

## Appendix 1

### Annual EEO Public File Report

Period Covered: **December 1, 2011 to November 30, 2012**

Station Comprising Employment Unit: **Reiten Television, Incorporated**

**KXMA CBS2 / KXMB CBS12 / KXMC CBS13 / KXMD CBS11**

#### Section 1: Vacancy Information

Full-time Positions Filled By Job Title		Recruitment Source of Hiree	Total Number of Interviewees from All Sources for This Position
1.	<b>News Reporter</b>	TV Jobs.com	3
2.	<b>Receptionist</b>	Minot Daily News	2
3.	<b>Account Executive</b>	Monster Jobs.com	3
4.	<b>News Videographer</b>	Internal Staff Referral	4
5.	<b>Account Executive</b>	Internal Staff Referral	2
6.	<b>News Reporter / 10pm Anchor</b>	TV Jobs.com	3
7.	<b>News Reporter</b>	Internal Staff Referral	3
8.	<b>Account Executive</b>	Internal Staff Referral	3
9.	<b>Account Executive</b>	Internal Staff Referral	3
10.	<b>Account Executive</b>	North Dakota Job Service	2
11.	<b>Master Control / Switcher</b>	Minot Daily News	4
12.	<b>News Reporter</b>	TV Jobs.com	5

**Total # of Interviewees = 37**

*Due to an employee's inadequate performance that was employed at Reiten Television, Incorporated (KXMC CBS13) we are missing some recruitment paperwork because they failed to take direction.*

## Appendix 2

### Annual EEO Public File Report

Period Covered: **December 1, 2011 to November 30, 2012**

Station Comprising Employment Unit: **Reiten Television, Incorporated**

KXMA CBS2 / KXMB CBS12 / KXMC CBS13 / KXMD CBS11

Section 2: Recruitment Source Information<sup>1</sup>

	<b>Recruitment Source (Name, Address, Telephone Number, Contact Person)</b>	<b>Total Number of Interviewees This Source Has Provided During This Period (If Any)</b>	<b>Full-time Positions for Which This Source Was Utilized</b>
1.	<b>Internal Station Postings</b>	15	1, 4, 5, 7, 8, 9
2.	<b>Station Website Postings</b>	0	7, 8, 9, 10, 12
3.	<b>On-Air Recruitment Promo</b>	0	3, 10
4.	<b>Bismarck Tribune</b> - 707 E. Front Avenue, Bismarck (701) 258-6900 (888) 546 – 2231 <u>Contact</u> – Classified Call Center	0	4, 8, 9
5.	<b>North Dakota Job Service</b> – 1601 E. Century Avenue, Bismarck (701) 328-5000 <u>Contact</u> – Customer Service Office	0	4, 7, 8, 9, 12
6.	<b>TV Jobs Website</b> – tvjobs.com	11	1, 4, 6, 7, 12
7.	<b>Website – medialine.com</b>	0	1, 4, 6, 7, 12
8.	<b>Journalism Jobs Website – journalismjobs.com</b>	0	4, 6, 7, 12

9.	<b>North Dakota Job Service – 3416</b> North Broadway, Minot (701) 857 – 7500  <u>Contact</u> - Customer Service	2	10
10.	<b>Minot Daily News -</b> 301 – 4 <sup>th</sup> Street SE, Minot (701) 857 – 1913  <u>Contact</u> – Denae	6	1, 2, 11
11.	<b>Minot State University</b> Broadcasting Department	0	1
12.	<b>North Dakota Broadcaster’s Association</b>  <u>Contact</u> – Beth Helfrich	0	4, 8, 9
13.	<b>Trading Post –</b> 5415 Highway 2 E Minot, ND 58701  (701) 839-3447	0	0
14.	<b>The Pierce County Tribune –</b> 219 South Main Avenue P.O. Box 385 Rugby, ND 58368  <u>Contact</u> - Hallie Anderson (701) 776-5252 (701) 776-2159 Fax	0	0
15.	<b>Job Headquarters Website –</b> jobshq.com / monsterjobs.com  <u>Contact</u> - Laurie Raschke (701) 241-5481 (888) 514-4473	3	3, 11
16.	<b>KX Facebook –</b> www.facebook.com/kxnewsminot	0	11

<sup>1</sup> No parties or organizations have requested notification of job openings pursuant to Section 73.2080(c)(1)(ii). Due to an employee’s inadequate performance that was employed at Reiten Television, Incorporated (KXMC CBS13) we are missing some recruitment paperwork because they failed to take direction.

## Appendix 3

Annual EEO Public File Report

Period Covered: **December 1, 2011 to November 30, 2012**

Station Comprising Employment Unit: **Reiten Television, Incorporated**

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### **Job Fairs:**

We attended the Rasmussen College's 2012 Winter Job Fair on their campus (located at 1701 East Century Avenue / Bismarck) on Thursday, February 16<sup>th</sup> from 11am-1pm. The Rasmussen College students & graduates were in attendance, along with the general public. Juan Thomas said that he spoke to about 40 people and handed out 12 applications at this career & networking fair. We did on the spot interviews.

Shannon Balerud / Career Services Advisor

(701) 221-8830

[Shannon.Balerud@Rasmussen.edu](mailto:Shannon.Balerud@Rasmussen.edu)

[www.Rasmussen.edu](http://www.Rasmussen.edu)

List of Reiten Television employees who attended:

Juan Thomas (Technical Crew Manager / Director) - KXMB CBS12

We attended the Bismarck State College Job Fair on Thursday, February 23, 2012. Set-up was from 1-2:45pm for the employers and then from 3-7pm is when the job fair started for the students, graduates and the general public. It was held at the BSC Armory (located at 1601 Edwards Avenue / Bismarck). The fee was \$125 per employer. The job fair was to help us recruit workers for all staffing needs. The employers were also encouraged to promote any internship opportunities that were available. The positions that we were recruiting for at this time were as follows: part-time camera operators and cg operators. They had 73 booths total (we were table # 53) at the job fair and Juan Thomas talked to 6 people and one person picked up one application.

Jay Meier / Director of BSC's Mystic Advising & Counseling Center

(701) 224-5666

[Jay.Meier@bismarckstate.edu](mailto:Jay.Meier@bismarckstate.edu)

[www.bismarckstate.edu/current/careers/jobfairspring2012/](http://www.bismarckstate.edu/current/careers/jobfairspring2012/)

List of Reiten Television employees who attended:

Juan Thomas (Technical Crew Manager / Director) - KXMB CBS12

We attended the Rasmussen College 2012 Fall Career Expo on Thursday, August 16<sup>th</sup> from 3-5pm on the Bismarck campus (located at 1701 E. Century Avenue). The career expo was open to all Rasmussen college students, alumni, community members and employers to expand their professional potential. Our positions open at this time were the following: (2) camera operators.

The programs that Rasmussen offers are:

Bachelor Programs - School of Health Sciences, School of Business, School of Justice Studies, School of Technology and Design.

Associate Programs – School of Health Sciences, School of Business, School of Education, School of Justice Studies, School of Nursing, School of Technology and Design.

Certificate & Diploma Programs – School of Health Sciences, School of Business, School of Education, School of Justice Studies, School of Technology and Design.

Nicole Morrison-Mathern / Career Services Advisor

(701) 221-8830

[nicole.morrison-mathern@rasmussen.edu](mailto:nicole.morrison-mathern@rasmussen.edu)

[www.rasmussen.edu](http://www.rasmussen.edu)

List of Reiten Television employees who attended:

Juan Thomas (Technical Crew Manager / Director) - KXMB CBS12

We also attended the River Cities 2012 Job Fair on Thursday, September 6<sup>th</sup> from 4-7pm. It was hosted by Job Service of North Dakota and Bismarck State College. The job fair was open to students, Veterans, Military and the general public. This broad range of people were invited to give the employers the ability to recruit for part-time, full-time and internship opportunities. The registration fee was \$150 it was held at the BSC campus – 1<sup>st</sup> floor (Bismarck Public Schools Career Academy) located at 1221 College Drive / Bismarck. Juan said that 24 people came to our booth and 6 applications were handed out.

Jay Meier / Director of Counseling, Advising & Career Services

Bismarck State College

(701) 224-5566

[Jay.Meier@bismarckstate.edu](mailto:Jay.Meier@bismarckstate.edu)

[www.bismarckstate.edu/current/careers/rivercitiesfalljobfair](http://www.bismarckstate.edu/current/careers/rivercitiesfalljobfair)

Kathie Overson / Counseling & Advising Associate

Bismarck State College

(701) 224-5752

John Brammel

Job Service of North Dakota

(701) 328-5008

Chris Kalash

Job Service of North Dakota

(701) 328-5062

List of Reiten Television employees that attended:

Juan Thomas (Technical Crew Manager / Director)

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KXMB CBS12

## **Scheduled Tours:**

- Tim Reiten gave Christ the King (8<sup>th</sup> Graders) group of 11 people on March 27<sup>th</sup> @ 1pm. The group contact's name is Danielle Keller and they were here to learn about science /weather.
- Julie Bernhardt gave Troop 70 / Tiger Cubs a tour on April 4<sup>th</sup> @ 3:30pm. 10 people were in the group and they wanted to learn about television.
- Tim Reiten gave a tour to Christ the King (6<sup>th</sup> Graders) – 17 people in the group on April 10<sup>th</sup> @ 1pm. Danielle Keller is the group contact. They wanted to learn about meteorology and see a television station.
- Tom Szymanski gave a tour to Miller (2<sup>nd</sup> Graders) on April 12<sup>th</sup> @ 2pm – the group contact is Sue McClenning. 40 people in the group and they wanted to learn more about the weather.
- Tom Gerhardt & Tom Szymanski gave a tour to Miller (2<sup>nd</sup> Graders) on April 30<sup>th</sup> @ 2pm – the group contact is Lynae Palczewski. They had 44 people in the group and the wanted to learn more about the weather.
- Tim Reiten gave a tour on May 1<sup>st</sup> @ 10:30am to the Kensal Public School – 12 students in the group. The group contact's name is Jackie Simonsen and they wanted to learn about the weather.
- Burke Central received a tour on May 4<sup>th</sup> @ 10:30am – 15 people in the group. Marcie Durick is the group contact.
- Tom Schrader gave a tour to TGU – Towner (3<sup>rd</sup> Graders) on May 11<sup>th</sup> @ 12:30pm for 16 kids and 3 adults. Carla Schock is the group contact.
- Tim Reiten gave a tour to Wachter Middle School / Technology & Engineering (Group # 1 – 9<sup>th</sup> Graders) on Wednesday, May 16<sup>th</sup> @ 9am for 16 students. Mark Sheldon is the group contact.
- Carla Burbidge gave a tour to Berthold (5 & 6<sup>th</sup> Graders) on Wednesday, May 16<sup>th</sup> @ 9:10am for 40 people in the group. Steven McCormick is the group contact.
- Tom Gerhardt gave a tour to Wachter Middle School / Technology & Engineering (Group # 2 – 9<sup>th</sup> Graders) on Wednesday, May 16<sup>th</sup> @ 12pm for 18 students. Mark Sheldon is the group contact.
- Jim Olson gave a tour to Burlington Elementary Summer School on June 6<sup>th</sup> @ 10am – 14 people in the group and the group contact is Angela Hall.
- Jim Olson gave a tour to YMCA on June 25<sup>th</sup> @ 10am – 19 kids (Brittany is group's contacts name).
- David Reiten gave a tour to the Skien Group on September 24<sup>th</sup> @ 3pm – 20 people in the group.
- Tom Gerhardt gave a tour to 7 students from Maddock, ND on Tuesday, November 13<sup>th</sup> @ 1:30pm. (Teacher – Sara Sathre).

**Employee Titles:**

Carla Burbidge	-	Noon Show Host	KXMC CBS13
Jim Olson	-	News Director	KXMC CBS13
Tim Reiten	-	General Manager	KXMB CBS12
Tom Gerhardt	-	News Director	KXMB CBS12
Tom Schrader	-	Chief Meteorologist	KXMC CBS13
Tom Szymanski	-	Chief Meteorologist	KXMB CBS12

**Internships:**

We had two interns this year in the Bismarck office / KXMB CBS12

Location Address: KXMB CBS12  
1811 North 15<sup>th</sup> Street  
Bismarck, ND 58501

School Attending: University of Mary  
Dates: Started May 14 – August  
Department: News  
Supervisor: Tom Gerhardt / News Director  
Faculty Supervisor: Bev Hushka  
(701) 255-7500

School Attending: Minnesota State University Moorhead  
Dates: Started May 15 – August  
Department: News  
Supervisor: Tom Gerhardt / News Director  
Faculty Supervisor: C.T. Hanson  
(218) 477-4036