

**KYTX**  
**EEO PUBLIC FILE REPORT**  
**March 21, 2019 - March 20, 2020**

**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
Account Executive	2-6, 8, 11-13, 15-20, 22-33, 35-36	26
Account Executive	2-6, 8, 11-13, 15-20, 22-33, 35-36	28
Marketing Producer	2-5, 8, 11-13, 15-20, 22-23, 25, 27, 29-30, 32, 35-36	5
Multi-Skilled Journalist (MMJ)/Anchor	2-5, 7-9, 11-13, 16-20, 22-23, 25, 27, 29-33, 35-36	7
Editor	2-5, 8, 11-13, 15-20, 22-23, 25, 27, 29-33, 35-36	29
Broadcast IT Technician	2-5, 8, 11-20, 22-23, 25, 27, 29-33, 35-36	14
Weekend Sports Anchor/News MSJ	2-5, 8, 11-13, 15-20, 22-23, 25, 27, 29-31, 33, 35-36	5
News Anchor/Host/MSJ	2-5, 8, 11-20, 22-23, 25, 27, 29-30, 33, 35-36	5
News Anchor/Host/MSJ	2-5, 8, 11-20, 22-23, 25, 27, 29-30, 33, 35-36	14
Marketing Producer	2-5, 8, 11-13, 15-20, 22-23, 25, 27, 29-31, 33-36	5
Producer	2-5, 8, 12-13, 15-20, 22-23, 25, 27, 29-31, 33, 35-36	5
Account Executive	1-5, 8-10, 12-13, 15-20, 22-23, 25, 27, 29-31, 35-36	5
Account Executive	1-5, 8-10, 12-13, 15-20, 22-23, 25, 27, 29-31, 35-36	5
Account Executive	1-5, 8-10, 12-13, 15-20, 22-23, 25, 27, 29-31, 35-36	5
Local Sales Manager	2-5, 8, 12-13, 16-23, 27, 29-31, 35-36	21
Traffic Coordinator	2-5, 8, 12-20, 22-23, 25, 27, 29-31, 35-36	14

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**II. MASTER RECRUITMENT SOURCE LIST ("MRSL")**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
1	Agency Referral	N	3
2	Angelina College P.O. Box 1768 Lufkin, Texas 75902 Phone : 936-639-1301 Fax : 1-936-633-5247 Gayle Farley	N	0
3	Broadbean Network 610 Newport Center Dr Ste 1400 Newport Beach, California 92660 Phone : 949-706-8560 Job Listings Manual Posting	N	0
4	Broadcast Employment Services P.O. Box 4116 Oceanside, California 92052 Phone : 800-374-0119 Jobs Editor Manual Posting	N	0
5	Career Builder 200 N. LaSalle St Suite 1100 Chicago, Illinois 60601 Phone : 773-527-3600 Url : <a href="http://www.careerbuilder.com">http://www.careerbuilder.com</a> Career Service Manual Posting	N	12
6	Corporate Recruiter	N	10
7	Drop In	N	1
8	East Texas Baptist University 1209 N Grove St Marshall, Texas 75670 Phone : 903-923-2076 Email : <a href="mailto:arainbolt@etbu.edu">arainbolt@etbu.edu</a> Audra Rainbolt	N	0
9	Employee Referral	N	3
10	Employment Agency	N	1

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11	Fort Worth Hispanic Chamber of Commerce 1327 N Main St Fort Worth, Texas 76106 Phone : 817-625-5411 Fax : 1-817-625-1405 Rosa Navejar	N	0
12	Glassdoor.com 100 Shoreline Hwy Mill Valley, California 94965 Phone : 800-918-3229 Job Listings Manual Posting	N	0
13	Indeed.com 470 West Ave Ste 2002 Stamford, Connecticut Phone : 203-564-2418 Job Listings Manual Posting	N	2
14	Indeed.com	N	3
15	Jarvis Christian College P.O. Box 1470 Hawkins, Texas 75705 Phone : 804-721-7755 Fax : 1-903-769-1282 Lorene Holmes	N	0
16	JuJu.com 151 First Ave #19 New York, New York 10003 Phone : 212-537-3898 Job Listings Manual Posting	N	0
17	Kilgore Junior College 1100 S Broadway Ave Kilgore, Texas 75662 Phone : 903-988-3713 Email : ccraddock@kilgore.edu Chris Craddock	N	0
18	KYTX On-Air Promos 2211 ESE Loop 323 Tyler, Texas 75701 Phone : 903-581-2211 Job Listings Manual Posting	N	0

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19	KYTX Website 2211 ESE Loop 323 Tyler, Texas 75701 Phone : 903-581-2211 Job Listings Manual Posting	N	0
20	La Opinion 402 College Ave Jacksonville, Texas 75766 Phone : 903-586-0827 Jobs Editor Manual Posting	N	0
21	Linked In	N	2
22	Longview Economic Development Corp 410 N Center St Longview, Texas 75601 Phone : 903-753-7878 Fax : 1-903-753-3646 Cindy Floyd	N	0
23	MediaLine 1209 Wood Valley Rd Augusta, Georgia 30909 Phone : 706-364-7564 Job Listings Manual Posting	N	0
24	Other Source	N	1
25	Panola Junior College 1109 W Panola St Carthage, Texas 75633 Phone : 903-693-2000 Fax : 1-903-693-1182 Tina Long	N	0
26	Recruiter	N	1
27	Society of Broadcast Engineers 9012 N Meridian St Ste 150 Indianapolis, Indiana 46260 Phone : 317-846-9000 Job Listings Manual Posting	N	0
28	Station Website	N	1

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29	TEGNA Careers 7950 Jones Branch Dr McLean, Virginia 22102 Phone : 703-854-6089 Job Listings Manual Posting	N	3
30	Texas Association of Broadcasters 502 E 11 St Ste 200 Austin, Texas 78701 Phone : 512-322-9944 Craig Bean Manual Posting	N	0
31	Texas College 2404 N Grand Ave Tyler, Texas 75702 Phone : 903-593-8311 Fax : 1-903-592-2342 Teffeni Mumphrey	N	0
32	Tyler Junior College P.O. Box 9020 Tyler, Texas 75711 Phone : 903-510-2390 Email : khar@tjc.edu Kim Hardin	N	0
33	Wiley College 711 Wiley Ave Marshall, Texas 75670 Phone : 903-927-3300 Fax : 1-903-927-1145 Eva Harris	N	0
34	Word of Mouth Referral	N	1
35	Workforce Solutions of East Texas 4100 TX-110 Tyler, Texas 75703 Phone : 903-561-8131 Fax : 1-903-561-4204 Desiree Hickman	N	0

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36	www.mediagignow.com 300 South Riverside Plaza Suite 800 Chicago, Illinois 60606 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
<b>TOTAL INTERVIEWS OVER REPORTING PERIOD:</b>			<b>44</b>

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**III. RECRUITMENT INITIATIVES**

	<b>Date</b>	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>	<b>No. of Stations Participants</b>	<b>Participant Title</b>
1	3/23/2019	Participation in events or programs sponsored by educational institutions	Wiley College Founder's Day. Event recognized community leaders and students for their academic accomplishments. Anchor discussed careers in journalism and broadcasting with 50+ students.	1	Anchor/Multiskilled Journalist
2	4/16/2019	Establishment of training programs for station personnel	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 news rooms. 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. Many pilot projects that are in full swing (i.e., The Loop) came from ideas generated at the Innovation Summit.	1	Anchor/Multiskilled Journalist
3	5/8/2019	Participation in events or programs sponsored by educational institutions	John Tyler High School Career Day. Spoke to 50+ students about journalism careers.	1	Anchor/Multiskilled Journalist
4	5/17/2019	Participation in events or programs sponsored by educational institutions	Career Day at Douglas Elementary School. Our anchor/multiskilled journalist spoke to approximately 80 elementary students about a career in broadcasting and digital careers.	1	Anchor/Multiskilled Journalist
5	6/13/2019	Establishment of training programs for station personnel	IRE Conference - the Investigative Reporters and Editors Conference focuses on skills and training, to help teach investigative reporting and data journalism. Investigative Reporters and Editors Inc. is a grassroots nonprofit organization dedicated to improving the quality of investigative reporting. IRE was formed in 1975 to create a forum in which journalists throughout the world could help each other by sharing story ideas, newsgathering techniques and news sources.	2	MSJ MSJ

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6	6/18/2019	Establishment of training programs for station personnel	News, Digital, Marketing Directors and General Managers attended the TEGNA HQ Content Summit. Over the course of four days, leaders focused on new ways to examine and transform content, shared transformation journeys and best practices across all platforms, trained on ethics and social media policies and capitalized on networking and recruitment opportunities.	1	General Manager
7	6/18/2019	Establishment of training programs for station personnel	The GM and the entire department head team for the station had a facilitated half day retreat to review the findings of the 360 Feedback and Action Planning for each DH as well as review the previous year's strategic plan and prepare for the next year's plan.	10	GM & Department Heads
8	6/18/2019	Establishment of training programs for station personnel	The GM, DHs and Managers of the station were part of a half day facilitated leadership offsite session that included SWOT analysis and planning for 2020.	32	All Station Leaders
9	6/25/2019	Establishment of training programs for station personnel	The General Manager attended the Content Summit which is designed to.	1	General Manager
10	7/18/2019	Provision of training to management	Little Employer Conference - This half-day labor and employment law conference is specifically designed for those within the legal, human resources and employee relations professions. As part of Littler's 2019 Regional Employer series – and through this year's theme, Fueled by Ingenuity, Inspired by You: Your Challenges, Our Solutions – we'll help you navigate the continually shifting employment and labor law terrain. Together, we'll explore how to help your organization minimize risk, develop strategic solutions that enhance compliance, and implement practical measures that will benefit and sustain your workplace. We'll work with you to tackle your workplace challenges with ingenuity and innovate the groundbreaking solutions your business needs to succeed.	1	HR Director



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11	7/31/2019	Provision of training to management	Feedback & Documentation training for all managers. This workshop is designed to assist managers in giving timely and appropriate feedback to their employees and documenting any pertinent issues.	9	GM, Station Manager, Director of Sales, Director of Marketing, Head of IT & Engineering, News Direct
12	8/7/2019	Participation in events sponsored by community groups	Texas Association of Broadcasters Convention. TAB strives to promote and protect a favorable economic and regulatory climate for broadcasting and educate members and the public at large about the opportunities available and advances possible through the efforts of free, over-the-air broadcast operations. News Director and Sales Director interacted with 50+ college students to discuss careers in broadcasting.	2	General Manager Director of Sales
13	8/19/2019	Participation in events or programs sponsored by educational institutions	Tyler Junior College Journalism Department. Spoke to 15+ students about my career and careers available in Journalism.	1	Anchor/Multiskilled Journalist
14	9/6/2019	Provision of training to management	Jackson Lewis P.C. attorneys' 2019 Dallas Symposium - a half day of informative discussions and practical solutions addressing the latest developments in workplace law.	1	HR Director
15	10/10/2019	Participation in events or programs sponsored by educational institutions	Our Digital Producer visited an audio visual class of 10+ high school students at Tyler ISD Career and Technology Center to discuss careers in broadcasting and journalism.	1	Digital Producer
16	11/16/2019	Establishment of training programs for station personnel	Texas Broadcasters Association Southwest Broadcast Newsroom Workshop featuring nationally-known broadcast newsroom trainers, as well as Texas broadcast news and media law professionals tackling the misinformation age, investigative tools and techniques newsrooms should know; newswriting; videojournalism; storytelling, news with numbers, etc.	1	Weekend Anchor/MSJ
17	12/4/2019	Establishment of training programs for station personnel	The GM attended the GM Summit for all leaders at TEGNA. The GM Summit is designed to bring the leadership together for strategic planning.	1	General Manager

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18	1/15/2020	Establishment of training programs for station personnel	TEGNA Disinformation Training - A representative from each TEGNA station met to discuss how to decipher disinformation, especially with the 2020 election cycle. We met with First Draft who trained us on a plethora of ways to help our audience and ourselves recognize different ways people/bots attempt to spread false news.	1	Brand Manager
19	1/16/2020	Establishment of training programs for station personnel	When it comes to cybersecurity, TEGNA, like other companies, works around the clock to prevent IT security breaches and ensure the confidentiality and integrity of our business systems. All of us must be vigilant and savvy when it comes to identifying attempts to gain access to our network or confidential information. To help, TEGNA launched in annual Byte Back Security Awareness Campaign in January to help them understand TEGNA's IT standards and procedures, employee's role in keeping us safe from attacks, and how to incorporate security practices into their daily work routine. Every employee was required to take the Byte Back Challenge to test their knowledge on how they can prevent cyberattacks. The challenge is a seven-question online simulation based on the topics featured throughout the campaign.	60	All Employees
20	1/22/2020	Establishment of training programs for station personnel	Poynter Investigating Jails Seminar - The workshop focused on understanding the causes and consequences of local jail incarceration and explored some ways that communities are addressing the issue.	1	MSJ

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21	1/23/2020	Participation in events or programs sponsored by educational institutions	A college broadcast student from SUNY Oswego shadowed our Weekend Sports Anchor/MSJ for a day. He was able to discuss his career in broadcasting and journalism, basic fundamentals of editing and producing, show her key functions of camera, as well as the systems we use at KYTX for and archiving, as well as a full tour of the studios.	1	Anchor/Multiskilled Journalist
22	2/27/2020	Provision of training to management	Conducting Effective Performance Reviews - this training was delivered to all people managers to ensure that performance reviews are written and delivered appropriately. Important to take into consideration the accomplishments, the strengths and opportunities, and the goals for next year; as well as the criteria for the performance rating.	8	General Manager Director of Sales Head of IT Brand Manager
23	3/5/2020	Provision of training to management	Little Mendelson Law Seminar - Severing an employment relationship, like a personal one, can be hard to do. Though some breakups are mutual, others get a bit messy. An employee may think time is needed to salvage the relationship and could request a protected leave of absence or could say, "I can change" with a reasonable accommodation of a previously undisclosed disability. If an employee instigates the breakup, but needs a few weeks before "moving out," should the employee be allowed to stay or be told to "pack your things and go"? What is an employer to do if it breaks up with an employee and owes final wages sooner than expected? How does an employer explain to its unemployment agency what happened when disputes arise? This employment relationship counseling session will talk through how to address situations when employers or employees just "need their space."	1	HR Director

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24	3/6/2020	Participation in events or programs sponsored by educational institutions	Our Host/Anchor/MSJ spoke about her career in broadcasting to 150+ second through fifth graders at Andy Woods Elementary as part of their Career Quest series.	1	Host/Anchor/MSJ