

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT
May 21, 2018 - May 20, 2019

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Multi-Skilled Journalist (Reporter)	1-9, 11-15, 19-22, 24-27, 30-38, 40	33
Multi-Skilled Journalist (Reporter)	1-9, 11-15, 19-22, 24-27, 30-38, 40	33
Digital Sales Specialist	1-9, 11-15, 19-22, 24-27, 30-32, 34-38, 40	34
Digital Managing Editor	1-9, 11-15, 18-27, 30-32, 34-38, 40	23
Editor	1-9, 11-16, 19-22, 24-27, 30-38, 40	33
Production Assistant	1-9, 11-15, 17, 19-22, 24-27, 30-32, 34, 36-38, 40	17
Operations Specialist	1-9, 11-15, 19-22, 24-27, 30-32, 34, 36- 38, 40	34
Multi-Skilled Journalist (Reporter)	1-9, 11-15, 19-22, 24-27, 30-32, 34, 36- 38, 40	34
Multi-Skilled Technician	1-9, 11-15, 19-22, 24-28, 30-34, 36-38, 40	34
Regional Account Executive	1-16, 19-22, 24-27, 29-32, 34, 36-40	29
Regional Account Executive	1-16, 19-22, 24-27, 29-32, 34, 36-40	34
Chief Photographer	1-9, 11-16, 19-22, 24-27, 30-32, 34, 36- 38, 40	34
Editor	1-9, 11-15, 19-22, 24-27, 30-32, 34, 36- 38, 40	34
MSJ/Weekend Anchor	1-9, 11-15, 19-22, 24-27, 30-32, 34, 36- 38, 40	34
Digital Content Producer	1-9, 11-15, 19-22, 24-27, 30-34, 36-38, 40	33
Photojournalist	1-9, 11-15, 19-22, 24-27, 30-32, 34, 36- 38, 40	34
News Producer	1-9, 11-15, 19-22, 24-27, 29-32, 34, 36- 38, 40	29

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT

May 21, 2018 - May 20, 2019

II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Boise State University Career Center Boise, Idaho 83725 Phone : 208-426-1747 Url : http://www.boisestate.edu Email : career@boisestate.edu Job Listings	N	0
2	BYU-Idaho 230 Kimball Building Rexburg, Idaho 83460 Phone : 208-496-2750 Url : http://www.byui.edu Email : careernavigator@byui.edu Job Listings	N	0
3	BYU-Utah Brigham Young University 2410 WSC Provo, Utah 84602 Phone : 801-422-6933 Url : http://www.byu.edu Email : scott_greenhalgh@byu.edu Scott Greenhalgh	N	0
4	Career Builder 200 N LaSalle Ste 1100 Chicago, Illinois 60601 Phone : 773-527-3600 Url : http://www.careerbuilder.com Career Service Manual Posting	N	1
5	Collective Talent 1721 Richardson Place Tampa, Florida 33606 Phone : 813-254-9695 Url : http://www.collectivetalent.com Email : bille@michaelsmedia.com Michael Bille	N	0
6	College of Southern Idaho 315 Falls Avenue Twin Falls, Idaho 83301-3389 Phone : 208-732-6306 Url : http://career.csi.edu/careerCenter/index.asp Email : molson@csi.edu Fax : 1-208-736-4705 Merry Olson	N	0

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT

May 21, 2018 - May 20, 2019

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7	College of Western Idaho 6056 Birch Lane, Suite 101 Nampa, Idaho 83687 Phone : 208-562-3287 Email : hr@cwidaho.cc Human Resources	N	0
8	Columbia University Graduate School of Journalist 2950 Broadway New York, New York 10027 Phone : 212-584-4422 Url : http://www.journalism.columbia.edu/ Email : cujcareers@columbia.edu Job Listings	N	0
9	Craigslist Boise 1381 9th Avenue San Francisco, California 94122 Phone : 415-566-6394 Url : http://www.boise.craigslist.org Job Listings Manual Posting	N	0
10	Employee Referral	N	1
11	Glassdoor PO Box 900 Sausalito, California 94966 Url : www.glassdoor.com Career Service Manual Posting	N	0
12	Global Talent Idaho 1607 W. Jefferson St Boise, Idaho 83702 Phone : 208) 336-6722 Career Service Manual Posting	N	0
13	Idaho Press-Tribune 1618 N. Midland Blvd. Nampa, Idaho 83652 Phone : 208.467.9253 Url : http://www.idahopress.com/careers/ Talent Associate Manual Posting	N	0

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT

May 21, 2018 - May 20, 2019

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14	Idaho State University Stop 8108 Pocatello, Idaho 83209 Phone : 208-282-2380 Url : http://www.isu.edu Email : careers@isu.edu Tracie Mariani	N	0
15	Indeed.com 7501 N. Capital of Texas Hwy Building B Austin, Texas 78731 Phone : 800-462-5842 Url : http://www.indeed.com Job Listing Manual Posting	N	0
16	Indeed.com	N	3
17	Indeed.com - Not Directly Contacted by SEU	N	1
18	Internal Candidate	N	1
19	Journalismjobs.com 72 Plaza Drive, 2nd Floor Berkeley, California 94705 Phone : 510-508-7386 Dan Rohn Manual Posting	N	0
20	Juju juju.com New York, New York Url : www.juju.com Online Online Manual Posting	N	0
21	KTVB.com 5407 West Fairview Avenue Boise, Idaho 83706 Phone : 208-375-7277 Url : http://www.ktvb.com Human Resources Manual Posting	N	0

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT

May 21, 2018 - May 20, 2019

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22	Lewis-Clark State College 500 8th Avenue Reid Hall Room 110 Lewiston, Idaho 83501 Phone : 208-792-5272 Url : http://www.lcsc.edu Email : casws@lcsc.edu Job Listings	N	0
23	Linked In	N	1
24	Medialine P.O. Box 51909 Pacific Grove, California 93950 Phone : 800-237-8073 Url : http://www.medialine.com Email : medialine@medialine.com Adrienne Laurent	N	0
25	Monster.com 622 Third Avenue 39th Floor New York, New York 10017 Phone : 800-666-7837 Url : http://www.monster.com Job Listing Manual Posting	N	0
26	National Black MBA Association Inc 400 West Peach St NW Ste 203 Atlanta, Georgia 30308 Phone : 4042605444 Url : https://nbmbaa.org/contact-simple/ Career Service Manual Posting	N	0
27	Northwest Nazarene University 623 S. University Blvd. Nampa, Idaho 83686 Phone : 208-467-8011 Email : career@nnu.edu Sherry Hartman	N	0
28	Not Available	N	2
29	Other Source	N	5

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT

May 21, 2018 - May 20, 2019

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
30	Radio Television Digital News Association (RTDNA) 529 14th Street NW Ste. 1240 Washington, District of Columbia 20045 Phone : 202-725-8318 Url : http://www.rtdna.org Katie Switchenko Manual Posting	N	0
31	SimplyHired 370 San Aleso Ave. #200 Sunnyvale, California 94085 Url : www.simplyhired.com Career Service Career Service Manual Posting	N	0
32	Sportscasters Talent Agency of America 123 fake address new york, New York 10001 Phone : (949) 648-7822 John Chelesnik Manual Posting	N	0
33	Station Website	N	7
34	TEGNA Jobs Website 7950 Jones Branch Drive McLean, Virginia 22107 Phone : 703-854-7000 Url : http://www.TEGNA.com Virgil Smith Manual Posting	N	14
35	The College of Idaho 2112 Cleveland Blvd Box 40 Caldwell, Idaho 83605 Phone : 208-459-5508 Url : http://www.collegeofidaho.edu Email : careerservices@collegeofidaho.edu Michelle Smith	N	0
36	The Society of Broadcast Engineers 9102 North Meridian Street Ste. 150 Indianapolis, Indiana 46260 Phone : 317-846-9000 Url : http://www.sbe.org K Jones Manual Posting	N	0

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT

May 21, 2018 - May 20, 2019

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
37	TV Jobs P.O Box 4116 Oceanside, California 92052 Phone : 800-374-0119 Url : http://www.tvjobs.com Email : jobs@tvjobs.com Mark Halloway	N	0
38	Twitter 1355 Market Street San Francisco, California Customer Service Manual Posting	N	0
39	University of Idaho P.O. Box 442534 Moscow, Idaho 83844 Phone : 208-885-6121 Url : http://www.uidaho.edu Email : nkinyon@uidaho.edu Noell Kinyon	N	0
40	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			36

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT
May 21, 2018 - May 20, 2019

III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	5/21/2018	Establishment of an intern program designed to assist members of the community	KTVB actively recruits students attending accredited colleges and universities. Our program offers the student/interns active participation in a professional broadcast setting. The intern experiences the live work environment gaining real-world hands-on experience that cannot be obtained in a classroom. These paid interns also earn academic credit for their participation in the program. Internships primarily support news and marketing, but can touch other departments as well. During the reporting period, KTVB hired and trained 1 intern for a three month assignment.	1	Intern- News
2	5/21/2018	Provision of training to management	Labor Relations provides monthly webinar training sessions for HR Business Partners to stay informed of current and changing employment laws. Best practices are discussed and HR Business Partners then share this topical information with their executive teams.	1	HR Business Partner
3	5/21/2018	Participation in other activities designed by the station employment unit	The station hosted 4 tours during the reporting period beginning May 21, 2018, for schools, scouting groups and other community groups to educate them on the inner workings of a television station and job opportunities in broadcasting. They are exposed to the following areas: Sales, control/audio booth, Engineering, IT, Creative services/Marketing, Newsroom and the studio/weather center.	4	General Manager Photojournalist Account Executive Account Executive
4	6/1/2018	Participation in events sponsored by community groups	Strategies 360, a public relations firm, came to KTVB to find out about the news selection process and what kind of story ideas make it on the news.	1	Managing Editor-Broadcast
5	6/4/2018	Participation in events sponsored by community groups	Attended the American Meteorological Society conference to sharpen weather forecasting skills. Mostly it was dealing with severe weather and how to better protect the public.	1	Anchor/Weather

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT
May 21, 2018 - May 20, 2019

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6	7/24/2018	Participation in other activities designed by the station employment unit	Recent Boise State graduate, looking to pursue a career in broadcasting, came to the station to shadow a producer to see if it would be a future career.	1	Multi-Platform Producer
7	8/13/2018	Establishment of training programs for station personnel	TEGNA updated the Principles of Ethical Journalism and Social Media policies to match the Company's guiding principles including truth, independence, public interest, fair play and integrity. The new training was developed and targeted to all staff that contribute in any way to a TV or digital news or entertainment product. The training rolled out 8/13/18 and completed 8/31/18.	98	All Employees
8	10/13/2018	Participation in events sponsored by community groups	Attended the Southwest Chapter Idaho Press Club fall conference that showcased local and national journalists who talked about some of their best recent reporting and shared tips for how to take your work to the next level.	1	Director of Content
9	10/18/2018	Participation in events or programs sponsored by educational institutions	Spoke at Koelsch Elementary school's 3rd grade class to discuss weather they have been learning in science class and talked about becoming future meteorologists.	1	Anchor/Weather
10	10/25/2018	Participation in events or programs sponsored by educational institutions	Students from the South Junior High Video Broadcasting class came to the station to see all the different departments and show them what it takes to put on a newscast. They were then allowed to ask questions of station employees about their jobs, what it takes to do their jobs and why they chose their profession.	1	Photographer
11	12/6/2018	Establishment of training programs for station personnel	The KTVB Newsroom hosted a required training for all anchors, reporters, and producers on TEGNA One CMS web story posting program.	20	Newsroom Employees

KTFT-LD, KTVB
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12	1/9/2019	Participation in events or programs sponsored by educational institutions	Spoke to the Thomas Jefferson Charter School's 8th Grade science class who studied meteorology last semester and requested a meteorologist visit the class. Answered questions about the principles of meteorology, career opportunities, education requirements, work experiences, forecasting techniques, etc.	1	Anchor/Weather
13	1/16/2019	Participation in events sponsored by community groups	Attended a LinkedIn Strategies workshop organized by Zions Bank covering the topic of "LinkedIn Strategies: Managing Your Brand."	1	Director of Community Relations
14	1/17/2019	Participation in events sponsored by community groups	Attended the Ada County Highway District Media Mixer which invited local media to join them for lunch to get more acquainted with their agency.	1	Managing Editor-Broadcast
15	1/22/2019	Participation in events or programs sponsored by educational institutions	Spoke at the Ambrose School's 24th anniversary of serving families in the Treasure Valley. Spoke about personal life experiences to illustrate leadership practices that succeeded or failed and answered questions.	1	President & GM
16	1/26/2019	Establishment of training programs for station personnel	Byte Back Challenge- TEGNA rolled curriculum to educate employees on the proper handling of sensitive data among other things. The training reminded employees that information that is personally private or private to the company should never be stored on a computer or mobile phone and should not be shared through email. The training rolled out 1/29/19 and completed on 2/2/18.	98	All Employees
17	2/5/2019	Participation in events or programs sponsored by educational institutions	Visited the 2nd grade classroom at Liberty Elementary School in Boise to discuss different types of weather and being an on-air TV News forecaster. Then wrapped it up with a question and answer session.	1	Anchor/Weather

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT
May 21, 2018 - May 20, 2019

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18	2/26/2019	Establishment of training programs for station personnel	TEGNA's annual Sales Summit revolved around the topic of leadership and the belief that it is the foundation for winning. Over the course of 3 days, attendees had the chance to hold discussion and participate in sessions that addressed leadership coaching and cultural changes.	2	President & General Manager Director of Sales
19	3/4/2019	Participation in events or programs sponsored by educational institutions	Spoke to a 5th grade class at Keolsch Elementary School about weather, science and broadcasting.	1	Anchor/Weather
20	3/12/2019	Participation in events or programs sponsored by educational institutions	The 2nd grade class from Andrus Elementary School came to the station to learn about the weather, news, journalism, drones, 360 VR and broadcasting.	8	President and GM Managing Editor, Digital Asst Director of Technology Managing Editor, Broadcast
21	3/28/2019	Participation in events or programs sponsored by educational institutions	A senior from Borah High School came to job shadow for a day. This is his field of interest so we did a question and answer session as well.	1	Managing Editor- Broadcast
22	4/5/2019	Participation in events or programs sponsored by educational institutions	National Student Advertising Competition teams, which includes students and advisers from Idaho State University, University of Idaho, and University of Oregon, came to station as part of their local media and agency tours. Discussed the role of each department, the role of our company, the role of an account executive and finished with a question and answer session.	2	Account Executives
23	4/8/2019	Participation in events or programs sponsored by educational institutions	Spoke to a 5th grade class at Pierce Park Elementary School about the science of weather and broadcasting.	1	Anchor/Weather

KTFT-LD, KTVB
EEO PUBLIC FILE REPORT
May 21, 2018 - May 20, 2019

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24	4/8/2019	Participation in events sponsored by community groups	<p>National Association of Broadcasters (NAB) holds an annual conference that brings together the entire digital ecosystem and is represented by professionals in advertising, app development, artificial intelligence, audio, broadcast, cable, cybersecurity, digital video, film, live events, mixed reality, online video, post-production, radio, retail, social media, sports, streaming, television and more. Participants further their careers, gain knowledge, experience cutting-edge training, get hands-on with the latest technology, and connect with industry trailblazers advancing the art, science and business of content.</p> <p>Media Operations Specialist attended NAB over two days to learn more about the industry and for career training.</p>	1	Media Operations Specialist
25	4/17/2019	Establishment of training programs for station personnel	TEGNA Innovation Summit- Innovation Summit where employees from across the country came to brainstorm new content ideas for shows, segment pilots and discuss how to have better working newsrooms. They discussed options for greater audience involvement, how to get our talent noticed, how to gain audience trust and how to report hard issues without being too negative.	1	Marketing Producer
26	4/27/2019	Establishment of training programs for station personnel	Attended the 2019 Institute for Journalists to meet with judges, local lawyers and other experts to discuss the best way to approach covering crime and court stories in the news.	1	Multi-Skilled Journalist