

EEO PUBLIC FILE REPORT

February 1, 2017 - January 31, 2018

KWTV and KSBI

A. Full-Time Vacancies Filled During Last Year

		Recruitment Source of Hire		
1. Job Title:	Master Control Operator	Date Filled:	2/6/2017	Careerbuilder
2. Job Title:	Editor/Photojournalist	Date Filled:	2/14/2017	Employee Referral
3. Job Title:	Meteorologist	Date Filled:	4/26/2017	Agent
4. Job Title:	Account Executive	Date Filled:	4/26/2017	Employee Referral
5. Job Title:	Associate Producer	Date Filled:	5/16/2017	UCO/Former Intern
6. Job Title:	Reporter	Date Filled:	5/16/2017	Friend/Word of Mouth
7. Job Title:	Master Control Operator	Date Filled:	7/12/2017	Word of Mouth
8. Job Title:	Digital Account Executive	Date Filled:	7/12/2017	Employee Referral
9. Job Title:	Content Manager - Digital	Date Filled:	7/12/2017	Station Website
10. Job Title:	Digital Sales Traffic Coordinator	Date Filled:	8/3/2017	LinkedIn
11. Job Title:	Web Content Producer	Date Filled:	8/14/2017	Employee Referral
12. Job Title:	Editor/Photojournalist	Date Filled:	8/24/2017	Employee Referral
13. Job Title:	Reporter	Date Filled:	10/26/2017	Station Website
14. Job Title:	Associate Producer	Date Filled:	8/24/2017	Station Website
15. Job Title:	Local Sales Assistant	Date Filled:	8/24/2017	Station Website
16. Job Title:	Producer	Date Filled:	9/7/2017	Station Website
17. Job Title:	Associate Producer	Date Filled:	10/6/2017	UCO University Post
18. Job Title:	Traffic Assistant	Date Filled:	10/6/2017	Station Website
19. Job Title:	Local Sales Manager	Date Filled:	10/6/2017	Word of Mouth
20. Job Title:	Multi Media Journalist	Date Filled:	10/6/2017	Station Website
21. Job Title:	Web Content Producer	Date Filled:	12/15/2017	Word of Mouth
22. Job Title:	Anchor Reporter	Date Filled:	10/6/2017	Word of Mouth
23. Job Title:	Editor/Photojournalist	Date Filled:	12/15/2017	Station Website

B. Recruitment/ Referral Sources Used To Seek Candidates for Each Vacancy

All Griffin Communications entities post all part-time and full-time open positions with the Organizations listed on Appendix 1

C. Total Number of Persons Interviewed For All Full-Time Vacancies Filled During The Past Year (this will be a raw number):

76

D. Total Number of Interviewees For All Full-Time Vacancies Filled During The Past Year Per Recruitment Sources:

See Appendix 2

E. Total Number of Referral Sources For All Full-Time Vacancies Filled During The Past Year Per Recruitment Sources:

See Appendix 3

F. Outreach Activities

See Appendix 4

Griffin Communications is an Equal Opportunity Employer

KWTV and KSBI		Appendix 1					
Organization	Email Address	Contact	Department	Address	Telephone	Requested EEO Notices	
American Broadcasting School	michelle@radioschool.com	Michelle McConnell	Job Placement	4511 SE 29th Street, Oklahoma City, OK 73115	(405) 672-6511	Yes	
Cameron University	student_development@cameron.edu		Student Development	2800 W Gore, Lawton, OK 73505	(580) 581-2209	Yes	
Cameron University	triley@cameron.edu	T. Riley	Communication	2800 W Gore, Lawton, OK 73505	(580) 581-2425	Yes	
Canadian Valley Tech. Center	wbradley@cvtech.org	Bill Bradley	Job Placement	6505 E Highway 66, El Reno, OK 73036-9117	(405) 422-2265		
Francis Tuttle Technology Center	www.collegecentral.com/francistuttle/	Kathy Hart	Career Center	12777 N Rockwell Ave, OKC, OK 73142	(405) 717-4195		
Gaylord College of Journalism and Mass Communications	gaylordextra@ou.edu	Rachel Eikenbary	Student Services	395 W. Lindsey, Norman, OK 73019	(405) 325.3689	Yes	
Great Plains Technology Center	jobpostings@greatplains.edu		Student Development	4500 S West Lee Blvd., Lawton, OK 73505	(580) 250-5535		
Handicapped Concerns Office	marilyn.burr@ohc.state.ok.us	Marilyn Burr	Disability Program	2712 Villa Prom, Oklahoma City, OK 73107	(405) 521-3756		
Handicapped Concerns Office	peppiboudreau@ohc.state.ok.us	Peppi Boudreau	Disability Program	2712 Villa Prom, Oklahoma City, OK 73107	(405) 521-3756		
Howard University	cdudley@howard.edu	Carol Dudley	Career Placement	Howard University School of Communications 525 Bryant St. NW Washington, DC 20039	(202) 806-5806	Yes	
Internal Posting	layna.dewell@griffincommunications.net	Layna Dewell	KWTV Human Resources	7401 N. Kelley, OKC, OK 73111	(405) 843-6641		
Internal Employee Referral	layna.dewell@griffincommunications.net	Layna Dewell	KWTV Human Resources	7401 N. Kelley, OKC, OK 73111	(405) 843-6641		
KGOU/ KROU	operations@kgrou.org	Kirk Whortney	Operations	780 Van Vleet Oval #339, Norman, OK 73109	(405) 325-8171		
KOTV & KQCW Job Line	livia.bennett@news6.net	Livia Bennett	HR Director	303 N Boston, Tulsa, OK 74103	(918) 732-6000		
KWTV Job Line	layna.dewell@griffincommunications.net	Layna Dewell	HR Director	7401 N. Kelley, OKC, OK 73111	(405) 843-6641		
Langston University	cdross@langston.edu	CD Ross	Career Services	PO Box 1255, Langston, OK 73050	(877) 466-2231	Yes	
Langston University	nkturner@langston.edu	NK Turner	Career Services	PO Box 1255, Langston, OK 73050	(877) 466-2231	Yes	
Langston University	kjflannigan@langston.edu	KJ Flannigan	Career Services	PO Box 1255, Langston, OK 73050	(877) 466-2231	Yes	
Langston University	ljohnsonjr@langston.edu	L. Johnson Jr.	Career Services	PO Box 1255, Langston, OK 73050	(877) 466-2231	Yes	
Langston University	lwhilliard@langston.edu	LJ Whilliard	Career Services	PO Box 1255, Langston, OK 73050	(877) 466-2231	Yes	
Langston University	csawyer@langston.edu	C Sawyer	Career Services	PO Box 1255, Langston, OK 73050	(877) 466-2231	Yes	
Langston University- Tulsa	sharpdi@langston.edu	Diana Sharp	Job Placement	914 N Greenwood, Tulsa, OK 74106	(918) 877-8149	Yes	
Metro Technology Centers	aaron.walker@metrotech.org	Aaron Walker	Student Services	1600 Springlake Drive, Oklahoma City, OK 73111	(405) 424-8324		
Missouri School of Journalism MU	MUJOURCareerServices@missouri.edu	Barbara Willis	MU Journalism Career Center	76 G Gannett Hall, Columbia, MO 65211	(573) 882-0373	Yes	
NATAS (National Academy of Television Arts & Sciences)	office@gemmyawards.tv	Audy Elling	National Television Academy, Heartland Chapter	2140 S Ivanhoe Street, Suite G-3, Denver, CO 80222-5748	(303) 722-0916		
News9.com	applications@griffincommunications.net	Cherry Eaton	Griffin Communications HR	7401 N. Kelley, OKC, OK 73111	(405) 841-3647		
News6.com	applications@griffincommunications.net	Cherry Eaton	Griffin Communications HR	7401 N. Kelley, OKC, OK 73111	(405) 841-3647		

Oklahoma Baptist University	career.development@okbu.edu	Marissa Lightsey	Student Services	500 W. University, Box 61806, Shawnee, OK 74804	(405) 878-2416	Yes
Oklahoma Christian University	careerservices@oc.edu	Candace Owens	Career Services	2501 East Memorial Road, Edmond, OK 73136	(405) 425-5961	
Oklahoma State University (OSU)	careers@okstate.edu	Alicia Jackson	Career Services	360 Student Union, Stillwater, OK 74078-0195	(405) 744-5253	Yes
Oral Roberts University	careers@oru.edu	Gloria Smith	College & Career Guidance Center	7777 S Lewis, Tulsa, OK 74171	(918) 495-6912	Yes
Rogers State University	cknight@rsu.edu	Calli Knight	Career Services	1701 W Will Rogers Blvd, Claremore, OK 74017	(918) 343-7864	Yes
Rose State University	careercoach@rose.edu	Cindy Freeman	Job Placement	6420 SE 15th, Midwest City, OK 73110	(405) 733-7377	Yes
Southeastern Oklahoma State University	placement@se.edu	Scott Hensley	Career Planning & Placement	1405 N 4th Avenue, Durant, OK 74701	(580) 745-2270	Yes
Southern Nazarene University	career@snu.edu	Miriam Key	Career Placement	6729 NW 39th Expressway, Bethany, OK 73008	(405) 491-6684	Yes
Southwestern Oklahoma State University	jonna.myers@swosu.edu	Jonna Myers	Career Services	100 Campus Drive, Weatherford, OK 73096	(580) 774-3253	Yes
Tulsa Community College	mhendrickson@tulsacc.edu	Melyssa Hendrickson	Student Employment	909 S Boston, Tulsa, OK 74119	(918) 595-7688	Yes
University of Arkansas	recruit@uark.edu	Lori Magar	Assoc. Director of Employer Relations	3188 Bell Engineer Center Fayetteville, AR 72701	(479) 575-6265	Yes
University of Central Oklahoma	msscott@uco.edu	Mark Scott	Broadcasting Division	100 N University, Edmond, OK	(405) 974-5581	Yes
University of Central Oklahoma	careers@uco.edu	Julie Smith	Career Services	100 University Blvd, Edmond, OK, 73034	(405) 974-3346	Yes
University of Oklahoma	ksawyer@ou.edu	Kathy Sawyer	Gaylord College of Journalism &	395 W. Lindsey, Norman, OK 73019	(405) 325-5226	Yes
University of Oklahoma	ouos@ou.edu	Alex Brachelor	Career Services	900 Asp Ave. Suite 323, Norman, OK 73019	(405) 325-1974	Yes
University of Oklahoma	melanieadams@ou.edu	Melanie Adams	Career Services	900 Asp Ave. Suite 323, Norman, OK 73019	(405) 325-1974	Yes
University of Tulsa	david-moncrief@utulsa.edu	David Moncrief	Career Services	600 S College, Tulsa, OK 74104	(918) 631-2841	Yes
University of Tulsa	recruitingcoordinator@utulsa.edu	Nicole Loykasek	Career Services	800 S. Tucker Dr., Tulsa, OK 74104	(918) 631-2549	Yes
Workforce Oklahoma Tulsa	LeDeana.Moore@oesc.state.ok.us	LeDeana Moore	OEST - Tulsa Fastlane	14002 E 21st St., Ste 1030 Tulsa, OK 74130	(918) 796-1200	
Workforce Oklahoma OKC	Travis.rollins@oesc.state.ok.us	Travis Rollins	OEST - OKC	9210 S Western, Oklahoma City, OK 73139	(405) 670-9100	
YWCA of Tulsa	info@ywcatusa.org		JobsNow	1503 S. Denver, Tulsa, OK 74119	(918) 588-9393	
Other Organizations		Email Address	Contact	Department	Address	Telephone
Collective Talent	blille@michaelsmedia.com	Michael Billie				
Medialine	medialine@medialine.com	Don Mathews			1209 Wood Valley Rd. Augusta, GA 30909	(706) 364-7564
National Association of Broadcasters	info@nabcareers.org	Career Services Coord	Career Center		8800 Lakewood Dr. #1117, Windsor CA 95492	(526) 792-3846
Oklahoma Association of Broadcasters	info@oabok.org	Nancy Struby			6520 N. Western, Ste. 104, OKC 73116	(405) 848-0771
Public Relations Society of America	careers@prsaokc.com				P.O. Box, 18702, OKC 73154	405) 726-9900 ext 611
Society of Broadcast Engineers	sbe.org	kljones@sbe.com				
TV Jobs	jobs@tvjobs.com	Mark C. Holloway	Broadcast Employment Services			Yes

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Appendix 2

Organization	Email Address	Contact	Department	Telephone	# Interviewees
Agent or Personnel Agency					2
Career Builders (Online Job Site)	careerbuilder.com				1
Employee Referral	applications@griffincommunications.net	Layna Dewell	Human Resources	(405) 841-9174	10
Francis Tuttle Technology Center	www.collegecentral.com/francistuttle/	Kathy Hart	Career Services	(405) 717-4195	1
Glassdoor (Online Job Site)	Glassdoor.com				2
Indeed (Online Job Site)	Indeed.com			(203) 564-2431	5
Internal Posting	applications@griffincommunications.net	Layna Dewell	Human Resources	(405) 841-9174	8
LinkedIn (Online Job Site)	LinkedIn.com/jobs				1
News9.com - Station Website	applications@griffincommunications.net	Cherry Eaton	Human Resources	(405) 841-3647	26
News Blues (Online Job Site)	newsblues.com				2
OAB Oklahoma Assn. of Broadcasters	info@oabok.org	Nancy Struby		(405) 848-0771	1
UCO - University of Central Oklahoma	mscott@uco.edu	Mark Scott	Broadcasting Division	(405) 974-5581	2
TVJobs.com	jobs@tvjobs.com	Mark Holloway	Broadcast Employment Services		3
Word of Mouth or Friend					12
				TOTAL	76

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Appendix 3

E. Total Number of Referral Sources For All Full-Time Vacancies Filled														# of Interviewees	Employee Referral	Internal Post	News9.com	UCO Univ Post	Friend or Word of Mouth	TV Jobs	Agent or Personnel Agency	Online Job Sites, Indeed, LinkedIn, Career Builder	Francois Tuttle Tech Center	OAB	
1. Job Title:	Master Control Operator	Date Filled:	2/6/2017	3			1							1			1		1	Careerbuilder					
2. Job Title:	Editor/Photojournalist	Date Filled:	2/14/2017	6	1		2			1				1			1	1		Employee Referral					
3. Job Title:	Meteorologist	Date Filled:	4/26/2017	3		1	1								1					Agent					
4. Job Title:	Account Executive	Date Filled:	4/26/2017	2	1	1											1			Employee Referral					
5. Job Title:	Associate Producer	Date Filled:	5/16/2017	2					1								1			UCO/Former Intern					
6. Job Title:	Reporter	Date Filled:	5/16/2017	4	1		1			2										Friend/Word of Mouth					
7. Job Title:	Master Control Operator	Date Filled:	7/12/2017	3			1			1							1			Word of Mouth					
8. Job Title:	Digital Account Executive	Date Filled:	7/12/2017	2	1		1													Employee Referral					
9. Job Title:	Content Manager - Digital	Date Filled:	7/12/2017	2			2													Station Website					
10. Job Title:	Digital Sales Traffic Coordinator	Date Filled:	8/3/2017	5		1	1									3				LinkedIn					
11. Job Title:	Web Content Producer	Date Filled:	8/14/2017	4	1	2										1				Employee Referral					
12. Job Title:	Editor/Photojournalist	Date Filled:	8/24/2017	3	1	1				1										Employee Referral					
13. Job Title:	Reporter	Date Filled:	10/26/2017	3			1						1			1				Station Website					
14. Job Title:	Associate Producer	Date Filled:	8/24/2017	1			1													Station Website					
15. Job Title:	Local Sales Assistant	Date Filled:	8/24/2017	3	1		2													Station Website					
16. Job Title:	Producer	Date Filled:	9/7/2017	2			2													Station Website					
17. Job Title:	Associate Producer	Date Filled:	10/6/2017	3	1		1		1											UCO University Post					
18. Job Title:	Traffic Assistant	Date Filled:	10/6/2017	1			1													Station Website					
19. Job Title:	Local Sales Manager	Date Filled:	10/6/2017	4			2			2										Word of Mouth					
20. Job Title:	Multi Media Journalist	Date Filled:	10/6/2017	7	2		3			2										Station Website					
21. Job Title:	Web Content Producer	Date Filled:	12/15/2017	4			1			2						1				Word of Mouth					
22. Job Title:	Anchor Reporter	Date Filled:	10/6/2017	5			1			1										Word of Mouth					
23. Job Title:	Editor/Photojournalist	Date Filled:	12/15/2017	4		1	1			1						1				Station Website					
			Total:	76	10	7	26	2	13	3	2	11	1	1											

Appendix 4 Outreach 2017 FCC Report KWTv and KSBI

Job Fairs:

The Director of Human Resources for KWTv/KSBI attended the following Job Fairs:

- University of Arkansas, Media, Communication & Design Career Fair - February 7, 2017
- OSU Communications Networking Event – February 23, 2017
- OU Atmospheric and Geographic Sciences Career Fair – March 1, 2017
- RSU – Rogers State University Career, Internship, Grad School Fair – March 8, 2017
- Langston University 2017 Spring Career Fair - March 22, 2017
- Oklahoma Association of Broadcasters Student Day Career Fair - March 30, 2017
- Oral Roberts University Fall 2017 Career Fair - September 27, 2017
- OU Journalism & Mass Communications Career & Internship Fair – October 10, 2017
- University of Arkansas, Media, Communication & Design Career Fair - October 12, 2017

Internship Program: KWTv/KSBI selects up to 2-3 interns each semester to participate in this program. The candidates must have completed at least 60 credit hours toward degree. Internship must be taken for college credit. Journalism, Broadcast News, Communications majors must have GPA of 2.75 or above, official transcript, a letter of recommendation from a current or former instructor, one page essay detailing why student is interested in internship, available as an intern 16 hours per week, must complete internship application and Griffin Communications Intern Release form.

Job Shadow Programs:

Our Job Shadow Programs allow employees a day-long opportunity to learn about other jobs in the organization.

Who's eligible to apply:

- Employees with the company one year or longer-- full or part-time.
- Employees with a minimum 2.5 total score on their most recent Performance Evaluation.
- Employees considered "in good standing" at the time of the application.

How the program works:

- Employees notify Human Resources of their interest in the program, specifying the department and position.
- If eligible, Human Resources will coordinate the shadowing with the supervisors of the department/job request.
- If more than one person in the department applies, then Human Resources will work with the supervisor and department head to decide who gets the opportunity for that quarter.
- The day/time for the shadowing will be selected by the supervisors involved, giving consideration to time of year, demands of the departments, etc.

Details you need to know:

- Interested staff should make their requests by these dates:
 - Before Dec. 31st for January--March Shadowing
 - Before March 31st for April--June Shadowing
 - Before June 30th for July--September Shadowing
 - Before September 30th for October--December Shadowing

- Those who shadow will be compensated, as normal, and the time worked will fall within the bounds of a regular work week.

- In each department there will be four opportunities a year for shadowing- one per quarter.

- One shadow experience per year, per person.

- Those selected agree to conform to the dress and behavior expectations set as the standard by the managers in the department/job they are shadowing.