

Appendix 1

Annual EEO Public File Report

Period Covered: **December 1, 2010 to November 30, 2011**

Station Comprising Employment Unit: **Reiten Television, Incorporated**

KXMA CBS2 / KXMB CBS12 / KXMC CBS13 / KXMD CBS11

Section 1: Vacancy Information

Full-time Positions Filled By Job Title		Recruitment Source of Hiree	Total Number of Interviewees from All Sources for This Position
1.	Account Executive	Internal Staff Referral	4
2.	Local Sales Manager	Internal Staff Referral	2
3.	Director	Internal Staff Referral	3
4.	Account Executive	Internal Staff Referral	7
5.	Account Executive	On-Air Recruitment	7
6.	Sales Assistant	Minot Daily News	5
7.	Account Executive	Internal Staff Referral	8
8.	Account Executive	Jobs hq.com	4
9.	Weekend Sports / Reporter	TV jobs.com	4
10.	Production Manager	On-Air Recruitment	4
11.	Receptionist	Minot Daily News	5
12.	Creative Director / Production	Facebook.com	5
13.	Account Executive	Bismarck Tribune	4

Total # of Interviewees = 62

Appendix 2

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Section 2: Recruitment Source Information¹

Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized
1. Internal Station Postings	24	1, 2, 3, 4, 7
2. Station Website Postings	0	2, 4, 5, 6, 7, 10, 11, 12, 13
3. On-Air Recruitment Promo	11	4, 5, 6, 7, 8, 10, 11, 12, 13
4. Bismarck Tribune - 707 E. Front Avenue, Bismarck (701) 258-6900 (888) 546 – 2231 <u>Contact</u> – Classified Call Center	4	2, 7, 12
5. North Dakota Job Service – 1601 E. Century Avenue, Bismarck (701) 328-5000 <u>Contact</u> – Customer Service Office	0	7, 13
6. TV Jobs Website – tvjobs.com	4	7, 9
7. Bis-Man Online Website www.bismanonline.com	0	1, 3, 7

8.	Website – medialine.com	0	9
9.	Journalism Jobs Website – journalismjobs.com	0	9
10.	North Dakota Job Service – 3416 North Broadway, Minot (701) 857 – 7500 <u>Contact</u> - Customer Service	0	2, 6
11.	Minot Daily News - 301 – 4 th Street SE, Minot (701) 857 – 1913 <u>Contact</u> – Denae	10	2, 4, 5, 6, 10, 11, 12
12.	North Dakota Broadcaster’s Association <u>Contact</u> – Beth Helfrich	0	2, 6, 7, 13
13.	Trading Post – 5415 Highway 2 E Minot, ND 58701 (701) 839-3447	0	4, 5, 10, 12
14.	The Pierce County Tribune – 219 South Main Avenue P.O. Box 385 Rugby, ND 58368 <u>Contact</u> - Hallie Anderson (701) 776-5252 (701) 776-2159 Fax	0	4, 5, 10, 11, 12
15.	Job Headquarters Website – jobshq.com <u>Contact</u> - Laurie Raschke (701) 241-5481 (888) 514-4473	4	8
16.	KX Facebook – www.facebook.com/kxnewsminot	5	12

¹ No parties or organizations have requested notification of job openings pursuant to Section 73.2080(c)(1)(ii).

Appendix 3

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Station Comprising Employment Unit: **Reiten Television, Incorporated**

KXMA CBS2 / KXMB CBS12 / KXMC CBS13 / KXMD CBS11

Job Fairs:

We attended the Bismarck State College Job Fair on Thursday, September 17, 2011 at the National Energy Center for Excellence.

(2-4:30 afternoon sessions for the students)

(6-7:30pm evening sessions for the students and general public)

List of Reiten Television employees who attended:

Juan Thomas (Technical Crew Manager / Director) - KXMB CBS12

We as the employers were invited to bring part-time, full-time and internship opportunities. We handed out applications and did on the spot interviews at the job fair.

We also attended the Rasmussen College Career and Networking Fair on Thursday, August 25, 2011 from 11am-1pm. We had the following positions that we were recruiting for: part-time camera operators and news cast directors. We handed out applications and visited with a few students. Juan indicated that this was the best job fair that he has ever attended.

List of Reiten Television employees who attended:

Juan Thomas (Technical Crew Manager / Director) - KXMB CBS12

Scheduled Tours:

- Tom Gerhardt gave a tour to Wachter Middle School Tech Ed Class on December 7th @ 2pm for 16 students – the group contact is Mark Sheldon.
- Tom Gerhardt gave a tour to Wachter Middle School Tech Ed Class on December 8th @ 2pm for 20 students – the group contact is Mark Sheldon. They wanted to learn about video production.
- Tom Szymanski conducted a tour to the Weather Bureau Employees (6 people in the group) on December 8th. They were touring facilities.
- Carla Burbidge gave a tour to the Minot High entrepreneur group on January 27th – 18 students in the group. It was a class field trip.
- Tom Gerhardt gave a tour to the Intro to Communications Class – University of Mary (Mike Chaussee) on January 28th @ 1:30pm for 12 students. They wanted to learn about the Television Stations.
- Tim Reiten gave a tour to the Menoken School (Becky Schick) on March 9th at 9am. 32 people were in the group.
- Jim Olson gave a tour to the Newburg 8th Graders on March 25th – 6 people were in the group.
- Tom Gerhardt gave a tour to the Wachter Middle School on April 11th @ 2pm – 17 students attended.
- Tom Gerhardt gave a tour to the Wachter Middle School students on April 12th @ 2pm – 19 students attended.
- Tom Gerhardt gave a tour to Wachter Middle School Tech Ed Class (9th Grade) on April 13th @ 2pm for 19 students.
- Shaun Sipma conducted a tour on April 18th @ 2pm to the Northern Plains Minot Air Force Base – 48 people.
- Perry Olson gave a tour to the Dunseith (7-12th Grade) on April 19th for 4 students. It was for a school trip.
- Carla Burbidge gave a tour to the Ojibwa Indian School on April 28th @ 10:15am. 4th Graders – 29 in the group.
- Gaylen Ness & Jennifer Thorgramson conducted a tour for the Sawyer 6th Graders – 10 in the group on May 4th @ 10am.
- Jim Olson gave a tour to Bowbells (Kindergarten – 2nd Grade) on May 11th @ 10:15am. 11 were in the group / it was a class field trip.
- Joe Goldade gave a tour to the Tioga Seniors on May 11th @ 10am. (28 in the group).
- Tim Reiten gave a tour to the Flasher Public School for 24 students / 6 adults on May 13th. The group contacts were Lori Nelson & Amy Richter. They wanted to learn about the Television Station.

- Joe Goldade gave a tour to the Newburg (3rd-4th Graders) on May 16th @ 10:30am. It was for a school field trip – 8 people attended.
- Joe Goldade gave a tour to the North Dakota School of the Deaf / Devils Lake on May 18th – 9 were in the group.
- Shaun Sipma gave a tour to Lewis & Clark group from Williston on May 18th @ 1:15pm – 57 people were in the group.
- Perry Olson & Joe Goldade gave a tour to Towner (3rd Graders) on May 20th @ 10:15am. It was a class field trip – 11 kids and 2 adults.
- Shaun Simpa gave a tour to Velva (3rd Graders) on May 20th @ 1:30pm – 39 people.
- Joe Goldade gave a tour to Sunny Sides – Minot Public School for a school tour on May 24th @ 1pm – 37 kids.
- Tom Schrader & Shaun Sipma conducted a tour on July 13th @ 10am for the North Dakota Department of Agriculture for 22 adults.
- Tim Reiten gave a tour to Cindy Mastel – Community Options group on August 10th @ 2pm. 7 people were in the group – they wanted to see the Weather Center.
- Jared Piepenburg gave a tour to the Super Kids Jr. Academy (Josie Holzer) group of 8 on August 11th at 10am. It was part of their curriculum.
- Carla Burbidge gave a tour to the ABC Daycare on August 12th to 15 kids and 2 adults. They wanted to see how a television station runs.
- Tim Reiten gave a tour to First Steps Central Daycare (Patty Hahn) on August 23rd for 21 kids. They wanted to learn how television works.
- Tim Reiten gave a tour to First Steps Central Daycare (Patty Hahn) on August 24th for 12 kids. They wanted to learn how television works.
- Tim Reiten conducted a tour to Wachter Middle School (Mark Sheldon) for 20 students on October 14th. They wanted to learn our video production class.

Employee Titles:

Carla Burbidge	-	Noon Show Host	KXMC CBS13
Gaylen Ness	-	News Photographer	KXMC CBS13
Jared Piepenburg	-	Weekend Weather Anchor / Reporter	KXMB CBS12
Jennifer Thorgramson	-	News Reporter	KXMC CBS13
Jim Olson	-	News Director	KXMC CBS13
Joe Goldade	-	Weather Anchor / Reporter	KXMC CBS13
Perry Olson	-	Morning News Anchor / Reporter	KXMC CBS13
Shaun Sipma	-	Ag News Reporter	KXMC CBS13
Tim Reiten	-	General Manager	KXMB CBS12
Tom Gerhardt	-	News Director	KXMB CBS12
Tom Schrader	-	Chief Meteorologist	KXMC CBS13
Tom Szymanski	-	Chief Meteorologist	KXMB CBS12

Internships:

We had two interns this year in the Bismarck office / KXMB CBS12

Location Address: KXMB CBS12
 1811 North 15th Street
 Bismarck, ND 58501

Intern #1

School Attending: North Dakota State University
Dates: May 18, 2011 – August 11, 2011
Department: Sports
Supervisor: Dan Williamson / Sports Director

Intern #2

School Attending: Jamestown College
Dates: June 14, 2011 – July 2, 2011
Department: News
Supervisor: Tom Gerhardt / News Director