rather than decrease. Statistics released by the Equal Employment Opportunity Commission (EEOC) show

that nearly 100,000 complaints for workplace discrimination were filed with the agency in fiscal year 2011. The most prevalent basis for complaints is retaliation followed by race, sex, and disability. EEOC, *Charge Statistics, Fiscal Year 1997 through Fiscal Year 2011*, February 2012.

## Unlawful Workplace Harassment (Defined)

Unlawful harassment is a form of illegal discrimination precisely *because it creates a barrier to equality in the workplace*. See *Glasgow v. Georgia-Pacific Corporation* 103 Wn.2d 401 (1985). There are two generally recognized forms of unlawful harassment:

**A. Quid Pro Quo Harassment:** This term is based on the Latin phrase meaning something for something or an exchange. THE AMERICAN HERITAGE DICTIONARY OF THE ENGLISH LANGUAGE (4<sup>th</sup> Ed. 2000) Quid pro quo harassment occurs where an employee feels he or she must acquiesce to a supervisor's actions, generally sexual advances, to obtain promotions, avoid negative employment actions, or maintain employment. Where either positive or negative tangible job related consequences result from the employee's submission or failure to submit to threats or promises, quid pro quo harassment is deemed to have occurred. A "tangible employment action" means a significant change in employment status. Examples include hiring, firing, promotion, demotion, undesirable reassignment, a decision causing a significant change in benefits, compensation decisions, and work assignment.

**B. Hostile Work Environment:** This terminology refers to the kind of activity that is targeted and severe enough to unreasonably interfere with an employee's ability to work. A hostile work environment is not created where an individual is generally unpleasant to all employees or where a co-worker pays an individual a compliment. In order to constitute a hostile work environment, all four of the following elements must be present.

**1. The Harassment is Unwelcome:** In order to constitute harassment, the complained of conduct must be unwelcome in the sense that the employee did not solicit or incite it, and in the further sense that the employee regarded the conduct as undesirable or offensive. From a practical perspective, it is important to recognize that people often go along to get along with others in the workplace, so they may keep their jobs. This is the case even if the other employee appears to encourage the behavior, never comments, swears back, or once was involved in a consensual intimate relationship with the offending party. Rather than trying to figure out if the conduct was welcome or not, or offensive or not, the best practice is to consider the activity as a jury might see it later. Personal, political, and/or sexual commentary should be left to free time, off working premises.

**2. The Harassment is Because of the Individual's Protected Status:** This element requires that the activity be based on the individual's status as a member of a protected class. In other words, the question to be considered is whether the employee would have been singled out and treated in the alleged manner if s/he had been of a different



race, color, age, sex, creed, national origin, sexual orientation, or had not been a veteran or an individual with a disability. At the same time, employers cannot insulate themselves from liability simply because the use of sexual or other discriminatory epithets is equally degrading to both men and women, for example. *Fowler v. Kootenai County*, 128 Idaho 740, 747 (1996). While the unlawful harassment analysis is generally thought of in terms of sex discrimination, the same analysis applies to other types of discrimination involving the other protected classifications, such as race and disability status. See *National Railroad Passenger Corporation, v. Morgan*, 536 U.S. 101 (2002) and *Robel v. Roundup Corporation*, 148 Wn.2d 35 (2002).

**3. The Harassment Affects the Terms or Conditions of Employment:** Casual, isolated or trivial manifestations of a discriminatory environment do not generally affect the terms or conditions of employment to a sufficiently significant degree to violate the law. For example, the mere utterance of an epithet that engenders offensive feelings, will not sufficiently affect the conditions of employment to implicate violation of the law. A hostile work environment claim is based on the cumulative affect of individual acts that are sufficiently pervasive so as to alter the conditions of employment and create an environment a reasonable person would find abusive. *Harris v. Forklift*, 510 US 17, 23 (1993); *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57, 67 (1986). Whether the harassment is sufficiently severe and persistent is a question determined with regard to the totality of the circumstances looking at the frequency and severity of conduct, as well as whether it involved physical conduct, threats, and/or humiliation. *Harris* at 23. It is also important to recognize the focus of the law is on the consequences or effects of an employment practice and not at the motivation of co-workers or employers. *Ellison v. Brady*, 924 F.2d 872 (1991). Finally, in some circumstances, a single event may engender a hostile environment. In cases of assault or rape, one act is often considered severe enough to permeate the workplace for that individual and make working there intolerable unless otherwise remedied. *Little v. Windermere Relocation, Inc.*, 301 F.3d 958 (9<sup>th</sup> Cir. 2002).

**4. The Harassment is Imputed to the Employer:** This element is simply met where an owner, manager, partner or corporate officer personally participates in the harassment. It may also be met where a co-worker, third party, or vendor carries out the harassing conduct and the employer authorized, knew, or should have known of the harassment and failed to take reasonably prompt and adequate corrective action. Generally, the repeated nature of the harassment or its high intensity will constitute evidence that management knew or should have known of its existence. See 1 B. Lindemann & P. Grossman, *EMPLOYMENT DISCRIMINATION LAW*, 348-349 (3d. Ed. 1996).



## Legal Consequences

**A. Employer Strict Liability for Actions of Supervisors:** In general, supervisors are viewed as agents of the employer. This means employees understand this person is there to act on the employer's behalf. As such, the supervisor becomes a conduit for information between the employer and its employees. The information obtained by a supervisor in the workplace is deemed known by the employer. Likewise, the acts of a supervisor, carried out in the course of employment, are imputed to the employer. The employer will be held liable for authorizing acts of its supervisors and may also be responsible for the acts a supervisor is able to accomplish by virtue of the agency relationship. RESTATEMENT (SECOND) OF AGENCY § 219 (1958).

With respect to unlawful harassment, an employer is strictly liable for a supervisor's harassing conduct if tangible employment action is taken against an employee. Where no tangible action is taken, the employer may escape liability if it is able to show it exercised reasonable care to prevent and promptly correct any harassing behavior, and that the employee unreasonably failed to take advantage of any preventive or corrective opportunities. *Ellerth v. Burlington Industries, Inc.*, 524 U.S. 742 (1998) & *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998). Reasonable care may be demonstrated through the implementation of an anti-discrimination policy coupled with reliable reporting, investigation, and corrective practices.

**B. Employer Liability for Non-supervisory Conduct:** The employer will be held liable for the unlawful harassment of non-supervisory employees based on a negligence standard, as opposed to a strict liability standard. Negligence applies where the employer knew or should have known of the conduct and failed to take reasonable steps to eliminate the conduct. The same analysis applies to the conduct of third parties and vendors. *Freitag v. Ayers*, 468 F.3d 528 (9th Cir. 2006), *cert. denied* 549 U.S. 1323 (2007).

**C. Personal Liability for Supervisors:** In addition to the liability applied to an employer, supervisors may be held liable for discrimination.

**1. Joint and Several Liability:** Often, a supervisor is named as a defendant alongside an employer. If wrongdoing is found, the defendants, both individually and jointly, are responsible for the entire remedy applied, including any financial judgment.

**2. Individual Liability:** In Washington supervisors may additionally be liable individually for unlawful discrimination, without the inclusion of the employer. *Brown v. Scott Paper Worldwide Co.*, 143 Wn.2d 349 (2001).

## Practical Steps an Employer May Take to Avoid or Eliminate Unlawful Harassment

Where people work together, it is not possible to eliminate all conflict, hurt feelings, or frustration from the environment. It is possible, however, to create a positive and pleasant work place that allows employees to focus on work without unnecessary distraction. The following steps provide employers a guide to the types of policies and procedures designed to eliminate unlawful harassment concerns, and at the very least, avoid claims, complaints, grievances, or lawsuits with regard to these matters.

**A. Develop a Policy Tailored to Your Workplace:** The best means of avoiding liability is having a simple, clear anti-harassment policy. On a practical basis, such policies should create an atmosphere in which individuals feel safe coming forward with complaints regarding unlawful harassment. They give the employer an opportunity to take immediate corrective action in order to remedy or prevent unlawful and/or inappropriate conduct. Further, if the matter does reach the legal system, a well-drafted policy shows the good faith efforts of the employer and may assist in providing the employer a defense. Policies should include:

**1. A Strong Policy Statement Prohibiting Unlawful Harassment:** An anti-harassment/discrimination policy should begin with a statement making it clear that unlawful harassment will not be tolerated. Further, the policy should state that such conduct will result in discipline, up to and including immediate termination of employment.

**2. A Definition of Unlawful Harassment:** Due to a large number of misconceptions by both employees and employers about what constitutes unlawful discrimination and/or harassment, it is important that an employer's policy clearly defines and identifies unacceptable behavior. Most policies specifically address harassment in the following manner:

◆ **Unlawful Harassment:** Unwelcome, hostile and offensive acts or expressions motivated by an individual's race, sex, national origin, sexual orientation, age, religion, disability or health condition, or veteran status. This conduct may include physical contact, gestures, verbal statements and/or threats. It may also include the use, display, or distribution of offensive written or graphic materials. Communication can take the form of face-to-face, telephonic, written, or electronic contact as well as items or messages simply left at employee's work area without any direct personal contact. This conduct must affect the individual's employment



and unreasonably interfere with his or her work performance. Employees must understand that a hostile working environment is created based on unlawful harassment, and is not merely an unpleasant working environment or dislike between individuals that is not based on an individual's membership in a protected class.

- ◆ **Sexual Harassment:** In addition to the above, sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature aimed at an individual based on gender.

### 3. Examples of Unlawful Harassment:

- ◆ Physical conduct such as suggestive looks, unnecessary or unwelcome physical contact, indecent exposure, physical and or sexual assault;
- ◆ Ridicule, threats, or intimidating behavior;
- ◆ Verbal or written activities including derogatory comments, slurs, epithets, name calling, insults, or jokes;
- ◆ Non-verbal behavior such as displays of posters, cartoons, drawings, calendars, symbols, or graffiti; &
- ◆ Unfair allocation of work responsibilities.

4. **An Internal Reporting Procedure Available to Employees:** A complaint procedure should provide employees with a reasonable and effective method for discussing concerns. This is the best means of ensuring the employer receives prompt notice of a problem and has an opportunity to remedy any problems before claims or lawsuits are filed.

a. **Alternative Means of Reporting Complaints:** In order to be effective, employees should be provided with alternate routes for reporting. Many policies allow for reporting to the employee's immediate supervisor, the human resources officer, and the company's owner. Some policies reference the employer's complaint procedure or an anonymous tip line or drop box as well. The alternative recipients or means must be credible, reliable and impartial to avoid fear of retaliation and encourage candor.

b. **"Off the Record" Complaints:** Should a supervisory employee receive an "off the record" complaint from a co-worker or subordinate, the supervisor must let the individual know the information will be reported as stated in the organization's policy and treated with discretion. Because information known to the supervisor is imputed to the employer, this type of notice requires that the supervisor act to eliminate problems and legal ramifications.

**c. Information to be Sought at the Time of the Complaint:** In the course of discussing the complaint, the complaining party will generally be asked to provide any relevant details such as:

- ◆ Who was involved?
- ◆ What occurred?
- ◆ When did this event occur?
- ◆ Where did this event occur?
- ◆ Who else may have seen or heard this incident?
- ◆ Has there been any other similar incident? If so, the employee will be asked to provide detail.
- ◆ Have others experienced similar activity?
- ◆ How did the employee react to the incident?
- ◆ How did it impact the employee's ability to work?
- ◆ Does the employee have any notes or other documentary or physical evidence?
- ◆ Are there other parties with whom the employer should speak?

**d. Reporting Practices to Avoid:** An employee should not be required to first discuss the issue with the alleged harasser. Further, an employee should not be required to state his or her concerns in writing or to provide them within a set number of hours or days. These requirements may deter reporting, rendering the employer's policies and practices pointless.

**5. A Reliable Investigation Procedure:** All reports of unlawful harassment should be taken seriously, treated with discretion, and investigated promptly. Investigation should entail interviews with the alleged victim, the alleged harasser, and any witnesses.

**a. Discussion with Outside Parties:** To avoid tainting information or disclosing the identity of the complainant, witnesses, and any key facts, all individuals involved in the investigation should be informed that they may discuss the investigation only with counsel, government agents, those providing them assistance or care, and the investigator assigned.

**b. Interim Remedial Actions:** During the course of investigation, it may be necessary to take action meant to avoid tainting the investigation process and ensure that further harassment or retaliation does not occur while the investigation continues. For example, it may be necessary to make scheduling changes, transfer the alleged harasser, or place him or her on non-disciplinary leave, pending the employer's findings. In general, the employee having raised the complaint should not be transferred or otherwise burdened because of the complaint, which may be viewed as retaliation.



c. **Weingarten Rights of the Individual Being Investigated:** When conducting an investigation, particularly one that may result in ultimate disciplinary action, unionized and non-unionized employees may have the right to request that another person be present. *National Labor Relations Board v. Weingarten*, 420 U.S. 251 (1975), *Epilepsy Foundation of Northeast Ohio v. National Labor Relations Board*, 268 F.3d 1095 (2001), *cert. denied*, 536 U.S. 904 (2002).

d. **Documentation:** All information obtained through interviews should be documented by date and time, if possible. Any documents and data provided should be copied and held by the investigator. These steps show the thoroughness and care taken in the investigation process should it ever be required. Should the employer ever be put on notice a legal claim may arise, it must act carefully to preserve all documentation and/or other evidence that is relevant or may lead to relevant information in the event of suit. In that event, document destruction processes should be suspended.

e. **Confidentiality Concerns Related to the Use of Outside Experts:** A neutral and objective individual should evaluate the information gathered. In some cases, this may only be accomplished through the use of third party investigators. This is particularly important where the individual about whom the complaint is made supervises or has authority over the investigator. When a third party is utilized, the alleged harasser must be provided a summary containing the nature and substance of the information gathered before any adverse employment action is taken. The identity of witnesses need not be provided. 15 USC § 1681(a) (2003); *Keller-Vail*, Opinion Letter of the Fair Trade Commission, April 5, 1999.

6. **Provisions for Remedial Action:** The importance of taking effective and prompt corrective action cannot be understated and the employer's failure to do so may lead to liability. Once unlawful harassment has been discovered, the employer is required not only to stop it, but to prevent recurrence of the harassment. Courts and agencies reviewing remedial action will focus on whether the employer's actions deterred or stopped the activity, not whether the best means available was utilized. Faced with these circumstances, employers need to analyze the deterrent steps that are reasonable in the particular context.

Depending upon the nature and severity of the conduct, employers may warn, reassign, transfer, reprimand, suspend, or discharge the harasser. In determining the action needed to stop the conduct, the employer must also consider proportionality, ensuring the action is not overly harsh or inconsistent with treatment of others. Further, any adverse employment action taken against a harasser must be carefully documented and based on objective data. These steps may assist employers in avoiding wrongful termination claims. Many businesses require these disciplinary actions be reviewed and



approved by a human resources director or another member of management who is in a position to impartially review the matter.

**7. Protection Against Retaliation:** Retaliation is a second actionable claim on its own. *Burlington Northern & Santa Fe Railway Co. v. White*, 548 US 53 (2006). These claims apply whether or not the initial complaint is substantiated. *Id.* A prima facie case of retaliation may be established if an individual shows he or she engaged in a protected activity, was subsequently subjected to an adverse employment action, and that a causal link exists between the two events. This causal link may be inferred from circumstantial evidence such as the employer's knowledge of the protected activities and the proximity in time between the protected activity and the adverse action. *Dawson v. Entek International*, 630 F.3d 928 (9<sup>th</sup> Cir., 2011). Retaliation claims may apply not only to the individual having complained of discrimination, but to those falling within the zone of interests protected by Title VII, such as family members, spouses, and fiancés. The distinction here is that injuring the third party is the employer's intended means of harming the party having filed a claim. *Thompson v. North American Stainless, LP*, 131 S.Ct. 863 (2011).

**8. Confidentiality:** Throughout the complaint, investigation, and remedial processes, confidentiality should be maintained to the greatest extent possible. Information regarding the matter should only be provided those with a need to have it. On a practical basis, the employer should not promise confidentiality or anonymity to those involved in the investigation process. By its nature, the investigation process requires some disclosure, though care must be taken to avoid unnecessary disclosure. In some cases the alleged harasser may be able to identify the complainant simply by virtue of the fact that only s/he was witness to the troubling conduct.

All documentation of the investigation should be maintained in a separate, locked file and marked as work product. Only the ultimate findings and consequences should be documented in the perpetrator's personnel file. The confidential personnel information related to the disciplined employee should not be provided the complaining employee. The complaining individual should know that the employer has investigated and taken action appropriate to stop the behavior and eliminate further concerns, but nothing more.

**a. Discussion with the Complaining Party:** Once the investigation is completed, the employer will generally endeavor to meet with the complaining party in private to discuss the complaint and let him or her know if the complaint has or has not been substantiated. This conversation may be followed up in writing. In general, the employee will not be told what specific action the employer has taken, if any, against the party alleged to have violated the policy. If the investigation revealed wrongdoing, the employee should be made to understand that the employer has



taken action to eliminate any further violations of its policies. The employee should be asked to notify the employer immediately should there be any further violations.

**2. Discussion with the Alleged Harasser:** Similarly, the employer will generally meet with the alleged harasser in private at the close of the investigation. If the claim is not substantiated, this fact will be explained and it will be made clear there will be no notations in his or her personnel file. If substantiated, the employer will impose discipline designed to eliminate the conduct at issue. In the event discipline less than discharge is applied, the employee should understand that any similar misconduct in the future may result in immediate discharge. Likewise, retaliatory conduct will likely result in discharge. Such conduct includes questioning the harassed employee or any witnesses about what was said and to whom. At that point, the employer may provide a copy of the ultimate findings and consequences to the employee and ask that he or she sign the document. The original will be placed in the harasser's file and a copy will be provided directly to him or her. At no point would the employer discuss specific concerns raised in a manner that would identify the party having provided the information to the employer.

**B. Provide Training:** In addition to this type of supervisory training, all employees should be made familiar with the company's policies and procedures, particularly unlawful discrimination and harassment policies. The employer's policy should be disseminated to all employees on hire and their receipt should be expressly acknowledged by employees in writing. Employees should receive training and refresher courses to make sure they have not only read the policy, but understand what conduct is prohibited, how a complaint may be made, and how the employer will respond. We suggest employee training include the following points.

**1. Employees Should Understand How to Promptly Report Concerns:** Employees should understand that are empowered and are responsible to use the employer's complaint procedure. Employee involvement is the single most important means of eliminating unlawful harassment. This is why employees are trained to recognize concerns and how to report them. The employer will do its part to eliminate problems it is aware of before they rise to the level of complaints.

**2. Employees Should Understand the Foundation Upon Which the Employer's Policy and Practices are Built:** In order to avoid having comments or actions misconstrued, the employer should set a standard for respectful and professional communication in the workplace. This means employees should be encouraged to leave personal commentary about politics or belief systems out of the workplace. Additionally, employees do not have to feel as if they must participate in, laugh off, or put up with off-color jokes, mean-spirited, or degrading comments in order to be part of a team. Once people ignore such conduct or respond with disapproval, the behavior will generally stop. The

employer will fully support employees in refusing to participate in harassing, threatening, or unprofessional behavior.



## MORGAN MURPHY MEDIA

### Employee Harassment Policy

Sexual harassment, as well as other forms of unlawful harassment (based on race, religion, national origin, age, disability, sexual orientation and other protected status against discriminatory treatment), are contrary to this Company's commitment to a nondiscriminatory work environment. This Company prohibits unlawful harassment of its employees in any form by supervisors, co-workers, customers, and other nonemployees. Any employee who engages in unlawful harassment is subject to discipline, including discharge. Harassment involving nonemployees also will not be tolerated and will be addressed on a case-by-case basis.

1. All employees of the Company are required to be familiar with, and comply with, the policy of the Company prohibiting sexual (or other forms of unlawful) harassment in the workplace. This policy is more thoroughly explained below.
2. This policy prohibits any Company employees, male or female, from sexually harassing another employee. Prohibited sexual harassment includes, but is not limited to:
  - a) Unwelcome sexual advances or requests for sexual favors;
  - b) Unwelcome verbal or physical conduct of a sexual nature;
  - c) Making submission to (or rejection of) such conduct a factor in employment decisions affecting the employee (such as unequal application of standards, assignments of duties, discipline and promotions);
  - d) Permitting such conduct to interfere with an employee's work performance, or to create a hostile, intimidating or offensive work environment
3. The same type of activity is prohibited to protect against other harassment of persons, based upon race, religion, national origin, sexual orientation, or other protected status. Discriminatory treatment of persons in a protected status, such as frequent or severe slurs, name calling, or ethnic jokes, creates a hostile work environment and will not be tolerated. The procedures and standards reflected herein apply equally to these forms of unlawful discrimination.
4. An employee who believes he or she has been the subject of harassment has an obligation to report the matter as soon as possible to his or her immediate supervisor or the General Manager so that timely remedial action may be taken. If the employee believes that a supervisor is involved in the harassment, the matter should be brought to the immediate attention of the supervisor or, if more appropriate, to the attention of the Company's General Manager at your location. If the employee feels uncomfortable about this reporting structure for any reason, the employee may contact the Company's President, Elizabeth Murphy Burns (6227 E. Villa Cassandra Way, Cave Creek, AZ 85331) or any designated representative, including the Human Resources Manager.
5. Investigations will be undertaken promptly. Information obtained during the course of an investigation will, wherever possible, be maintained in confidence. It will be released on a need to know basis only. The Company will not tolerate and will investigate and discipline under this policy any person retaliating against anyone who complains of harassment or who participates in an investigation. An employee who comes forward or participates will be protected.
6. After appropriate investigation, any supervisor or other employee found to have illegally harassed another employee will be subject to appropriate sanctions. Depending upon all the circumstances, such sanctions could include everything from a warning to an immediate termination of employment.
7. We recognize that the question of whether a particular action or incident is a purely personal, social matter without discriminatory effects requires a factual determination based on the facts. We also recognize that false accusations of sexual or other harassment can have serious adverse effects on both the accuser and the accused. We expect all employees to act honestly and responsibly in complying with, and enforcing this policy. It is our desire to continue our pleasant working environment for all employees, free of discrimination.
8. If you have any questions about this policy, please contact your supervisor, your General Manager or your Human Resources Manager.

**Employee Harassment Policy Acknowledgment**

PLEASE SIGN AND RETURN THIS SHEET TO HUMAN RESOURCES.

I, the undersigned, completely understand and agree to comply with the Company's policy on Employee Harassment including this reporting procedure. I also understand that violations of this policy could result in discipline, including immediate termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## Unlawful Harassment Quiz

1. Which of the following classifications is protected? Check all that apply.

- National Origin       Pregnancy       Age  
 Religion       Sexual Orientation       Marital Status

2. Jane has just turned in her application for a technician position at XYZ Corp. On her way out the door, the production supervisor says, "I'm not discriminating against women, but the job requires upper arm strength and women don't have it. There is no point in interviewing you. It's not you, it's the job." Assume the position does require upper arm strength. Has the supervisor discriminated against Jane?

- Yes       No

3. Pat is the supervisor in the marketing department. Several marketing employees have complained Pat yells at the entire team, all the time. Does this constitute a hostile work environment?

- Yes       No

Why \_\_\_\_\_

---

At the company wide meeting last week, Pat began the meeting by telling an off color joke. Does this constitute a hostile work environment?

- Yes       No

Why \_\_\_\_\_

---

Pat also makes derogatory remarks about everyone in the department, intentionally mispronounces employee names, and is just plain vulgar. Most recently, Pat has begun to talk about weapons and actually brought a gun to work. Does this constitute a hostile work environment?

- Yes       No



Why \_\_\_\_\_  
\_\_\_\_\_

4. The employees working in customer services for a luxury resort hotel subjected an openly gay employee working there to conduct including whistling and blowing kisses at him, calling him "sweetheart", telling him crude jokes, giving him sexually oriented gifts or pornography, caressing him, hugging him, grabbing him and poking their fingers in private areas of his body through his clothing. Does this conduct constitute a hostile work environment?

Yes     No

Why \_\_\_\_\_  
\_\_\_\_\_

5. An elementary school teacher has recently transferred to a new school after her husband was convicted of assaulting the Principal at the school she had taught at for several years. The assault followed a disagreement between the teacher and Principal over teaching methods. She and her husband remain married. Now, after arriving at the new assignment, the teacher has found she is isolated by the other teachers and is not invited to any after-hours functions. When she has attempted to engage in conversations with the other teachers, she feels they are hostile toward her. Does she have a claim for hostile work environment?

Yes     No

Why \_\_\_\_\_  
\_\_\_\_\_

6. In order to meet the definition of unlawful harassment, the complaining party must show the actions aimed at him or her were unwanted. Does this mean the person complaining is required to tell the alleged harasser to stop the activity?

Yes     No

Why \_\_\_\_\_  
\_\_\_\_\_

7. If an employee simply decides to tell no one of harassment he believes he experienced, and then files suit a year after leaving the company, does the employer have a defense?

Yes     No

Why \_\_\_\_\_  
\_\_\_\_\_

8. Last week an employee complained to her supervisor about a delivery person's continued comments about her national origin and whether she is even legal to work here, noting he would like a cushy job like hers. In making the complaint, the employee states she does not want anything done about it, she just needs to vent. Should the supervisor do as she asks and ignore her complaint?

Yes     No

Why \_\_\_\_\_  
\_\_\_\_\_

9. After an employee made a complaint about a co-worker's comments to her, the department manager sat both parties down in a room to discuss their personality conflict. Is that a good idea?

\_\_\_\_\_  
\_\_\_\_\_

10. As a result of investigation in the complaint discussed above, the worker making the comments has been suspended for a week. He has been required to attend unlawful harassment training as well. Now the complaining employee has noticed he is working again and demands to know what discipline he received. What can she be told?

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT 7**  
**2015 RECRUITMENT INITIATIVES**



December 19, 2014

Molly Allen, Ken Hopkins, and Crew  
92.9 ZZU  
500 W Boone Ave  
Spokane, WA, 99201

Dear Ken and Molly,

Thank you so much for taking the time out of your extremely busy schedule to allow me to job shadow you! I know it was likely one of your busiest days of the year and it means a lot that you were willing to have me come in an experience it firsthand. You and your entire staff were some of the friendliest people I have ever met! This opportunity gave me great insight into a new perspective of the music business.

The best part about shadowing your station was the fact that I was able to get a glimpse at almost all aspects of your business. One of my favorite experiences was watching Ken edit all of the live calls and turn them into clips you were able to use on the air. Also, talking to everyone at the station and getting their advice and input on how I should continue to pursue my passion in music offered priceless wisdom. I really appreciate how caring and sincere everyone was at the station!

This experience was definitely one I will never forget. Seeing how passionate everyone is reminded me why I want to go into music. I love the fact that you are all so caring and involved with the community. This opportunity was really special to me because I was able to get that unique behind the scene look at what goes on in an establishment like yours! Thank you again for taking the time to host me on Wednesday!

Just a side note -- I was listening to your show yesterday morning and I heard the interview you did with Dave and it was really cool for me to be able to say "I was there when they recorded that!"

Sincerely,

Reardan High School

**From:**

**To:**

**Date:** 6/5/2015 4:38 PM

**Subject:** Priest River Lamanna High School Career Fair

Please accept our sincere appreciation for the outstanding contribution you made to the 2015 Priest River Lamanna High School Career Day. We wanted you to know that we truly enjoyed working with you and feel honored that you took the time out of your busy schedule to speak with and mentor our students. The students as well as the staff were impressed with the presentation you brought to PRLHS. They are still talking about it! Our students were able to gain insights into possible future areas they otherwise would be aware of. Words cannot express how thankful our Career Day Committee is for your participation. You are the reason our Career Day is so successful!





Wendy Peter - Thank You

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**From:**  
**To:** "TimA@kxly.com" <tima@kxly.com>  
**Date:** 7/27/2015 12:52 PM  
**Subject:** Thank You  
**Attachments:** Trumpet Trio.jpg

---

Tim,

and I would like to thank you for taking time last Thursday to show us your wonderful facility. We were both impressed with your incredible knowledge and all that you have contributed to KXLY over the years. Technology is moving so fast, it's hard to keep up.

As promised, please find the attached "trumpet trio" photo I mentioned. It was taken in 1959 at the downtown KXLY studio. Starlit Stairway show. In the photo, from left:

Tim, again thank you for your wonderful tour and hospitality.  
All the best to you and the KXLY gang,

Fun45s.com  
Spokane, WA

7/30/2015

Specialized Needs Recreations



Thank You



KXLY—Wendy Peter & Mark Peterson

Thank you for allowing Camp All Stars to come during Spring Break. We really enjoyed it and truly appreciate it.

Angie Goucher, Executive Director

Dear Kxly Crew,



Thank you for taking time out of your busy day to let us have a tour. And also when I was there I learned a lot there. Like how you guys use blue screens instead of green screens. And this has taught me that maybe one day I want to be part of Kxly.

Also I really like how I can watch the news and be like "OMG I was there" Thank you so much for teaching me all this. And I really miss you guys I want to go there again.

But now I finally get how the blue screen thing works. And also did you see my friend atidrik the one in all blue see blended in.

Again Thank You So Much

Yr Sincerely,





Dear Kxly crew thank you  
for teaching us about what you  
do and you inspired me to work  
here maybe you guys are  
Really good at your job I bet



It is very hard work to do all of that  
~~tech~~ tech stuff. I bet It takes a lot of work to  
do all of that cool camera and videos things you  
do. you guys are awesome at your work. It was  
crazy that there is a balcony above the anchor room  
I thought it was so nice that you took time out  
of your day to come give us a tour of the Kxly  
place. you guys are awesome

Sincerely,



p.s. thank you for answering  
our Question Robin and there are  
a lot of buttons in the 2  
Room we went to.



Dear KXL4 Crew,



Thank you for giving up your time just to show us around your amazing and cool studio. I really loved everything! ♥ To be honest I thought every station had a green screen but when I saw your blue screen I thought, "wow, I thought every station has a green screen!" But I thought it was wierd but awesome! Also I loved your guys equitment! I especially loved all the technology stuff!! I loved talking to Robin! She's so amazing and a great roel model! She is so beautiful and she doesn't look old at all she looks like a young teenager.



I literally loved the blue screen. I blended in cause I was wearing all blue! Well Thank You!

Sincerely,



Dear Kxly crew,

Thank you for taking time out of your already busy day to show us around your amazing studio. It was an amazing experience and I had a great time. I hope I get to meet you again. You are an amazing place to be at. I would love to have such an amazing job. I loved looking at traffic on screen and working the camera. The blue room was really cool and I learned so much. I also liked learning about all of the technology that goes on at the studio. It was sooo fun meeting Robyn. She was fun and easy to talk to.

Sincerely





Thank you Kxly team for letting  
us visit your news studio  
and letting us see all the  
equipment. I really enjoyed the  
visit and I learned  
quite a bit about how the news works.  
My friends and I enjoyed the bluescreen  
and I might get one. I like to make videos  
on my youtube account. Over all I  
feel extremely appreciative of all that you  
guys did for us. I'm actually  
considering making news broadcasts  
for my youtube channel. Anyways  
Thank you!!!



Sincerely



Dear Kxly crew,



Thank you guys for spending your time out of your busy day to teach us, give us a tour, and have people tell us what they do. I loved seeing the blue screen room, and I loved sitting in the anchor spot. I loved the tour and seeing the back rooms. Thanks to you I know what I want my future job to be. I want to be like Zacke.

Sincerely,





Dear Kxly crew, Thank you for letting us use your time, it was really fun I really liked the camera and also the blue room. My most favorite room in all of Kxly was the brain room. If I end up in Kxly I will work in the brain room. It was a really awesome experience. I like how you (Kxly) have a lot of really cool boards and stuff like that. my favorite thing I learned is how to use the camera. Thank you Robia for letting us ask your questions. I think Kxly is cool how everything works.



Sincerely,





Dear KXIV Crew:

Thank you for taking time out of your busy schedule. I enjoyed going on the tour with Wendy. You guys even though you are all guys were so nice to show and meet and teach us all we wanted to know. Thank you again for showing us what you know.



Sincerely,



Dear Kxly crew,



Thank you for taking your busy time to show us around your News station. The most thing that you guys showed us was the cameras and the blue screens. You guys were awesome at tutoring us around the station and I'm very thankful that you took your time out just to show us around thank you very much

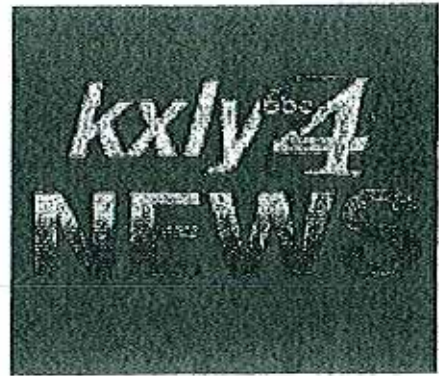
Also thank you for being an amazing awesome beautiful person that you guys are, stay awesome

Sincerely,





Dear Kxly Team,



Thank you for showing us around the set. It was very fun. My favorite part was seeing the control room. I also loved meeting Roben Nance. Also going on the very fun tour. I learned all about the control room. Thank you for taking time out of your busy day and showing us the station and telling us all about your jobs. I loved sitting on the couch and watching and learning how to use the control room.

Sincerely,





Thank you for taking time  
out of your day. The part  
I liked is where we were  
in front of the blue screen  
with the cars. Thank you for



showing us up stairs and down stairs. the room  
when you can change and edit the news. is it  
hard to do all the news. How is it to  
interview? DO you have to wear formal  
cloths? how long is your lunch? What is your  
less thing you do? Thank you for your  
time!!!

sincerely,



Dear KXLY crew,



Thank you for letting us check out your set and your cool green and blue screens and your cool tv room thingy!

I think your guys' news cast is awesome!

I'll maybe even start watching your guys' news channel every now and then!

We had lots of fun and we really enjoyed the field trip



Thank you!

Sincerely,

Broadcasting member)



Dear KXLY Crew,  
Thank you for taking time  
out of your busy schedule  
to let our Bemiss Broadcasting  
team <sup>come</sup>! I have a question for you



guys at the studio do you like Nutella? My  
favorite part of going to KXLY was sitting  
at the desk and being on the weather cast and  
the Party Room?

FROM:





Dear KXLY crew,

I would like to

thank you for letting

us visit your awesome studio, it

was so much fun learning about

the blue screen and much more. I

would like to learn more about

your editing.

Sincerely,



Dear KXLY Crew,



Thank you for touring us around the building. It was fun getting to see where the anchors are. Also when we got to point at cars on the freeway. It was kind of you to take time out of your day to show us around. It was fun to learn about the control room and how everything is control. Thanks Robin Nance for telling us about your job and what you do. Also thanks for telling us about your daily routine.

Sincerely,





Dear Kxly crew,

Thank you for touring us around the building. I learned how to work the camera and film a news cast.



My favorite part was when we were on the camera. I loved to meet Robin nance. I really love your job. You inspired me to be a anchor for a news cast. I mostly loved that Robin told us how she made to be an anchor and her daily routine. I wish that I was a anchor or a news person just like you. You are really nice to take some time of your busy life to show us around. Thank you.

Sincerely,





**Wendy Peter - Last Night**

**From:** Tim Cotter  
**To:** Wendy Peter  
**Date:** 12/2/2014 10:50 AM  
**Subject:** Last Night  
**Attachments:** f\_gear\_up\_letterhead\_template(1).docx

Hi Wendy-

There were about 40 students in attendance last night, according to the event's organizer. It was held at North Central High School.

I've attached the original invitation with details on the event that I spoke with the students at.

Thanks,

-tc

**Tim Cotter**  
APD/MD  
KXLY-FM Spokane  
The Big 89-9 Coyote Country  
Direct: 509-329-5043



October 21, 2014

Dear Tim Cotter,

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federal grant program designed to increase the number of students who are prepared to enter and succeed in postsecondary education. North Central High School is one of Spokane School District's schools benefitting from the grant and has GEAR UP to support the class of 2017 (sophomores this year).

One of GEAR UP's objectives is to increase student's and their family's knowledge of postsecondary options, preparation, and finances. To have fun meeting this objective, GEAR UP is hosting a night of "Speed Jobbing" where students can learn about a variety of careers from business professionals in just a few minutes (based on the concept of speed dating).

We would like to invite you to tell your story about your career and your educational background. For example, where did you go to college, how many years did you attend? What does a typical day at work look like for you? What do you like most about your career? What is the job market like today for your career choice? Students can also ask questions as time permits. We are hoping for a good interaction between students and business professionals.

Students will rotate every 3-5 minutes and learn from you what it would be like to work in your career field. If you have handouts or brochures from your company and would like to bring them, that would be great.

Dinner will be served and would we would like for you to be able to have conversations with students during dinner before the "speed jobbing" starts.

If you are interested in participating on December 1<sup>st</sup> from 6:00-8:00 PM @ N.C. High School, please contact me at [aimcet@spokaneschools.org](mailto:aimcet@spokaneschools.org) or (509)354-6218.

Thank you for your time and consideration.

Sincerely,

Aimee Tyvan  
North Central High School  
GEAR UP Coordinator  
(509)354-6218  
[aimcet@spokaneschools.org](mailto:aimcet@spokaneschools.org)





# Priest River Lamanna High School

596 Hwy. 57  
Priest River, ID 83856

Phone: (208) 448-1211  
Fax: (208) 448-1212

TO: KXLY  
FROM: Priest River Lamanna High School Career Day Committee  
RE: Career Day Presentation  
DATE: 6 March 2015

We would like to thank you for your agreement to participate in the Priest River Lamanna High School Career Day.

- Friday, March 6, 2015
- Check-in & Continental breakfast beginning at 8:15 a.m.
- Meet in school library by 8:30 a.m. for a general welcoming (earlier if you have displays/equipment/etc. that you will need to set up)
- First presentation begins at 8:45 a.m.
- Park in the paved lot to the left of the school and enter through the main doors by the gym. Library located in the center hub of the school
- Finished at 11:05 a.m.
- If possible, plan a little time after to meet in the library with individual students who might have further questions.

Your presentation has been listed as: **various**

If you would like your presentation re-named, please contact us by February 23, 2015.

Please provide us with a brief introduction of yourself which we can use to introduce you to our students.

## PRESENTATION INFORMATION:

- 2-4 presentations (depending on student sign-up)
- 30 minutes each with a 5 min break in between sessions
- You will be in a classroom setting with a teacher in attendance
- Approximately 20 students per session (we will call with exact #s Mar 11-13)
- Any visual aids, demonstrations, handouts and/or interactive activities, business cards to handout, giveaways are always greatly appreciated by our students

Do you need any special equipment? We have available the following:

- VCR/DVD/TV
- LCD or Overhead projector
- Computer/LCD Projector/ Internet access (is filtered)
- Photocopier or Computer Printer

If you would like to reserve any equipment or have copies made, please contact us by March 2, 2015.

## CONTACT INFORMATION: PLEASE USE EMAIL IF POSSIBLE

- Betty Gardner – 21<sup>st</sup> Century Grant 208-448-1211 ext 6
  - Email: [bettygardner@sd83.org](mailto:bettygardner@sd83.org)
- Sue Easley - PRLHS Library 208-448-1211 ext 5
  - Email: [sueeasley@sd83.org](mailto:sueeasley@sd83.org)



## Wendy Peter - EEO outreach

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**From:** Melissa Luck  
**To:** Wendy Peter  
**Date:** 2/11/2015 11:45 AM  
**Subject:** EEO outreach

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### 1. February 9, 2015

I spent two hours speaking to a broadcasting class at Gonzaga University. We talked about day to day decision making in the newsroom, challenges we face, proliferation of social media, etc. We also talked about strategies to get the first job in broadcasting, especially in the changing field.

### 2. February 10, 2015

Completed online critiques for Tiger TV, a high school news program from Timberlake High School in Idaho. They do a daily newscast for the school and wanted feedback on how to better improve the quality of their videos, the content of the newscasts and their storytelling.

Melissa Luck  
Executive Producer  
Director of Social Strategy  
KXLY4 News  
@MelissaKXLY4  
(509) 329-4408



**Wendy Peter - Re: Need info for report**

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**From:** Jerry Post  
**To:** Wendy Peter  
**Date:** 9/14/2015 12:24 PM  
**Subject:** Re: Need info for report

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I spoke to Whitworth students about how newsrooms operate on 11/19/14  
I spoke to Gonzaga students about ethics in journalism on 4/13/15  
I spoke to Whitworth students about ethics in journalism on 4/14/15

>>> Wendy Peter 9/11/2015 9:11 AM >>>  
Hi everyone.

Our annual EEO Outreach report is due at the end of this month so I really, REALLY need your help gathering information on all the great things you have done from 10/1/14-9/30/15...including:

- = Station Tours that you conduct
- = Visits to schools where you discuss careers in broadcasting
- = Job Shadows that you host
- = Job Fairs that you attend
- = Participation in any event/program relating to career opportunities in broadcasting
- = Training you received from KXLY

Participation in any of these activities is extremely important and must be reported to me so that I can report it to the FCC. I know we're looking back to 10/1/14 so if you've already reported it to me, no need to re-send the info to me. I'm just looking for things that have not yet been reported.

Reporting your EEO outreach activities is easy...Forms can be found on InsideKXLY - eForms - HR - EEO Outreach Initiative (or click [here](#)). OR send me an email with all the details.

Please let me know if you have any questions.

Thanks!

Wendy

Please fill this form out each time you are involved in an EEO Outreach Initiative. One form can be used for multiple Outreach Initiatives or you can fill out a separate form for each initiative. Please remember to include a brief description when prompted and check the "Certification" box at the bottom of the form. Thanks.

OK

Your Name:

Job Fair

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Participate in event/program relating to career opportunities in broadcasting (i.e., career day, workshops, school visits, etc.)

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

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KXLY participants:   
Brief description:

Station Tour

Date of tour:   
Organization/School taking tour:

Training

Date of training:   
Brief description:

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Job Fair

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

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*OK*

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Your Name: PETE JENSEN

Job Fair

Date of event:

Where did event take place:

KXLY participants:

Brief description:

Participate in event/program relating to career opportunities in broadcasting (i.e., career day, workshops, school visits, etc.)

Date of event: 02/13/15

Where did event take place: Spokane School District Skills Center, 4141 North Regal Street

KXLY participants: Pete Jensen

Brief description: Regular meeting of the Broadcasting Program Steering/Advisory Committee. Discussed curriculum and challenges.

Date of event:

Where did event take place:

KXLY participants:

Brief description:

Date of event:

Where did event take place:

KXLY participants:

Brief description:

Station Tour

Date of tour:

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*DN*

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Job Fair

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Your Name: Wendy Peter

*W*

Job Fair

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Participate in event/program relating to career opportunities in broadcasting (i.e., career day, workshops, school visits, etc.)

Date of event: 10/27/14  
Where did event take place: Whitworth  
KXLY participants: Dave Sposito  
Brief description: Journalism Day. Opportunity for high school newspaper, yearbook and broadcasting students to sharpen and expand writing, editing and publication skills

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

Date of event:   
Where did event take place:   
KXLY participants:   
Brief description:

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Job Fair

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Brief description:

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Organization/School taking tour:

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Date of training:   
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Our Thanks to the folks at KXLY:

It was a wonderful tour and I hope to be able to go next year. -

Thank you for showing us what it's like to be behind the camera. .

Thank you for being nice and showing us your station. -

Thank you for letting me see the big green screen and how it works.  
Wardwell

Thank you for taking your time to show us around the studio and showing us what you do. -

Thank you for showing me the studio and the blue screen. Hopefully I can get a job there someday. -

THANK YOU FOR INVITING US TO KXLY.

Thank you for showing us around the building and how you do commercials.

10-28-14

Dear Darryl - Thank you for organizing our tour on 10-13-14.

Dear Terri - Thank you for hosting our large group. I had meetings that day - so I missed it! Hopefully, I can join in a tour next year. The students thoroughly enjoyed this tour.

It was a great tour! I would love to go back! Thanks so much!

Dear Terri, thank you for the tour. I like seeing the TV station. My favorite part was the green screen. It was too cool. From,

Dear Terri, thank you for the tour. I was fun. I learned that you have over 200 employees. Sincerely,

Dear Terri, thank you for the interesting tour of the studio. Many things go on in such a small space. That is amazing.

Dear Terri, thank you for inviting us to KXLY. I enjoyed the tour you gave us. I enjoyed learning that it started in 1950.

Dear Terri, thank you for teaching us about KXLY. The tour was great. I like the part where people make commercials and the blue screen. I was surprised to see how much equipment is needed to do a news program. Froi

What a wonderful tour! Thank you so much. Wish I had a national...

Thanks for taking the time to give our students a great tour Terri!!











