

**EEO PUBLIC FILE REPORT**

KLTV

For period April 1, 2008 – March 31, 2009

**Recruitment Sources Used For Full-Time Vacancies**

The Master List of Recruitment Sources includes a list of recruitment sources, indicating names, address, contact person and telephone number of each. Sources with an asterisk (\*) denote organizations that requested notification of full-time job vacancies.

**Full-Time Positions Filled; Recruitment Sources Used (#'s in parenthesis)  
[With Hiree's Recruitment Source In Brackets]**

Account Executive (#1-14, 17-20, 24-26), [27]  
Classified Internet Sales Director (#1-15, 17-20, 24-26), [10]  
Video Journalist (#5, 9-15, 17-18, 20, 24-26) [10]  
News Web Producer (#20) [23]

**Total Interviewees for all Full-Time Positions**

12 persons

**Number of Referrals From Sources Used**

#23 (1 person), #10 (8 persons), #27 (1 person), #28 (1 person), #21 (1 person)

**Supplemental Outreach Activities**

FCC Menu of Recruitment Initiative contains a brief description of activities from the *FCC Menu* of outreach initiatives undertaken during the period (usually the prior year), including station personnel involvement.

**MASTER LIST OF RECRUITMENT SOURCES**

(Sources with an asterisk (\*) denote organizations that requested notification of full-time job vacancies.)

**LOCAL COMMUNITY SOURCES** (including name of contact person, address and phone number)

- 1.\* Texas Workforce Commission, 2027 N. Jackson, Tyler, TX 75701 (903) 561-8131
- 2.\* UT Tyler Career Services, 3900 University Blvd. Tyler, TX 75799 (903) 565-5581
- 3.\* Tyler Junior College, P. O. Box 9020, Tyler, TX 75711 (903) 510-2200
- 4.\* LeTourneau University P. O. Box 7001 Longview, TX 75607-7001 (903) 233-4467
- 5.\* NAACP 1901 N. Englewood Avenue, Tyler, TX 75701 (903) 531-0071
- 6.\* Texas College 2404 N. Grand, Tyler, TX 75701 (903) 593-8311
- 7.\* UTSA Career Services, 6900 N Loop 1604 W, San Antonio, TX 78249 (210) 458-4011
- 8.\* UTEP, 500 W. University Ave, El Paso, TX 79968 (915) 747-7407
- 9.\* NAACP, P. O. Box 8862, Longview, TX 75602 Attn: Rev. C.D. Deckard

**ADVERTISING SOURCES** (Trades, Newspapers, Associations or Websites)

10. kltv.com
11. TV Jobs P. O. Box 4116, Oceanside, CA 92052 (760) 754-2115
12. Medialine@medialine.com 1 800 238-8073
13. careerwomen.com
14. diversitysearch.com
15. naja.com

**OTHER SOURCES**

16. Express Personnel Service, 1741 Troup Highway, Tyler, TX, 75701 (903) 592-9999
17. Texas Association of Broadcasters, 502 E 11<sup>th</sup> St, Suite 200, Austin, TX 78701, (512) 322-9944
18. NAHJ, 1000 National Press Building, Washington, DC 20045, (202) 662-7483 [jobbank@nahj.org](mailto:jobbank@nahj.org)
19. TVB, 3 East 54<sup>th</sup> Street, New York, NY 10022 (212) 486-1111 [info@tvb.org](mailto:info@tvb.org)
20. All Raycom owned TV Stations
21. Employee Referral

22. Tyler Morning Telegraph

23. Walk In Applicant

24. KLTV Internal bulletin board posting

25. AAJA [jobs.aaia.org/employer/signin/emp.php](http://jobs.aaia.org/employer/signin/emp.php)

26. University of North Texas PO Box 310589 Denton TX 76203-0589 Fax (940) 369-7838

27. Renard Group(local advertising agency )1828 ESE Loop 323 Tyler TX 75703 (903)595-6376

28. Encore Multimedia(local advertising agency) PO Box 3812 Longview TX 75606 (903)757-6111

**DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES**

**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): 04/01/2008 - 03/31/2009

Describe Nature of Initiative:

Listing upper-level openings in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

NAJA.com  
NAHJ  
Careerwomen.com  
Diversitysearch.com

Names of Station Personnel involved in Initiative:

Lynda Tomlin, HR Coordinator

**Attached copies and documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, emails, faxes).**

**Incorporate into EEO Public File Report and place in station's local public file annually on the anniversary date of the renewal filing due date.**

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): September 10, 2008

Describe Nature of Initiative:

Hosting at least one job fair

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Sponsored by KLTV – Held at Rose Garden Center – 4:00 pm – 7:00 pm

Participating community employers: Express Employment Professionals, Liberty Pressure Pumping, Christian Women's Job Corp, Bradshaw Prison, Tyler Professional Staffing, Dillards, Turn Around Training Solutions, Best Buy, Kelly Services, Snelling Personnel Services, Keller Williams, Willstaff Personnel Services, Employment Resources, Brookshires, US Army, US Air Force, US Marines, Army National Guard Recruiting, BuCyrus, Sams Club, Target Distribution Center, Pier One, ETMC, Remedy Intelligent Staffing, Academy Sports, Woodmen of the World, McDonalds, East Texas Workforce Commission

Names of Station Personnel involved in Initiative:

Melanie Poland, Misty Wages, Pat Stacey, JJ Maples, Brandon Riley

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): February 26, 2009

Describe Nature of Initiative:

Hosting at least one job fair

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Sponsored by KLTV – Held at Maude Cobb Convention Center, Longview, Texas; 1 – 5 pm

Participating community employers: University of Texas Health Science Center, Longview Police Department, Convergys, Community Health Corps, Express Personnel, Spherion Staffing, Clairmont Longview, LeTourneau University, DFE Technologies, US Army, Tyler Professional Staffing

Names of Station Personnel involved in Initiative:

Stephen Bryan, Barbara Smith, Rodney Allison

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): November 18, 2008

Describe Nature of Initiative:

Participate in four career events sponsored by educational institutions relating to career broadcast opportunities

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Sponsored by University of Texas at Tyler

10:00 am – 2:00 pm

Open to UT students and the general public

Names of Station Personnel involved in Initiative:

Adam Troutman, Operations Manager

**Attached copies and documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, emails, faxes).**

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): March 28, 2009

Describe Nature of Initiative:

Participate in four career events sponsored by educational institutions relating to career broadcast opportunities

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Expanding Your Horizons Career Conference for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade young women

Presented by: AAUW (American Association of University Women), Tyler Junior College, The Math/Science Network

KLTV – Contributing Sponsor

KLTV Anchor: Gillian Sheridan

Names of Station Personnel involved in Initiative:

Gillian Sheridan

**Attached copies and documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, emails, faxes).**

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): July 7 & 8, 2008

Describe Nature of Initiative:

Participate in four career events sponsored by educational institutions relating to career broadcast opportunities

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Job Shadow – Sponsored by TK Gorman

KLTV – Two day job shadow with Tyler student

KLTV Anchor: Gillian Sheridan

Names of Station Personnel involved in Initiative:

Gillian Sheridan

**Attached copies and documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, emails, faxes).**

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): November 5<sup>th</sup> & 6<sup>th</sup>, 2008

Describe Nature of Initiative:

Provide Training to personnel of outside recruitment organizations that would enable them to better refer job candidates for broadcast positions.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

HR – Breakfasts – Hosted by KLTV – One in Tyler, One in Longview, November 5<sup>th</sup> & 6<sup>th</sup>, 2008 – 9:30 am - 11:30 am

Ryan Burlison, Internet Classifieds Director for Raycom Media spoke on the future of recruitment advertising. Over the past five years, Ryan has developed the broadcast model used by thousands of employers nationally for reaching passive and skilled candidates.

Names of Station Personnel involved in Initiative:

Barbara Smith, Misty Wages, Melanie Poland, Stephen Bryan

**Attached copies and documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, emails, faxes).**

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**Complete this form for every event or program established by, sponsored by, or participated in by the Station Employment Unit as part of the supplemental outreach initiatives elected.**

Date(s) of Initiative Event(s): March 24, 2009

Describe Nature of Initiative:

Participate in four career events sponsored by educational institutions relating to career broadcast opportunities

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Sponsored by University of Texas at Tyler – Spring Career Expo

12:00 pm – 2:00 pm

Open to UT students and the general public

Names of Station Personnel involved in Initiative:

Adam Troutman, Operations Manager

**Attached copies and documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, emails, faxes).**

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