

## EEO PUBLIC FILE REPORT

Reporting Period: December 1, 2019 - November 30, 2020

Station Included in Report: KTVQ-TV

Amended April 2022

## 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
<b>Common Sources</b>					
C1	Employee Referral				3
C2	Internal Candidate / WorkLife				7
C3	Scripps.com	312 Walnut St Ste 2800 Cincinnati, OH 45202			4
C5	Google	1600 Amphitheatre Pkwy Mountain View, CA 94043	www.google.com	650-253-6000	
C69	Yahoo	701 First Avenue Sunnyvale, CA 94089	www.yahoo.com		
C97	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	www.linkedin.com		4
C130	Face-to-face Networking				
C131	Agency/Search Firm				1
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	
C180	rtdna	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
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	1
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	

EEO PUBLIC FILE REPORT					
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	
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	
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	

EEO PUBLIC FILE REPORT					
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	
C1906	Jackson County Continuing Education - McKee, KY 40447 - 1100 Education Mountain Dr (joey.neeley@jackson.kyschools.us)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C1912	USAA/RecruitMilitary	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 (Billings)SC@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	
C2388	Facebook	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2389	Veterans Families United	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2390	Illinois Job Link	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2391	Pennsylvania Department of Military and Veterans Affairs (DMVA)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2392	Job Accomodation Network (JAN)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2393	bestJOBSusa	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2394	Jobble	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2395	MASSHIRE JobQuest	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2396	Facebook	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2397	CareerOneStop	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2398	Ziprecruiter	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2399	Jobtome	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2400	EmployGeorgia	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2401	New York State JobZone	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2402	IHire.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2403	Kentucky Career Center	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2404	Petersons.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2405	Greater St. Cloud JobSpot	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2406	IllinoisJobLink.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	

EEO PUBLIC FILE REPORT					
C2407	Job Center of Wisconsin	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2408	Source America	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2409	Texas Workforce Commission	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
C2410	Simply Hired	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.com	925-786-9066	
<b>Local Sources</b>					
L1	YWCA Billings - entry level only	909 Wyoming Avenue Billings, MT 59101	Debbie Thomas services@ywcabillings.org www.ywcabillings.org	4062526303	
L2	YWCA Billings - entry level only	909 Wyoming Avenue Billings, MT 59101	Jennifer Gantz Resources@ywcabillings.org www.ywcabillings.org	4062526303	
L8	School of Film and Photography		Katie sfp@montana.edu		
L9	Billings Job Service		Trisha Glen billingsjsc@mt.gov	406-655-6081	
L10	MSU-Billings		Becky Lyons blyons@msubillings.edu https://employer.gradleaders.com/MSUBillings/Employers/Authenticated/Reques	406.657.2168	
<b>Total Number of Interviewees Referred:</b>					<b>22</b>

# **EEO PUBLIC FILE REPORT**

## **II. Full-Time Vacancies Filled During the Reporting Period**

<b>Job Title</b>	<b>Recruitment Sources Utilized to Fill Vacancy [by code number]</b>	<b>Recruitment Source for Person Hired [by code number]</b>
Account Exec, Integrated [JR022262]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, 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: C2 Start Date: 2020-01-01
Client Content Producer/Host [JR022807]	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, C216, 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: C2 Start Date: 2020-03-09
Digital Strategist [JR022052]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, 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: C3 Start Date: 2020-01-29
MT-Anchor [JR023859]	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, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-09-21
MT-Exec Producer [JR022420]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C177, C180, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, 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: C2 Start Date: 2020-02-10
MT-Meteorologist [JR023856]	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, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-09-21
Multimedia Journalist [JR021700]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C134 Start Date: 2020-05-21

# **EEO PUBLIC FILE REPORT**

## **II. Full-Time Vacancies Filled During the Reporting Period**

<b>Job Title</b>	<b>Recruitment Sources Utilized to Fill Vacancy [by code number]</b>	<b>Recruitment Source for Person Hired [by code number]</b>
Studio Tech II [JR024120]	C1, C2, C3, C5, C69, C97, C130, C131, C132, C134, C170, C171, C172, C173, C174, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1906, C1912, C1930, C1931, C1932, C1933, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410	Code Number: C2 Start Date: 2020-11-02
Traffic Copy Editor, Local [JR022589]	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, C216, 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: C2 Start Date: 2020-03-09

## EEO PUBLIC FILE REPORT

### III. Non-Vacancy Specific Recruitment Efforts During Reporting

Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops and similar activities.	5/18/2020 - Registered and sponsored a booth for Jobs Jamboree sponsored by the local workforce commission to promote local job opportunities to the community with a focus on veterans. The event was cancelled due to the pandemic however KTVQ sponsored the virtual promotion of advertising career opportunities virtually to the market. <a href="https://www.facebook.com/permalink.php?story_fbid=3075524095800207&amp;id=1122076771144959">https://www.facebook.com/permalink.php?story_fbid=3075524095800207&amp;id=1122076771144959</a>
Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.	Internship Paid Program for college students: KTVQ Internship Program was offered to support college students interested in a career in broadcasting. Internships include aspects of news production, newsroom operations, reporting, editing, journalism ethical standards, community affairs, and website/digital. The Internship Program provided real-world experience aligned to workplace and community safety pandemic guidelines offering unique insights into journalism. This included learning virtually in editorial briefings, gaining capabilities in field reporting and the essential services news stations and journalists provide in informing communities during a pandemic. Internships are reviewed annually and offered during the summer or fall. The summer internship was earned by a minority student and once complete they gained the necessary capabilities and earned a promotion to a multimedia journalist.
Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.	15 August thru November 24 - Provided development to managers and employees on accountability mindset techniques based on research from the book, Reality Based Rules of the Workplace by Cy Wakeman. This including training on developing self-reflection based on "the new employee value equation" including performance, potential and emotional cost providing skills to increase overall professional value and reduce emotional expense. Results included ownership of standards to support Scripps values and an internal employee Scripps values champions coaching group called, "Be FIERCE" (Fairness, Integrity, Excellence, Respect, Courage and empathetic compassion). Coaching capabilities and preliminary results in positive performance have been achieved.

## EEO PUBLIC FILE REPORT

### III. Non-Vacancy Specific Recruitment Efforts During Reporting

18 Sep 2020. Talent Review Training and Strategies. Managers 1-hour strategy session aimed at identifying current state employee performance and developmental needs. Focus on building manager capabilities in workforce planning to develop employee capabilities in broadcasting, news operations, and leadership. Taught how to identify developmental goals to advance employee internal career readiness for higher level opportunities within KTVQ and across the Scripps enterprise.

16 Oct 2020 2-hour training Course: Boss to Coach: Gallup Findings on What the Best Managers Do, Coach & What They Don't Do, micromanage presented by Scripps Montana HR Director and Gallup Organization, Guest Dr. Ben Wigert. Offered to all managers and recorded and provided to all employees to build people leadership capabilities. Managers and aspiring managers were taught Gallup's research on the 7 demands of the world's best managers. Managers were taught the 5 critical employee coaching conversations including 1.) Role clarity and organizational priorities 2.) Quick connects - daily 5-minute connections to see how employees are doing, and how they can help 3.) One-on-Ones: monthly best practice - understand workloads, progress, recognition and change 4.) Developmental Coaching: On-going strength based coaching and immediate when needed and aligned to talent review training to build broadcasting career capabilities. 5.) Check-ins - quarterly formal coaching sessions on developmental and goal progress.

## EEO PUBLIC FILE REPORT

### III. Non-Vacancy Specific Recruitment Efforts During Reporting

	<p>23 Oct 2020 Investment was made in providing all KTVQ people managers, including the GM and Finance Director, their Gallup Clifton strengths finder full 34 strengths which is a behavioral developmental assessment. Leaders were provided their individual full 34 strengths and the leadership team was provided their top 5 team strengths grid to gain awareness (name it, claim it and aim it) of individual and team strengths and top talent domains including: strategic planning, execution, relationships and influence to improve decision making, communication and awareness on how to leverage differences as strengths. Three leaders were provided a 1.5 individual strengths coaching session by the HR Director, a certified Gallup Clifton Strength Coach, to support performance goals, build leadership capabilities using their strengths, improve employee engagement, career &amp; leadership strength based coaching with a focus on Scripps Values and leadership principles.</p>
	<p>KTVQ and its employees participate in The EW Scripps Company's Career Management Program that includes training to help employees develop their career skills. In addition, all KTVQ employees enjoyed the opportunity.</p>
	<p>All KTVQ employees were provided training in employee engagement resulting in several employee engagement circles focused in development and application of professional capabilities to improve communication, collaboration, problem solving and innovation. Engagement circle are capability focused and hosted by a leader and owned by employees. Employees have reported positive impacts to their personal development and continue to report satisfaction in applying capabilities gained towards improving workplace engagement.</p>

## EEO PUBLIC FILE REPORT

### III. Non-Vacancy Specific Recruitment Efforts During Reporting

Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

19 June 2020 Equity, Diversity & Inclusion Course: "The Significance of the Juneteenth Celebration in the United States" Conducted by the National Diversity Council and instructed by Dr. George C. Wright, Noted African American Scholar, and Past President of Prairie View A&M University. Provided to all employees to foster an understanding of the journey towards awareness, accountability and actions in breaking bias, systemic racism and discrimination to advance how each person can advance openness and inclusion, social justice, and gain education and awareness on systemic racism.

August 17th thru August 21st 2020 - Virtual Safety Fest sponsored by Montana Department of Labor was provided to managers as a virtual manager training event and including employment law and supporting employment compliance specific to manager employment compliance and education on supporting employees, candidates and a safe workplace during a pandemic. Sample of courses offered to managers included: Preparing Your Workplace for COVID-19, Reasonable Accommodations for COVID-19 for candidates and employees, COVID-19 & Workplace Safety, COVID-19 & Stress Relief, Employee accountability, Mental Health & Military Culture, OSHA Update, Stay at Work/Return to Work, Suicide in Montana with focus on pandemic, Supervisory Leadership & Engagement.