

EEO PUBLIC FILE REPORT

Reporting Period: May 1, 2019 - November 30, 2019

Station Included in Report: KTVQ-TV

I. List of Recruitment Sources

(including the number of interviewees referred during the reporting period)

* An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies.

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
Common Sources					
C1	Employee Referral				
C2	Internal Candidate / WorkLife				2
C3	Scripps.com	312 Walnut St Ste 2800 Cincinnati, OH 45202			
C5	Google	1600 Amphitheatre Pkwy Mountain View, CA 94043	www.google.com	650-253-6000	1
C69	Yahoo	701 First Avenue Sunnyvale, CA 94089	www.yahoo.com		
C97	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	www.linkedin.com		
C130	Face-to-face Networking				
C131	Agency/Search Firm				
C132	Bing	One Microsoft Way Redmond, WA 98052-7329			
C134	Indeed	6433 Champion Grandview Way Building 1 Austin, TX 78750	www.indeed.com		2
C170	Local_Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C171	Compliance_HireAHero	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C172	Compliance_JOFDAV	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C173	Compliance_recruitABILITY	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C174	Compliance_USDiversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C177	AAJA	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

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C181	TVJobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C198	Hire a Hero	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C199	Military1	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C200	JOFDAV	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C201	Glass Door	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C202	JuJu	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C203	JobInventory.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C204	CareerAlerts.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C205	Employment Crossings	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C206	Jobs Trovit	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C207	EARN	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C208	US Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C209	African American Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C210	African American Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C211	Asian Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C212	Asian Workforce	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

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C213	Asian Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C214	Disability Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C215	Disability Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C216	USD Veterans	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C217	Veteran Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C218	Veteran Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C219	USD Disabled Vets	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C220	Gay Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C221	Gay Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C222	Hispanic Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C223	USD Hispanic Workforce	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C224	Hispanic Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C225	Native American Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C226	American Indian Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C227	Senior Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C228	Senior Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

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C229	USD Working Women	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C230	Central Kentucky Job Center - Danville - Danville, KY 40422 - 121 East Broadway (Bruce.quire@ky.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C231	Womens Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C232	Central Kentucky Job Center - Lexington - - 1055 Industry Road, 2nd Floor (JeanneB.Scott@ky.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C233	Central Kentucky Job Center - Richmond - Richmond, KY 40475 - 595 South Keeneland Drive (denise.jones@ky.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C234	RecruitABILITY	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C235	LinkedIn	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C236	Kimble Group	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C237	David Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C238	Jobcase	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1930	Billings Job Service Workforce Center - - 2121 Rosebud Drive, Stop B (BillingsJSC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1931	Billings Job Service Workforce Center - Timothy B. Wilmot (Veterans Representative) - 2121 Rosebud Drive, Stop B (twilmot@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1932	Rocky Mountain College (Rocky CareerLink) Billings, MT - - 1511 Poly Drive (careerservices@rocky.edu)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1933	VA Montana Healthcare System - - 2345 King Avenue (donna.toogood@va.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
Total Number of Interviewees Referred:				5	

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II. Full-Time Vacancies Filled During the Reporting Period May 1, 2019-November 30, 2019

Job Title	Recrutiment Souces Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
KTVQ Account Executive JR021191	C1,C2,C3,C5,C69,C97,C130,C131,C132,C134,C170,C171,C172,C173,C174,C177,C181,C198,C199,C200,C201,C202,C203,C204,C205,C206,C207,C208,C209,C210,C211,C212,C213,C214,C215,C217,C218,C219,C220,C221,C222,C223,C224,C225,C226,C227,C228,C229,C230,C231,C232,C233,C234,C235,C236,C237,C238,C1930,C1931,C1932,C1933	Code number: C134
		Start date 7/1/2019
KTVQ Account Executive JR021894	C198,C199,C200,C201,C202,C203,C204,C205,C206,C207,C208,C209,C210,C211,C212,C213,C214,C215,C217,C218,C219,C220,C221,C222,C223,C224,C225,C226,C227,C228,C229,C230,C231,C232,C233,C234,C235,C236,C237,C238,C1930,C1931,C1932,C1933 C229,C230,C231,C232,C233,C2C213,C214,C215,C217,C218,C219,C220,C221,C222,C223,C24,C225,C226,C227,C228,	Code number: C134
		Start date 10/21/2019

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III. Non-Vacancy Specific Recruitment Efforts During Reporting Period May 1, 2019-November 30, 2019

Establishment of a mentoring program for station personnel.	Scripps Media - Billings market has implemented a Job Shadow program offered to employees and others outside of the organization to watch and learn from experienced individuals in the station. During the reporting period we have had a total of 4 students, 2 from Pryor High School on 5/16/19 and 2 from Shepherd High School on 11/7/19 job shadow in the news room to learn how to produce a newscast, and in the Creative Services department to learn the basics of how to shoot and edit a commercial. Involvement from the News Director, Noon News Producer/Anchor, Creative Services Director and the Traffic Supervisor.
Participation in a least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting	<p>5/15/19 Morning Meteorologist Ed McIntosh taught 3 Billings Catholic School classrooms of 6th grade students about the weather and the educational background need to be a meteorologist in television. He spent over three hours in the classrooms talking to the students about his job as well as other jobs at KTVQ and the education needed to work in those jobs.</p> <p>6/6/19 5 Columbus High School students and the Ag Department teacher visited the television station to learn about reporting and more specifically reporting about news in the world of agriculture. They toured the newsroom and watched the live Noon News broadcast. They also talked with Montana Ag reporter Russell Nemetz about how he got his start in local television and the education needed to pursue a reporting job such as his.</p> <p>9/13/19 Weekend Weather person Rob Griggs and MMJ Mitch Lagge visited the journalism students at Lockwood Middle School to answer student questions about their respective jobs at the station and the path each took to get into the television business. The goal was to get the students thinking about journalism careers and the education required to work in television.</p> <p>9/26/19 News Director and traffic Supervisor took part in a seminar hosted by the University of Montana Journalism School for area high school students involved in their high school newspaper or year book programs. They answered questions along with other area journalism professionals. Forty students then toured the television station to learn about various jobs available. The general manager, news director and traffic supervisor were involved in the tours and follow-up question and answer session.</p> <p>11/21/19 Traffic Supervisor hosted 15 home school students and 4 parents who toured the TV station to learn about how a newscast is produced and the education needed to pursue a career in broadcasting. They toured the newsroom and MMJ Mitch Lagge explained the reporting and editing process. They watched a live newscast of the Noon News and Anchor/producer Victoria Hill and Meteorologist Ed McIntosh answered questions following the broadcast.</p> <p>11/26/19 Traffic Supervisor hosted 11 students and 4 parents that toured the TV station to learn about how a newscast is produced and the education needed to pursue a career in broadcasting. They toured the newsroom and MMJ/Anchor Zoe Zandora answered their questions about reporting. They watched a live newscast of the Noon News and Anchor/producer Victoria Hill and Meteorologist Ed McIntosh answered questions following the broadcast.</p>
Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.	<p>7/24/19 Three workforce service consultants from the Billings Job Service Workforce Center toured the TV station to learn more about our work force needs and various positions available on our staff. They learned about the education and background needed to fulfill these positions and those positions that rely on in house on the job training, such as a newscast assistant. Traffic Supervisor, news director, creative services director and an engineer were involved.</p> <p>10/12/19 Sponsored and manned a booth at the MSU-B Girls in Science event. The booth featured a weather related experiment and we talked to the students about how the weather is predicted and what education is necessary to become a meteorologist.</p>