# EEO PUBLIC FILE REPORT
**February 1, 2017 – January 31, 2018**

## 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 |
|---|---|---|
| Sports Anchor/Reporter Weekend | 5, 22, 24. 25, 27, 28 | 22 |
| Digital Sales Coordinator | 5, 20, 21, 22, 27, 28 | 22 |
| Digital News Producer/Reporter | 5, 21, 22, 23, 24, 25, 27, 28 | 21 |
| Morning/Noon Anchor/Producer | 5, 21, 22, 24, 25, 27, 28 | 22 |
| Morning/Noon Meteorologist | 5, 24, 25, 27, 28 | 27 |
| News Director | 5, 21, 24, 25, 27, 28 | 27 |
| Sports Anchor/Reporter Weekend | 5, 21, 24, 25, 27, 28 | 21 |
| MMJ/Reporter | 5, 24, 25, 27, 28 | 28 |
| Fulltime Production Assistant | 5, 27, 28 | 28 |
| Anchor / Producer | 5, 24, 25, 27, 28 | 5 |
| MMJ/Reporter | 5, 21, 24, 25, 27, 28 | 27 |
| Producer | 5, 24, 25, 27, 28 | 27 |
| National Sales Representative | 5, 21, 27, 28 | 21 |
| Morning Producer | 5, 25, 27, 28 | 27 |
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# EEO PUBLIC FILE REPORT
**February 1, 2017 – January 31, 2018**

## 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 | Career Technical College<br>Byron Avery : Byron.avery@careertc.edu<br>2319 Louisville Ave, Monroe, LA 71201<br>(318)323-2889 fax: (318)324-9883 | No | 0 |
| 2 | Centenary College<br>Dennis Taylor : dtaylor@centenary.edu<br>Career Services, 2911 Centenary Blvd.<br>P.O. Box 41188, Shreveport, LA 71134<br>(318) 869-5360 fax: (318) 841-7235 | No | 0 |
| 3 | Delta Community College<br>Bob Hammack : bhammack@ladelta.edu<br>7500 Millhaven Rd., Monroe, LA 71203<br>(318) 345-9013 Fax: (318) 345-9014 | No | 0 |
| 4 | Grambling State University<br>Pattersonj@Gram.edu<br>Career Planning and Placement<br>100 Main St., Grambling, LA 71245<br>(318) 374-2346 Fax: (318) 274-3357<br>Dept. of Mass Communications<br>403 Main St./P.O. Box 45, Grambling, LA 71245 | No | 0 |
| 5 | Station Website<br>www.knoe.com<br>1400 Oliver Rd., Monroe, LA 71201<br>(318) 388-8888 | No | 6 |
| 6 | Louisiana College<br>Leneil Mercer : mercer@lacollege.edu<br>Career Development, 1140 College Dr.<br>Pineville, LA 71360; Monroe, La 71202<br>(318) 487-7105 Fax: (318) 487-7755 | No | 0 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS Over Reporting Period |
|---|---|---|---|
| 7 | Louisiana State University<br>Mary Ann Sternber : Msternb@lsu.edu<br>Journalism Bldg #221; Hodges Hall 101 C<br>Baton Rouge, LA 70803<br>(225)578-0416 Fax: (225) 578-2125 | No | 0 |
| 8 | Louisiana Assoc. of Broadcasters<br>Polly Prince : lab@broadcasters.org<br>660 Florida Blvd, Baton Rouge, LA 70801<br>(225) 267-4522 Fax: (225) 267-4329 | No | 0 |
| 9 | Northwestern State University<br>Traci LaBom : labomt@nsula.edu<br>Career and Placement Center; College Ave.<br>Natchitoches, LA 71497<br>(318) 357-5621 Fax: (318) 357-5690 | No | 0 |
| 10 | Ouachita Parish Police Jury<br>Bedie Lewis : blewis@opcsc.org<br>Workforce Enforcement Board; 1162 Oliver Rd. Suite 9<br>Monroe, LA 71201<br>(318) 362-3058 Fax: (318) 362-5106 | No | 0 |
| 11 | Southeastern LA University<br>careerservices@selu.edu<br>Career Placement Svcs; SLU 495<br>Hammond, LA 70402<br>(985) 549-2121 Fax: (985) 549-2126 | No | 0 |
| 12 | Southern University Career Center<br>Tamara Montgomery : tamara_montgomery@subr.edu<br>Career Center; Southern Branch Post Office<br>Baton Rouge, LA 70813<br>(225) 771-2200 Fax: (225) 771-3272 | No | 0 |
| 13 | Southern University at New Orleans<br>Dr. Grant dgrant@suno.edu<br>Career Placement; 223 University Center<br>New Orleans, LA 70126<br>(504) 286-5040 Fax: (504) 286-5390 | No | 0 |
| 14 | Unitech Training Academy<br>Angela Wisecarver :<br>awisecarver@unitechtrainingacademy.com<br>West Monroe, LA | No | 0 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS Over Reporting Period |
|---|---|---|---|
| 15 | University of Louisiana at Lafayette<br>Karen Bullinger : khb3200@louisiana.edu<br>Career Placement Center; PO Box 41730<br>Lafayette, LA 70504<br>(337) 482-1444 Fax: (337) 482-1450 | No | 0 |
| 16 | University of Louisiana at Monroe<br>Linda Davis : ldavis@ulm.edu<br>Dept of Comm Arts; 120 Stubbs Hall-ULM<br>Monroe, LA 71209<br>Post Online:<br>https://webservice.ulm.edu/careerconnections/apply.php<br>Must Email AFREEN@ULM.EDU to take down posts<br>(318) 342-1406 Fax: (318) 342-1422 | No | 0 |
| 17 | Xavier University of Louisiana<br>Cheyenne Walker : cwalker13@xula.edu<br>Mass Communications Dept; 1 Drexel Dr.<br>Box 65A; New Orleans, LA 70125<br>(504) 520-5087 Fax: (504) 520-7982<br>Career Services Department<br>mminnard@xula.edu<br>(504) 520-7364 Fax: (514) 520-7914 | No | 0 |
| 18 | WMWO Chamber of Commerce<br>info@westmonroechamber.org<br>112 Professional Dr., West Monroe, LA 71291<br>(318) 325-1961 Fax: (318) 325-4296 | No | 0 |
| 19 | Monroe Chamber of Commerce<br>Communications, 212 Walnut St., Monroe, LA 71201<br>(318) 323-3461 Fax: (318) 812-7594 | No | 0 |
| 20 | Station On-air Advertisment – KNOE, KAQY, NNOE<br>Bill Elliot : bill.elliot@knoe.com<br>1400 Oliver Rd., Monroe, LA 71201<br>(318) 388-8888 | No | 0 |
| 21 | Employee Referrals | No | 8 |
| 22 | Word of Mouth/Consulting Agency | No | 7 |
| 23 | Walk-in | No | 0 |
| 24 | medialine.com | No | 0 |
| 25 | tvjobs.com | No | 9 |
| 26 | mediamatch.com | No | 0 |
| 27 | graytv.com (People Matter) | No | 18 |
| 28 | www.indeed.com | No | 13 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS Over Reporting Period |
|---|---|---|---|
| 29 | Employee promotion from within | No | 0 |
| 30 | www.spotsanddots.com | No | 0 |
| 31 | www.tvnewscheck.com | No | 0 |
| | | Total Interviewed | 61 |

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**February 1, 2017 – January 31, 2018**

## III. RECRUITMENT INITIATIVES

| | Type Of Recruitment Initiative (Menu Selection) | Brief Description Of Activity |
|---|---|---|
| 1 | Participated in Job Fair | On Feb.15, 2017 KNOE participated in a job fair held at University of Louisiana, Monroe. Our Promotions/Marketing Manager represented the station. |
| 2 | Participated and Co-Sponsored Job Fair | On Sept. 27, 2017 the stations participated and co-sponsored a job fair held at University of Louisiana, Monroe. Participants from the stations included Promotions/Marketing Manager and News Director. |
| 3 | Participate in event sponsored by educational institution | Our Meteorologist, discussed his job, how to stay safe in severe weather, cloud identification and careers in broadcasting at Sterlington Middle School March 22, 2017. |
| 4 | Participate in events sponsored by community organizations (9) | Our Chief Meteorologist along with other station meteorologists participated in NOAA weather radio programming event on March 1, 8, 15, 22 April 5, 12, 19, 26 and May 3, 2017. Weather radios were programmed, free batteries were provided and questions about weather and broadcasting were answered. |
| 5 | Participate in event sponsored by educational institution | On May 17, 2017, the station held the annual Best of the Class event in Monroe, La, where over 250 honor students were recognized. Careers in broadcasting were discussed and questions answered about the news business and journalism. |
| 6 | Participated in Internship Program | During this reporting year, three (3) students |

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| | | interned at KNOE. The students worked in the news department learning how to report news, shot video, edit news stories and produce newscasts. They were supervised by the News Director and Main Evening Anchor. The students all attend the University of Louisiana, Monroe (ULM). |
| 7 | Management Training | On March 23, 2017 our Promotions Manager, General Sales Manager, Chief Engineer and Business Manager participated in a webinar called The FCC's Equal Employment Opportunity Rules provided by Wiley Rein, our outside FCC counsel. |
| 8 | Participated in the National Association of Black Journalists Convention – Career Fair | August 9-13 our News Director attended the NABJ Convention Career Fair in New Orleans in search of a Producer and MMJ. |
| 9 | Participated and Co-Sponsored Job Fair | On September 27, 2017 KNOE participated in a job fair held at University of Louisiana, Monroe. Our Promotions/Marketing Manager represented the station. |
| 10 | Participate in event sponsored by educational institution | KNOE Reporter spoke to LA Tech University Journalism class on transitioning from Journalism student to professional Journalist. |
| 11 | Participate in event sponsored by educational institution | 15 ULM Meteorology students visited the station Oct. 27, 2017 to see the inner workings of a television station. We explained analyzing model statistics and different websites to get sound information. We discussed closed captioning and how social media plays a much bigger role now than it previously did. |
| 12 | Participate in event sponsored by educational institution | Morning Meteorologist lectured to students at AE Phillips Lab School (LA Tech University) on how to analyze weather data on January 10, 2018. |