



## Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080©(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment unit that is comprised of KFBB (Great Falls, MT) and KHBB (Helena, MT) and is required to be placed in the public inspection files of the station and posted on their website, if they have a website.

The information contained in this Report covers the time period beginning December 1, 2015 to and including November 30, 2016 (the “Applicable Period”).

The FCC’s 2002 Report 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 vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to section 73.2080©(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 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©(2) of the FCC rules.

Appendices 1,2 and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under column entitled “Full-time Positions for Which This Source Was Utilized” refer to the number of the full-time job positions listed on Appendix 1.

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



**2016 EEO Public File Report Form**  
**Reporting Period: 12/01/15 - 11/30/16**

**Station: KFBB-TV & KHBB-TV**  
**Section I: Vacancy Information**

<b>Full Time Positions Filled by Job Title:</b>	<b>Recruitment Source of Hire:</b>	<b>Date Position Filled</b>	<b>Total # of Interviewees from all Sources for this position:</b>	<b>Recruitment Sources Notified for each position (from Section II Recruitment Source)</b>
1. News Reporter	Company Website	1/21/2016	5	1, 2, 6
2. Technical Director	Promotion	2/15/2016	4	1 - 8
3. News Reporter	Company Website	4/11/2016	3	1, 2, 6
4. KHBB Sports Reporter	Company Website	5/17/2016	3	1 - 6
5. Technical Director	Promotion	6/5/2016	4	1 - 8
6. News Reporter	TV Jobs	6/14/2016	4	1 - 4, 6
7. News Producer	Employee Referral	7/18/2016	3	1 - 4, 6
8. News Reporter	TV Jobs	7/19/2016	2	1 - 6
9. Account Executive	Employee Referral	8/22/2016	2	1, 2, 9, 10
10. Sports Director	Promotion	8/28/2016	3	1 - 6
11. Technical Director	Promotion	9/11/2016	3	1 - 8
12. Sports Reporter	TV Jobs	9/16/2016	Same Pool as # 10	1 - 6

Total Number of Persons Interviewed During Applicable Period: **36**



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**Section III: Total Number of Interviews Generated Per Recruitment Source**

	<b>Recruitment Source</b>	<b>Contact Information</b>	<b># of Interviewees Per Source This Period (if any).</b>	<b>Full Time Positions For Which This Source Was Utilized</b>
1	Internal Posting/Employee Referral Walk-In / Promotion	Keith Teske 3200 Old Havre Highway, Black Eagle MT 59414 (406) 453-4377	9	6
2	Company Websites	Cassidy Belus (406) 542-8900 www.abcfoxmontana.com www.kulr8.com www.khq.com	6	3
3	Great Falls Tribune	Nathan Dagley 205 River Dr S, Great Falls, MT 59405 (888) 986-9818 ndagley@gannett.com	0	
4	Careerbuilders	Careerbuilders.com 200 N. LaSalle St, Ste 1100, Chicago, IL 60601	0	
5	Montana Broadcasters Association	Montana Broadcasters Association 3914 Rainbow Bend Dr, Bonner MT 59823 (406) 244-4622 www.mtbroadcasters.org	0	
6	TV Jobs	Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4116 (800) 374-0119 admin@tvjobs.com	13	3
7	Great Falls Job Service	Jennifer Lambert 1018 7th Street S, Great Falls, MT 59405 (406) 791-5800 jlambert2@mt.gov	1	
8	Craigslist	Craig Newmark PO Box 225159, San Francisco CA 94122-5159 Phone: 415-566-9844 website: www.craigslist.org	6	
9	Facebook	Facebook.com KFBB page	0	
10	LinkedIn	Career Page <a href="http://www.linkedin.com">www.linkedin.com</a>	0	
11	Great Falls Job Fair	Great Falls Job Fair - March 2016 Host Great Falls Chamber of Commerce	1	
<b>Total interviews for all full time vacancies filled:</b>			<b>36</b>	<b>12</b>

Note: \* Indicates sources that have requested notification of job openings.



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**Section IV : Outreach Activities**

Activity	Description
Job Fair	Participated in the Internship and Job Fair at University of Montana - School of Journalism in March 2016. Station representatives discussed employment and internship possibilities at KTMF, KWYB, KHBB, KFBB, KULR, and our Sister Stations in Washington. A one-sheet noting the kinds of jobs available at a television station and an explanations sheet regarding the station's internship program were distributed as managers talked to students.
Job Fair	Participated in the Great Falls Job Fair Hosted by the Great Falls Chamber of Commerce in March 2016. Station representatives discussed employment and internship possibilities at KFBB, KHBB, KULR, KTMF and Sister stations in Washington. One-sheets noting current job openings at the stations and information on the station's internship programs were distributed as managers talked to students about opportunities available.
Job Fair	Participated in the Internship and Job Fair at Whitworth University in April 2016. Station representatives discussed employment and internship possibilities at KHQ-TV, KNDO-TV, KNDU-TV and Montana stations. One-sheets noting current job openings at the stations and information on the station's internship programs were distributed as managers talked to students about opportunities available.
Job Fair	Participated in a Career Fitness Fair at Rocky Mountain College in April 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Job Fair	KHQ-TV and Worksource Spokane organized and hosted the 3rd Annual Job fair in May 2016. Station representatives discussed opportunities with KHQ-TV, KNDO/KNDU-TV and Montana stations. Informational sheets outlining internship programs and job shadow positions as well as a list of current jobs at each individual station were made available. Also, talent and weather staff answered questions about their jobs and education requirements for their positions.
Job Fair	Participated in a Job Fair at Montana State University in Billings in July 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Job Fair	Participated in a Career Fitness Fair at Rocky Mountain College in August 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Job Fair	Participated in a Job Fair at Montana State University in Billings in September 2016. Station representatives discussed career opportunities at KTMF, KWYB, KHBB, KFBB, and KULR. Applications and job notices were provided to the students.
Internship Program	The station sponsors an internship program that provides opportunities for college students considering the industry to become familiar with television and broadcasting careers. The station sponsored one intern during the reporting year in the news department.
Mentoring Program	Employees often visit KHQ-TV a "brother/sister broadcast entity" in Spokane, WA to train with staff in the larger market. News, Production, Sales, and web personnel have participated in these mentoring activities this reporting year. In addition KHQ's News Director and Assistant News Director work weekly with KFBB's News Director and other News personnel for guidance, and training.
Tours	KFBB gave one station tour in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs.



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Events Sponsored by Educational Institutions related to Career Opportunities in Broadcasting	KFBB participated in two classroom presentations to middle school classes about broadcast career opportunities and the related educational requirements.
Training	All managers and employees attended Harassment training by the company employment attorney regarding what constitutes harassment, what to do if you experience harassment or see harassment, and the procedures the company would take to investigate and administer the companies policy against harassment.
Training	The Local Sales Manager attended the National Association of Broadcasters Small Market Convention in Phoenix, AZ in September 2016. The convention covered best management practices for general sales managers, money making ideas, digital sales ideas, finding, hiring and developing super-sellers, and staging and selling events.
Training	The News Production Promotions Manager attended the Promax Station Summit in Las Vegas, NV in June 2016, where they were instructed by FOX personnel as to the best practices of promotion and the latest technology.
Training	KFBB Managers attended a Leadercast Live seminar that consisted of business and political leaders, sports figures, social activists and world class communicators. They learned how to become strong leaders in an organization and in the community.
Training	New Sales Reps underwent an extensive online training program with the Center for Sales Strategy (CSS) as new to television sellers. The extensive course plays out over three months with an instructor from CSS monitoring their progress through various assignments and tests as they progressed.
Training	The News Director attended Poynter Training at the Poynter Institute in September 2016. The training included leading a news team, news judgement, content and how to address conflicts in the news room.
Training	The Chief Engineer trained with RSI Corporation in September 2016 on various courses that concentrated on Communication Site safety.
Training	The engineering staff attended a seminar hosted by RSI in September 2016. The seminar concentrated on Radio Frequency electrical hazards and safety.