

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: May 23, 2012 to May 22, 2013.

- 1) **Employment Unit: Sarkes Tarzian-Reno, NV**
- 2) **Unit Members (Stations and Communities of License): KTVN - Reno, NV**
- 3) **EEO Contact Information for Employment Unit:**

Mailing Address: 4925 Energy Way Reno, NV 89502	Telephone Number: 775-858-2222
	Contact Person/Title: Linda Pickrell, EEO Officer
	E-mail Address: lpickrell@ktvn.com

4) **Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

Job Title	Recruitment Source Referring Hiree
(a) Sales Account Executive	Reno Gazette-Journal/Careerbuilder.com
(b) Weather Anchor	Employee Referral
(c) Morning Anchor/General Assignment Reporter	Employee Referral
(d) Local Sales Team Development Manager	KTVN Website
(e) News Photographer	Internal Posting
(f) Video Journalist	Internal Posting
(g) Weekend Assignment Editor/Weekday News Producer	Employee Referral

5) Job Title: Sales Account Executive (a) Date Filled: 6/18/12 Referral Source(s) of Hiree: Reno Gazette-Journal/Careerbuilder.com					
See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on Attachment C (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:					
Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Reno Gazette-Journal/Career Builder.com	N/A	955 Kuenzli St. Reno, NV 89520	888-262-7107	3	No

5) Job Title: Weather Anchor (b) Date Filled: 9/13/12 Referral Source(s) of Hiree: Employee Referral					
See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on Attachment C (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:					
Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
Walk-In	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
TVJobs	www.tvjobs.com			1	No

5) Job Title: Morning Anchor/General Assignment Reporter (c) Date Filled: 2/12/13 Referral Source(s) of Hiree: Employee Referral					
See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on Attachment C (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:					
Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	2	No

STATION KTVN IS AN EQUAL OPPORTUNITY EMPLOYER

5) Job Title: Local Sales Team Development Manager (d)		Date Filled: 4/1/13		Referral Source(s) of Hiree: KTVN Website	
<p>See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on Attachment C (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:</p>					
Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KTVN Website	HR	http://www.ktvn.com	Phone: 775-858-2222	2	

5) Job Title: News Photographer (e)		Date Filled: 3/11/13		Referral Source(s) of Hiree: Internal Posting	
<p>See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on Attachment C (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:</p>					
Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Internal Posting	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
KTVN Website	HR	http://www.ktvn.com	Phone: 775-858-2222	1	No

5) Job Title: Video Journalist (f)		Date Filled: 3/29/13		Referral Source(s) of Hiree: Internal Posting	
<p>See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on Attachment C (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:</p>					
Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Internal Posting	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	2	No

STATION KTVN IS AN EQUAL OPPORTUNITY EMPLOYER

5) Job Title: Weekend Assignment Editor/Weekday News Producer (g) **Date Filled:** 4/17/13 **Referral Source(s) of Hire:** Employee Referral

See Attachment A--the most appropriate and productive sources from this list were selectively contacted and notified of this opening. All sources on Attachment A were used except for: 1, 4, 6, 10, 22, 31, 36, 38, 42, and 44. All organizations listed on **Attachment C** (Organizations requesting notice of all full-time vacancies at the Employment Unit) were notified of this opening. Organizations which referred interviewees are listed below:

Name of Organization of Job Vacancy:	Contact Person	Address:	Phone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Employee Referral	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No
Internal Posting	HR	KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	1	No

6) **Total Number of Interviewees Referred:** For the period from May 23, 2012 to May 22, 2013, this Employment Unit interviewed 16 interviewees for full-time job vacancies.

7) **Supplemental Recruitment Initiatives.**

(a) **Initiative: Training of Station Personnel**

Production Department Training Program

The Employment Unit has established a training program, designed to enable part-time station personnel to acquire skills that could qualify them for higher level positions. The Employment Unit has 6 entry level part-time positions in the Production Department, covering various studio jobs (camera, audio, teleprompter, graphics, etc.). The Production Manager oversees this program, and these employees receive training through shadowing and interacting with the full time production staff on a daily basis. These part time employees work closely with more experienced full time employees on a daily basis in order to gain the skills needed to qualify them for promotion to higher level full time positions such as director, audio operator, character generator/graphics operator and possible full time employment in other departments like the News Department. This program has resulted in many internal promotions. Within the past reporting year, two Part Time Production Assistants have been promoted to full time positions in the News Department at least in part as a result of this training program.

(b) **Initiative: Establishment of a Mentoring Program for Station Personnel**

Mentoring of Station Personnel

Three full time employees won promotions after participating in an informal professional coaching/mentoring program established by KTVN. Two Associate Producers were promoted to Producers. A Weekend Assignment Editor/Weekday Associate Producer was promoted to a new position created in the news department as a Video Journalist. These employees were coached by the News Director to give them career guidance and help them improve their skills to a level of competence that allowed them to succeed in these career advancing promotions.

(c) **Initiative: Internship Program**

KTVN offers internships across the fall, spring and summer semesters. Priority is given to Journalism students who need internship credits to complete their college curriculum. The overall goal of the internship is for students to get a thorough understanding of the various jobs and activities involved in producing daily newscasts. Interns have the opportunity to rotate through those various positions and work alongside professionals to learn writing, producing, reporting, shooting and editing, all skills needed for broadcast employment. During the reporting period KTVN had five interns.

(d) **Initiative: Participation in Events Sponsored by Educational Institutions Related to Career Opportunities in Broadcasting**

On June 1, 2012, the General Manager of KTVN participated as a panelist (representing the media industry) along with other members of the community in the annual TMCC High School Senior Portfolio Day. High school seniors made oral presentations and submitted written portfolios of their senior year projects and school work for critique by members of the community. This event is designed to help prepare the students for the job interview process and help them develop confidence in dealing with the world of employers, including employers in the media industry.

On June 1, 2012, a KTVN News Anchor, hosted a career talk for students at Silver Lake Elementary School and spoke about careers in news and broadcasting and was available to answer questions from students.

March 13, 2013 – Eight UNR journalism students toured the station and students were able to ask Employment Unit personnel about careers in television.

On April 4, 2013, a KTVN News Director, talked to a Journalism class at UNR and students were able to ask Employment Unit personnel about careers in television.

On Thursday, April 18, 2013, News Anchor, participated in a Career Fair at Galena High School.

On Thursday, April 25, 2013, Executive Producer, served as a judge for a broadcast news competition of high school students from all across the state. The winner will represent Nevada at the national competition.

On Tuesday, May 7, 2013, KTVN's Video Coordinator participated in a Career and College Fair at McDermitt Combined Schools-GEARUP/Fort McDermitt Tribe in McDermitt, NV which is within KTVN's coverage area.

(e) Initiative: Participation in Other Events Showcasing Broadcast Employment Opportunities

Groups of students and other groups toured KTVN Channel 2 studios. Many were also able to meet KTVN's anchors, talk to the News Director and reporters as well as get a behind the scenes tour while the newscast was airing live. Information was dispensed about careers in journalism, television production, TV engineering and employment opportunities available in the television business.

Tours were conducted on the following dates for the following groups:

June 12, 2012 – Boy Scout Troop – Pack 10 – Den 7 from Reno Roy Gomm Elementary School toured the station.

January 29, 2013 – Cub Scout Troop – Pack 14 – Den 5 from Bud Beasley School in Sparks toured the station.

February 11, 2013 - Forty 6th grade students studying TV Production from the Coral Academy toured the station.

February 25, 2013 – Twenty 5th grade students studying TV Production from the Coral Academy toured the station.

March 14, 2013 – Ten Cub Scouts from Sparks toured the station.

KTVN hosted the Reno/Sparks Youth Leadership program at the station on March 28, 2013. It is a program for high school students who have been selected to represent their schools in this community-wide leadership development program. They were learning about media and visited the station for three hours to learn what goes into making a newscast. The students were split into groups and trained by various news staff on the various roles involved in producing a newscast. A total of 45 students participated. The KTVN staff involved were: News Director, Executive Producer, News Anchors, News Reporters, News Photographers, Promotion Manager, and the live broadcast Technical Director.

Attachment A
RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
1	4entertainmentjobs.com				4entertainmentjobs.com
2	Arizona State University Cronkite School of Journalism	Michael Wong, Director, Career Services	555 N. Central Avenue, Ste. 302, Phoenix, AZ 85004	Phone: (602)496-5637	mike.wong@asu.edu
3	Barry University	Richard Maher	11300 NE 2 nd Ave. Miami Shores, FL 33161	Phone:305-899-3000	rmaher@mail.barry.edu
4	BCFM (Broadcast Cable Financial Management Association) – for controller only				jobbank.bcfm.com
5	Bethel AME Church	Jennifer Agnew	2655 North Rock Blvd. Sparks, NV 89431	Phone: 775-355-9030 Fax: 355-9065	bethelsparksjennifer@mail.com
6	Broadcasting & Cable	Zahra Majma		212-378-0400 ext. 517	ZMajma@nbmedia.com
7	California Chicano News Media		725 Arizona Ave. Ste. 206 Santa Monica, CA 90401	Phone:424-229-9482	ccnmainfo@ccnma.org
8	Center for Student Cultural Diversity at UNR	R. Stewart	UNR/Center for Cultural Diversity Reno/0144, Reno, NV 89557	775-784-4936	thecenter@unr.edu
9	CAAW (Committee to Aid Abused Women)	Denise Yoxsimer	1735 Vassar St. Reno, NV 89502	Phone: 329-4150 Fax: 785-7550	
10	Craigslist.org				craigslist.org
11	Employee Referral		KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	
12	Galena High School	Bryan Hakanson	3600 Butch Cassidy Way Reno, NV 89509	Phone: 851-5630 Fax: 851-5607	

**Attachment A
RECRUITMENT SOURCE LIST**

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
13	Great Basin College	Job Posting	901 Elm Street Elko, NV 89801	Phone: 775-738-8493	
14	Internal Posting		KTVN-4925 Energy Way, Reno, NV 89502	775-858-2222	
15	JOIN, Inc. (Job Opportunities in Nevada)	Ms. Candace Nolte	1201 Terminal Way, Ste. 104, Reno, NV 89502	Phone: 336-4450X202 Fax: 336-4798	cnolte@joinjc.org
16	JOIN, Inc. (Job Opportunities in Nevada)	Ms. Annette Marshall	1500 Avenue F, Ste. 1 Ely, NV 89301	Phone: 775-289-3061 Fax: 775-289-3069	
17	KNPB	Ms. Evie Chmura	1670 N. Virginia St. Reno, NV 89503-1738	Phone: 784-4555 Fax: 784-1438	evie@knpb.org
18	KTVN Website		http://www.ktvn.com	Phone: 775-858-2222	
19	Lovelock Paiute Tribe	Mr. Glen Wasson	P.O. Box 878 Lovelock, NV 89419	Phone: 775-273-7861 Fax: 775-273-1144	
20	Media Line (On-Air only)	Mark Shilstone	P.O. Box 51909 Pacific Grove, CA 93950	800-237-8073 Fax: 831-648-5204	medialine@medialine.com
21	Media Match			323-284-5589	Media-match.com
22	Morrison University	Job Placement	10315 Professional Circle, Ste. 201 Reno, NV 89521	Phone: 850-0700 ext. 111 Fax: 850-0711	
23	Napa Valley College	ATTN: Job Posting	2277 Napa-Vallejo Highway Napa, CA 94558	Phone: 707-253-3000	
24	National Association of Hispanic Journalists		Nahj.ihispano.com		
25	Nevada Broadcasters Assoc.	Earline Lefler	1050 E. Flamingo Road Ste. 102 Las Vegas, NV 89119	Fax: 702-794-4997	earlenelefler@yahoo.com
26	DETR/JobConnect Nevada Department of Employment, Training and Rehabilitation				http://us.jobs/
27	Nevada Job Connect	Ms. Gloria Chua	4001 S. Virginia St., Ste. H Reno, NV 89502	Phone: 284-9641 Fax: 284-9663	http://us.jobs/

Attachment A
RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
28	Northern NV Black Cultural Awareness Society		P.O. Box 21448 Reno, NV 89509	Phone: 329-8990 Fax: 827-8645	nmbcas8990@yahoo.com
29	NV Urban Indians, Inc.	Mr. Brian Mullen	1475 Terminal Way, Suite B Reno, NV 89502	Phone: 788-7600 Fax: 788-7611 823-8100	info@urbanindians.org
30	Vocational Rehabilitation		1325 Corporate Blvd. Reno, NV 89502		
31	Promax (Promotion Dept. jobs only)			Fax: 213-469-9559	
32	ProNet	Ms. Tina Machado	1201 Terminal Way, Ste. 104 Reno, NV 89502	Phone: 336-450X203 Fax: 336-4798	tmachado@joinjc.org
33	Pyramid Lake Paiute Tribe	Human Resources Mgr.	P.O. Box 256 Nixon, NV 89424	775-574-1000, Fax: 775-574-0438	
34	Academy of Arts, Careers and Technology (formerly Regional Technical Inst.)		380 Edison Way Reno, NV 89502	775-861-4418 Fax 775-861-4415	
35	Reno Gazette-Journal/Career Builder.com	Attn: Katie Wefler	955 Kuenzli St. Reno, NV 89520	888-262-7717	kwefler@gannett.com
36	Reno Kijiji				Reno.kijiji.com
37	Reno/Sparks Indian Colony	Mr. Rick Ross, HR Director Jane Smith, HR	98 Colony Rd. Reno, NV 89502 405 Golden Lane Reno, NV 89502	Phone: 329-2936 Fax: 329-8710 Phone: 329-5071 Fax: 785-8758	jsmith@rsic.org
38	RTNDA (Radio and Television News Directors Association) - Job Service	(No sales, promotion, admin jobs)			steved@rtnda.org
39	Salvation Army	Human Resources Dept.	1931 Sutro St. Reno, NV 89512	Phone: 688-4555 Fax: 688-4554	
40	Second Baptist Church	Ms. Geraldine Williams	1265 Montello Reno, NV 89512	Phone: 786-1017 Fax: 786-2138	church@secondbaptistreno.org
41	Sierra Nevada Job Corps	Ms. Mitra Vazeen Sunnie Michaels	14175 Mt. Charleston Reno, NV 89506	Phone: 789-0825 Fax: 789-1078	Michaels.sunnie@jobcorps.org
42	Society of Broadcast Engrs				www.sbe.org/jl_submit.php

Attachment A
RECRUITMENT SOURCE LIST

NO.	RECRUITMENT SOURCE NAME	CONTACT PERSON	ADDRESS	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESS
43	South Asian Journalist				saja@columbia.edu
44	TMCC (Truckee Meadows Community College)	Placement Office	7000 Dandini Blvd. Reno, NV 89512	Phone: 673-7243	www.tmcc.edu/finaid/employment.asp
45	TVJobs.com				www.tvjobs.com
46	University of Phoenix	Job Placement Office	10345 Professional Circle, #200, Reno, NV 89521	Phone: 828-7999	
47	UNR (University of Nevada Reno) Reynolds School of Journalism	Ms. Barbara Trainor	Mail Stop 0310 Reno, NV 89557-0310	Phone: 784-6531 Fax: 784-6656	
48	UNR (University of Nevada Reno) College of Business Administration	Ms. Jane Bessette	UNR – Mail Stop MF024 Reno, NV 89557-0040	Phone: 784-6531 Fax: 784-6656	
49	UNR (University of Nevada Reno)	Carla Franich	www.unr.edu/career/jobs	775-784-6307	carlaf@unr.edu
50	Veterans (Dept. of Veterans Affairs-CH31 Program)	Ms. Joanne Mazzo	5460 Reno Corporate Drive Reno, NV 89511	Phone: 321-4822 Fax: 321-4823	Joanne.mazzo@va.gov
51	WAJI/WLDE	Mr. Lee Tobin	347 W. Berry St., #600 Fort Wayne, IN 46895	Phone: 219-423-3676 Fax: 219-423-5266	ltobin@WAJI.com
52	Walker River Paiute Tribe	Ms. Leslie Quintero	P.O. Box 220 Schurz, NV 89427	Phone: 775-773-2306 Fax: 775-773-2585	
53	Walk-In		KTVN 4925 Energy Way Reno, NV 89502	775-858-2222	
54	Washoe County Senior Center (AARP)	BJ	1155 E. Ninth St. Reno, NV 89512	775-328-2575 Fax 775-328-6192	Co.washoe.nv.us/seniorsrv
55	Washoe Tribe of NV and CA	Todd Eiesland	919 U.S. Hwy. 395 South Gardnerville, NV 89410	Phone: 775-265-4191, #105 Fax: 775-265-8832	washoetribe@saturnnet.com
56	WRCB	Mr. Tom Tolar	900 Whitehall Rd. Chattanooga, TN 37405	Phone: 423-267-5412 Fax: 423-267-6840	ttolar@wrcbtv.com
57	WTTS/WGCL	Mr. Geoff Vargo	400 One City Centre Bloomington, IN 47404	Phone: 812-332-3366 Fax: 812-331-4570	

Attachment C

ORGANIZATIONS REQUESTING NOTIFICATION OF JOB VACANCIES

Community Organization Name	Contact Person	Address	Telephone / Fax Numbers	E-mail Address	Job Category
Pyramid Lake Paiute Tribe	Human Resources Manager	P.O. Box 256 Nixon, NV 89424	Phone: 775-574-1000 Fax: 775-574-0438		All
Nevada Job Connect	Ms. Gloria Chua	4001 So. Virginia St., Ste. H Reno, NV 89502	Phone: 284-7553 Fax: 688-1279	iGJCHUA@nvdetr.org	All
Bethel AME Church	Jennifer Agnew	2655 North Rock Blvd. Sparks, NV 89431	Phone: 775-355-9030 Fax: 355-9065	bethelsparksjennifer@mail.com	All
Sierra Nevada Job Corps	Ms. Mitra Vazeen and Sunnie Michaels	14175 Mt. Charleston Reno, NV 89506	789-0825/1017 Fax: 789-1078		All
Washoe Tribe of NV and CA	Todd Eiesland	919 U.S. Hwy. 395 South Gardnerville, NV 89410	Phone: 775-265-4191 #105 Fax: 775-265-8832	washoetribe@saturnnet.com	All
Committee to Aid Abused Women	Donna Mayotte	1735 Vassar St. Reno, NV 89502	Phone: 329-4150 Fax: 785-7550		All
Barry University	Richard Maher	11300 NE 2 nd Ave. Miami Shores, FL 33161	Phone: 305-899-3000	rmaher@mail.barry.edu	All
California Chicano News Media		725 Arizona Ave., Ste. 206 Santa Monica, CA 90401	Phone: 424-229-9482	ccnmainfo@ccnma.org	All
Medialine	Mark Shilstone	P.O. Box 51909 Pacific Grove, CA 93950	Phone: 800-237-8073	mark@medialine.com	All
NBA (Nevada Broadcasters Association) Job Bank	Earline Lefler	1050 E. Flamingo Road, Ste. 102 Las Vegas, NV 89119	Phone: 702-794-4994	earlenelefler@yahoo.com	All