

KHOU-TV
EEO PUBLIC FILE REPORT
March 21, 2018 - March 20, 2019

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
Reporter/Multi-Skilled Journalist (004013)	2, 8, 12, 15-16, 18, 20-22, 24, 26-28, 30-36, 45, 53-54, 58, 66, 82, 84-87, 89, 92, 94-96	20
News Producer	2, 5-9, 12-16, 18, 20-24, 26-37, 39, 43, 45, 47-50, 53-55, 58, 60-61, 63, 65-66, 68-82, 84-87, 89, 92-97	45
Automotive Account Executive	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43, 45, 47-50, 53-54, 56, 58, 60-61, 63, 65-66, 68-82, 84-87, 89, 92-97	56
Account Manager - 004868	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43-45, 47-50, 53-54, 58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	45
Content Discovery Producer	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43, 45, 47-50, 53-54, 58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	39
Creative Producer	2, 5-10, 12-16, 18-19, 21-24, 26-37, 39-41, 43, 45, 47-50, 53-54, 56-58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	40
Creative Producer	2, 5-10, 12-16, 18-19, 21-24, 26-37, 39-41, 43, 45, 47-50, 53-54, 56-58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	39
Creative Producer	2, 5-10, 12-16, 18-19, 21-24, 26-37, 39-41, 43, 45, 47-50, 53-54, 56-58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	41
Sales Support Specialist	2, 5-9, 12-16, 18, 20-24, 26-37, 39, 41-43, 45-50, 53-54, 56, 58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	56
Account Executive	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43, 45, 47-50, 53-54, 58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	45
Account Executive	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43, 45, 47-50, 53-54, 58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	45
Traffic Anchor/Reporter	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43, 45, 47-50, 53-54, 58, 60-61, 63, 65-66, 68-82, 84, 86-87, 89, 92-97	45
Executive Producer (GDH)	2, 5-9, 12-16, 18, 21-24, 26-37, 39, 43, 45, 47-50, 53-54, 58, 60-63, 65-66, 68-82, 84, 86-87, 89, 92-97	62
Producer (Dayside)	1-2, 4-9, 12-16, 18, 20-24, 26-37, 39, 43, 45, 47-51, 53-54, 58-61, 63-66, 68-84, 86-87, 89, 92-97	1

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Producer	2-9, 11-18, 21-39, 43, 45, 47-54, 56, 58 -61, 63-66, 68-84, 86-97	56
Producer	2-9, 11-18, 21-39, 43, 45, 47-54, 56, 58 -61, 63-66, 68-84, 86-97	39
Account Executive	2-9, 11-18, 21-39, 43, 45, 47-54, 58-61, 63-66, 68-81, 83-84, 86-87, 89-91, 93- 97	45
Content Discovery Producer	2, 5-9, 12-16, 18, 21-24, 26-34, 36-37, 39, 43, 45, 47-50, 53-54, 56, 58, 60-61, 63, 65-66, 68-81, 84, 86-87, 89, 93-97	56
Photojournalist	2-9, 11-18, 21-34, 36-39, 43, 45, 47-54, 58-61, 63-66, 68-84, 86-91, 93-97	39
Creative Producer	2, 4-9, 12-16, 18, 21-24, 26-34, 36-37, 39, 43, 45, 47-50, 53-54, 58, 60-61, 63, 65-81, 84, 86-87, 89, 93-97	12
Investigative Reporter	2, 5-9, 12-16, 18, 21-24, 27-34, 36-37, 39, 43, 45, 47-50, 53-54, 58, 60-61, 63, 65-66, 68-81, 84, 86-87, 89, 93-97	12
Commercial Producer/Editor	2, 5-9, 12-16, 18, 21-24, 27-34, 36-37, 39, 43, 45-50, 53-54, 58, 60-61, 63, 65- 66, 68-81, 84, 86-87, 89, 93-97	12

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II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Agency Referral	N	1
2	Alvin Community College 3110 Mustang Rd Alvin, Texas 75111 Phone : 281-756-3531 Url : http://www.alvincollege.edu Email : dstiles@alvincollege.edu D. Stiles	N	0
3	American Intercontinental University 9999 Richmond Ave Houston, Texas 77042 Phone : 832-201-6879 Url : http://www.aiuonline.edu Email : frichards@houston.aiuniv.edu Fredrick Richards	N	0
4	Asian American Chamber of Commerce 6833 W. Sam Houston Pkwy STE 206 Houston, Texas 77072 Phone : 713-782-7222 Url : http://www.asianchamber-hou.org Email : yuki@asianchamber-hou.org Yuki Rogers	N	0
5	B-roll.net 243 17th St. SE Washington, District of Columbia 20003 Phone : 202-486-8842 Url : http://www.b-roll.net Kevin Johnson Manual Posting	N	0
6	Broadcast Cable Financial Management Association 550 Frontage Rd STE 3600 Northfield, Illinois 60093 Phone : 847-716-7000 Url : http://www.bcfm.com Jamie Smith Manual Posting	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
7	Broadcasting & Cable Magazine 360 Park Ave South 14th Floor New York, New York 10010 Phone : 646-746-6949 Url : http://www.broadcastingcable.com Job Posting Manual Posting	N	0
8	Brown Chapel AME 3208 Washington Ave. Houston, Texas 77007 Phone : 713-862-8718 Email : brownchapel@hotmail.com Ruben Brazil	N	0
9	Burnett Staffing 1415 Louisiana STE 3525 Houston, Texas 77002 Phone : 713-759-9943 Url : http://www.burnettstaffing.com Susan Stone Manual Posting	N	0
10	Call In	N	1
11	Career & Recovery Resources, Inc. 2525 San Jacinto Houston, Texas Phone : 713-759-0468 Url : http://careerandrecovery.org Email : jalong@careerandrecovery.org Joann Long	N	0
12	Career Builder 200 N. LaSalle St Suite 1100 Chicago, Illinois 60601 Phone : 773-527-3600 Url : http://www.careerbuilder.com Career Service Manual Posting	N	5
13	Cars.com 175 W Jackson Blvd 8th Floor Chicago, Illinois 60604 Url : http://www.cars.com Job Posting Manual Posting	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
14	Cheryl Garcia & Associates 5120 Woodway Dr. STE 9015 Houston, Texas 77056 Phone : 281-833-3040 Url : http://www.cherylgarciaco.com Cheryl Garcia Manual Posting	N	0
15	Church of Jesus Christ of Latter Day Saints - Employment Center 201 Wilcrest Dr. #1434 Houston, Texas 77042 Email : escobar.cr@gmail.com C. Ramirez	N	0
16	Coat of Many Color Ministries, Inc. PO Box 914 Montgomery, Texas 77356 Phone : 936-672-7808 Email : mahayles@cmcmi.org Job Posting	N	0
17	Collins College 1140 S. Priest Dr. Tempe, Arizona 85281 Phone : 480-446-1111 Url : http://www.collinscollege.edu Email : aroberts@collinscollege.edu Amy Roberts	N	0
18	CSB School of Broadcasting 1455 W. Loop South STE 630 Houston, Texas 77027 Url : http://www.gocsb.com Email : csbhouston@gocsb.com Carley Buck	N	0
19	Drop In	N	2
20	Employee Referral	N	9
21	Epiphany of the Lord Catholic Community 1530 Norwalk Dr. Houston, Texas 77450 Phone : 281-578-0707 Email : schottsie@epiphanycatholic.org S. Hill	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
22	First Hope Baptist Church 7401 Katy Freeway Houston, Texas 77024 Email : hope@hfbc.org F. Suiter	N	0
23	Frank N. Magid Associates Inc. One Research Center Marion, Iowa 52302 Phone : 329-377-7345 Url : http://www.magid.com Barbara Frye Manual Posting	N	0
24	Gulf Coast Community Services Association 5000 Gulf Freeway Houston, Texas 77023 Phone : 713-393-4770 Email : garcias@gccsa.org Sue Garcia	N	0
25	Harris County Community Supervisions & Corrections Dept. 49 San Jacinto St. Houston, Texas 77002 Phone : 713-755-2000 Email : tinafranklin@csc.nctx.net Tina Franklin	N	0
26	Health & Human Services 6411 Fannin St. JB 200.5 Houston, Texas 77030 Phone : 713-704-5323 Email : karen.mayfield@hhsc.state.tx.us Karen Mayfield	N	0
27	Hispanic Chamber of Commerce 1801 W. Main St. Houston, Texas 77002 Phone : 713-644-7070 Url : http://www.houstonhispanicchamber.com Email : mvelasquez@houstonhispanicchamber.com Maria Velasquez	N	0

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28	Hispanic Women in Leadership PO Box 701065 Houston, Texas Phone : 713-807-1115 Email : mhcaavazos@aol.com Helen Cavazos	N	0
29	Houston Advertising Federation (HAF) PO Box 27592 Houston, Texas 77227 Job Posting Manual Posting	N	0
30	Houston Area Urban League 1301 Texas St. Houston, Texas 77002 Phone : 713-393-8700 Email : cwalker@haul.org Carmela Walker	N	0
31	Houston Association of Black Journalists PO Box 565 Houston, Texas Phone : 713-249-0443 Email : maryrbenton@gmail.com Mary Benton	N	0
32	Houston Association of Hispanic Media Professionals PO Box 273394 Houston, Texas 77277 Phone : 713-284-8706 Email : info@hahmponline.org Job Posting	N	0
33	Houston Community College 3100 Main MC 1120 Houston, Texas 77002 Phone : 713-718-8560 Email : james.corona@hccs.edu James Corona	N	0
34	Houston Community College - Katrina Job Readiness Program 9600 S. Gessner Blvd F Houston, Texas 77071 Phone : 832-476-9067 Email : lnellum315@yahoo.com L. Lewis-Nellum	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
35	Howard University 2400 Sixth St. NW Washington, District of Columbia 20036 Phone : 202-462-4267 Email : huocreruit@gmail.com Carley Troutman	N	0
36	Howard University - Internships 2400 Sixth St. NW Washington, District of Columbia 20059 Phone : 202-806-7513 Email : hucareersandinternships@gmail.com Carley Trotman	N	0
37	HR Houston PO Box 4240 Houston, Texas 77210 Phone : 713-426-2646 Url : http://www.hrhouston.org Nikki Taylor Manual Posting	N	0
38	Immanuel Missionary Church PO Box 17166 Sugar Land, Texas 77496 Phone : 281-961-7804 Email : vmiglehart@entouch.net Valerie Iglehart	N	0
39	Indeed 470 West Ave STE 2002 Stamford, Connecticut Url : http://www.indeed.com Job Posting Manual Posting	N	6
40	Indeed.com	N	1
41	Internal Candidate	N	2
42	Internal Hire	N	1
43	Investigative Reporters & Editors (IRE) 138 Neff Annex Columbia, Missouri 65211 Phone : 573-882-2042 B. Houston Manual Posting	N	0

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44	K Staffing 2101 Crawford St. STE 301 Houston, Texas 77002 Phone : 713-650-6888 Sonya Kelly Manual Posting	N	0
45	KHOU.com 1945 Allen Parkway Houston, Texas 77019 Phone : 713-521-4305 Url : http://www.khou.com Email : shunter@khou.com Shannon Hunter	N	14
46	Linked In	N	3
47	Media Alliance PO Box 980908 Houston, Texas 77098 Phone : 713-663-4613 Url : https://www.mediaalliancehouston.org/ Job Posting Manual Posting	N	0
48	Media Bistro 475 Park Avenue South 4th Floor New York, New York 10016 Job Posting Manual Posting	N	0
49	Media Line PO Box 51909 Pacific Grove, California 93950 Phone : 800-237-8073 Url : http://www.medialine.com Mark Shilstone Manual Posting	N	0
50	Media Recruiters - Magid 20456 E. Orchard Place Centennial, Colorado 80016 Phone : 303-400-5150 Alan Oldfield Manual Posting	N	0

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51	Mounting Horizons 18062 FM 529 #151 Cypress, Texas 77433 Phone : 713-510-8755 Email : khatcher@mountinghorizons.org Carol Lazard	N	0
52	National Association of Black Journalists 8701-A Adelphi Rd Adelphi, Maryland 20783 Phone : 202-429-5498 Email : asmith@nab.org Amanda Smith	N	0
53	National Association of Hispanic Journalists 1000 National Press Building Washington, District of Columbia 20045 Phone : 202-662-7145 Email : kolivas@nahj.org Kevin Olivas	N	0
54	NID Housing Counseling Agency 10101 Fondren STE 260 Houston, Texas 77096 Phone : 713-931-3344 Email : nidhousingcounselor@gmail.com Job Posting	N	0
55	Not Available	N	1
56	Other Source	N	5
57	Phone Inquiry	N	2
58	Poynter Online 801 Third Street South St. Petersburg, Florida 33701 Url : http://www.poynter.org Job Posting Manual Posting	N	0
59	Prairie View A&M University Alumni Association PO Box 2875 Prairie View, Texas 77446 Phone : 936-857-5817 Email : pvamualumni@sbcglobal.net Cleo Sharp	N	0

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60	Production Hub 1806 Hammerlin Ave Winter Park, Florida 32789 Phone : 877-629-4122 Job Posting Manual Posting	N	0
61	Radio Television News Director Association (RTNDA) 1600 K St. NW STE 700 Washington, District of Columbia 20006 Phone : 202-659-6510 Deborah Potter Manual Posting	N	0
62	Recruiter	N	1
63	Rick Gevers PO Box 577 Zionsville, Indiana Phone : 317-769-7900 Rick Givers Manual Posting	N	0
64	San Jacinto College North 5800 Uvalde Rd Houston, Texas 77049 Phone : 281-459-7159 Email : mary.smith@sjcd.edu Mary Smith	N	0
65	SND Publishing LLC 600 W. Peachtree St. NW Atlanta, Georgia 30308 Url : http://www.spotsndots.com/ Job Posting Manual Posting	N	0
66	St. John Vianney Catholic Church 625 Nottingham Oaks Trail Houston, Texas 77079 Phone : 281-497-1500 Email : vclinton@stjohnvianney.org Vivian Clinton	N	0
67	Station Website	N	1

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68	Talent Agency - Collective Talent 1721 Richardson Place Tampa, Florida 33606 Phone : 813-254-9695 Url : http://www.collectivetalent.com Email : bille@michaelsmedia.com Michael Bille	N	0
69	Talent Agent - Evolution Media Group 155 Woodbury Rd Woodbury, New York 11797 Phone : 516-367-2600 Job Posting Manual Posting	N	0
70	Talent Agent - Headline Media TV 888 Seventh Ave. STE 503 New York, New York 10106 Phone : 212-728-2010 Job Posting Manual Posting	N	0
71	Talent Agent - IF Management 152 West 57th St. 14th Floor New York, New York 10019 Carol Perry Manual Posting	N	0
72	Talent Agent - Joel Weisman Weisman Media 1901 Raymond Drive Northbrook, Illinois 60062 Phone : 847-400-5900 Joel Weisman Manual Posting	N	0
73	Talent Agent - Ken Linder Agency 2029 Century Park STE 100 Los Angeles, California 90067 Phone : 310-277-9223 Job Posting Manual Posting	N	0
74	Talent Agent - N.H. Bienstock Company 250 West 57th Street Suite 333 New York, New York 10107 Phone : 212-765-3040 Peter Goldberg Manual Posting	N	0

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75	Talent Agent - Napoli Management Group 8844 W. Olympic Blvd. STE 100 Beverly Hills, California 90211 Phone : 310-385-8222 Liz Sherwin Manual Posting	N	0
76	Talent Agent - Robert Miggins, Recruiter 6414 Senford Ave Los Angeles, California 90056 Phone : 310-641-4292 Robert Miggins Manual Posting	N	0
77	Talent Agent - TV NewsCheck PO Box 565 Chatham, New Jersey Phone : 215-901-9495 Job Posting Manual Posting	N	0
78	Talent Agent - Willinger Talent Agent 875 Avenue of the Americas New York, New York 10001 Phone : 212-695-1950 Gregg Willinger Manual Posting	N	0
79	Talent Agents 3 N. Court St. Frederick, Maryland 21701 Phone : 301-668-1511 T. Dolan Manual Posting	N	0
80	Talent Dynamics 8828 Stemmons STE 510 Dallas, Texas 75247 Job Posting Manual Posting	N	0
81	Talent Zoo 1736 Defoor Place NW Atlanta, Georgia 30318 Phone : 404-607-1955 Url : http://www.talentzoo.com Job Posting Manual Posting	N	0

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82	Texas Association of Broadcasters (TAB) 502 E. 11th St. STE 200 Austin, Texas 78701 Phone : 512-322-9944 Url : http://www.tab.org Email : craig@tab.com Craig Bean	N	0
83	Texas Department of Assistive & Rehabilitative Services 1919 North Loop West STE 330 Houston, Texas 77008 Phone : 713-802-3167 Email : randy.lewis@dars.state.tx.us Randy Lewis	N	0
84	Texas Southern University 3100 Cleburne Ave. Houston, Texas 77004 Phone : 713-313-1852 T. Russell Manual Posting	N	0
85	Texas Workforce Commission - Austin 101 E. 15th Austin, Texas 78778 Phone : 713-210-4003 Email : mary.sullivan@twc.state.tx.us Mary Sullivan	N	0
86	Texas Workforce Commission - Houston 600 Jefferson Houston, Texas 77002 Phone : 713-590-2665 Email : houstonjobs@twc.state.tx.us D. Garcia	N	0
87	Texas Workforce Commission - Waller Office 40644 Highway 290 Business Waller, Texas 77484 Phone : 936-931-3987 Email : lashan.arceneaux@gmail.com LaShan Arceneaux	N	0

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88	The Art Institute 4140 Southwest Freeway Houston, Texas 77027 Phone : 713-623-2040 Url : http://www.artinstitutes.edu/houston Email : mkrobinson@aii.edu Mary Kate Robinson	N	0
89	TV Jobs PO Box 4116 Oceanside, California 92502 Phone : 800-374-0119 Email : jobs@tvjobs.com Job Posting	N	0
90	University of Houston 4800 Calhoun Houston, Texas 77004 Phone : 713-743-5123 Email : ctonewinn@uh.edu C. Winn	N	0
91	University of Houston Career Services 106 Student Service Center 1 Houston, Texas 77204 Phone : 713-743-5088 Email : hgodgrey@central.uh.edu Helen Godfrey	N	0
92	University of Texas at Austin 1717 Guadalupe Austin, Texas 78712 Phone : 512-471-9421 Email : ccsrecruit@austin.utexas.edu Jennifer Hinojosa	N	0
93	William Morris Agency 1325 Avenue of the Americas New York, New York 10019 Phone : 212-903-1100 Job Posting Manual Posting	N	0

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94	Windsor Village United Methodist Church 6011 W. Orem Dr. Houston, Texas 77085 Phone : 713-723-8187 Url : http://www.kingdombuilders.com Email : jwhite@wvumc.com Kirbijon Caldwell	N	0
95	Women in Film & Television PO Box 981104 Houston, Texas 77098 Phone : 713-788-8075 Email : cynthia.neely7@gmail.com Cynthia Neely	N	0
96	Workforce Solutions - Downtown 600 Jefferson Houston, Texas 77002 Email : tammlyn.alexander@wrksolutions.com Tammlyn Alexander	N	0
97	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			55

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	4/13/2018	Participation in events or programs sponsored by educational institutions	Cypresswood Elementary hosted a school-wide Career Day to give students in grades K -4 an opportunity to learn about various careers in different industries including broadcast media. Anchor spoke about his career track and journalism.	1	Anchor
2	4/17/2018	Co Sponsoring Job Fair	Brazosport College co-hosted its 26th Annual Career Fair. Approximately 1,700 juniors from area high schools had the opportunity to explore careers with representatives from diverse industries. KHOU's Community Marketing Representative was there to deliver career information to high school students interested in careers in broadcast media and journalism.	1	Community Marketing Representative
3	4/17/2018	Provision of training to management	April 17-19, 2018 TEGNA Innovation Summit –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.	3	Multiskilled Journalist Executive Producer Multiskilled Journalist
4	4/19/2018	Establishment of training programs for station personnel	TEGNA Labor Relations Training – Labor Relations provides monthly webinar training sessions for HR Business Partners to stay informed of current and changing employment laws. Best practices are discussed and HR Business Partners then share this topical information with their executive teams.	1	HR Business Partner

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5	4/30/2018	Participation in events or programs sponsored by educational institutions	Lantern Lane Elementary hosted a school-wide Career Day to give students in grades Pre K -5 an opportunity to learn about various careers in different industries including broadcast media. The event theme was "Dream Big." Morning Anchor spoke about her career and other opportunities in journalism.	1	Anchor
6	5/1/2018	Participation in events or programs sponsored by educational institutions	KHOU Community Marketing Representative was one of several speakers addressing a student body of 6th graders on how to prepare for careers in the broadcast media industry.	1	Community Marketing Representative
7	5/8/2018	Establishment of training programs for station personnel	May 8-10, 2018 TEGNA Sales Summit - Annual Sales Summit revolved around the topic of leadership and the belief that is it the foundation for winning. Over the course of 3 days, attendees had the chance to hold discussions and participate in sessions that addressed leadership coaching and cultural changes.	2	Director of Sales Director of Local Sales
8	5/15/2018	Establishment of training programs for station personnel	May 15-16, 2018 Manager Inside Out Training – Sales Leaders attend Inside Out training. This training is a part of TEGNA on-boarding training for all new sales leaders. Over the course of two days, topics covered include the art of teaching product intelligence and awareness, prospecting, presentations, building a proposal and closing the deal. Participants role play real scenarios for maximum learning.	1	National Accounts Sales Manager

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9	5/16/2018	Participation in events sponsored by community groups	American Business Women's Association is a national organization, which brings together businesswomen of diverse occupations and provides opportunities for them to help themselves and others grow personally and professionally through leadership; education, networking support and national recognition. ABWA is a professional organization for women in all stages of their career and in all professions. Members include everyone from teachers and administrative assistants to CEOs and small-business owners. Anchor spoke about her career in broadcast journalism.	1	Anchor
10	6/4/2018	Establishment of an intern program designed to assist members of the community	KHOU actively recruits students attending accredited colleges and universities for the station's Internship Program. The program offers student/intern active participation in a professional broadcast setting. The intern experiences the live work environment gaining real-world hands on experience that cannot be obtained in the classroom. These paid interns also earn academic credit for their participation in the program. Internships primarily support news and marketing, but can touch other departments as well. During the reporting period, KHOU hired and trained 3 intern(s) for three month assignments.	3	Director of Digital Marketing Assistant Newsroom Director Marketing Director
11	6/13/2018	Establishment of training programs for station personnel	HR conducted training for newsroom department heads on the topic of Progressive Discipline, which is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.	20	All Newsroom Managers

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
12	6/14/2018	Establishment of training programs for station personnel	June 14-17, 2018 Investigative Reporters & Editors Conference - Two station Journalists attended the Investigative Reporters & Editors Conference (IRE), a grassroots nonprofit dedicated to improving the quality of investigative reporting. Each participant attended multiple workshops focused on investigative reporting. Leaders also attended several management related workshops.	2	Investigative Journalist Investigative Journalist
13	8/8/2018	Establishment of training programs for station personnel	August 8-10, 2018 Brand Health Summit – Your brand health is the intersection of your brand mission and values with your customers voice and perceptions in each market. The Brand Health Summit brought leaders together from administration, marketing, news and promotions to better understand the impact of brand health on audience interest and loyalty, as well as employee engagement. Participants spent three days better understanding best practices during presentations and breakout groups. The final day of the summit included a real-time research project at the Mall of America, which included evaluating brand initiatives and interviewing customers and retailers.	1	Director of Marketing
14	8/13/2018	Establishment of training programs for station personnel	August 13-31, 2018 Journalism Ethics & Social Media Training - TEGNA updated the Principles of Ethical Journalism and Social Media policies to match the Company's guiding principles including truth, independence, public interest, fair play and integrity. This new training was developed and targeted to all staff that contribute in any way to a TV or digital news or entertainment product.	208	All Staff

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
15	10/16/2018	Establishment of training programs for station personnel	Writer's Training Workshop was conducted on October 16 and 17, 2018 to allow 34 attendees the opportunity to meet with industry experts on effective writing techniques used to produce on air-quality newscasts. Participants included anchors, journalists, producers and assignment desk managers.	34	News staff
16	1/18/2019	Participation in events or programs sponsored by educational institutions	The purpose of Career Day was to introduce the students to a variety of career choices. KHOU speakers represented the broadcasting media and journalism industry and spoke to approximately 100 children in grades 2-5. Each speaker covered the following: > Why he/she chose their career > The positives, as well as the negatives about his/her career > The skills needed in chosen career > The education that is required in his/her field (and why it is a good idea to work hard in elementary school).	2	Photographer/Editor Journalist
17	1/29/2019	Participation in events sponsored by community groups	Marketing Director spoke to members of the Houston Hispanic Chamber of Commerce on the topic of "Marketing to Millennials." Presenter educated attendees on career opportunities in media broadcasting and journalism. Presenter also discussed her background and experience as Director of Digital Marketing.	1	Director of Digital Marketing
18	2/26/2019	Participation in events sponsored by community groups	Director of Creative Services attended the grand opening of the Teen Tech Center at the Morefield Boys & Girls Club on Tuesday, February 26. He had a chance to meet with some of the inspiring youth that were interacting with the new technology stations at the club. He shared with the teens how the technology they were utilizing in the center (green screen, audio mixing and graphics software) could open the doors for a career in broadcasting in the future. KHOU provided the Boys & Girls Club with an \$11,000 dollar TEGNA Grant to help with the build out of the Teen Tech Center.	1	Director of Creative Services

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
19	2/26/2019	Provision of training to management	TEGNA Sales Summit (February 26 - 28, 2019) included station General Managers and Director of Sales from across 46 stations. Over the course of three days attendees had a chance to hold discussions, participate in sessions and serve on panels that addressed sales techniques and leadership topics.	3	President, General Manager Director of Sales Director of Local Sales
20	3/6/2019	Establishment of training programs for station personnel	HR conducted the first in a series of modules on Time Management to train and coach sales staff on techniques to increase productivity and assist station's clients to be successful.	8	All Digital Account Executives Director of Local Sales Manager of Digital Sales
21	3/13/2019	Establishment of training programs for station personnel	Brand Health Summit (March 13 -15, 2019) brought marketing directors, content directors and GMs together at corporate to talk about brand and the value of brand as a driver for the broadcast media industry. Each station shared the results of their brand efforts, and committed to a few short term and long term action items to increase the brand's message both internally and externally. A variety of guest speakers talked about trends in the marketing world, and how broadcast media can do a better job of reaching consumers on a personal level.	2	General Manager Marketing Director