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I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Local Sales Manager	1-18, 23, 24, 25, 43, 47, 48	43
Account Executive	1-18, 23, 24, 25, 43, 48	43
News Producer	1-18, 19-22, 23, 24, 25, 26, 27, 34, 41	19
News Producer	1-27, 34, 41	14
Special Projects Manager	1-18, 43, 48	43
News Anchor	1-22, 26, 27, 30, 34, 41, 42	41
Account Coordinator	1-18, 43. 47	43
Multi-skilled Journalist	1-27, 30, 34, 42	42
News Producer	1-27, 34, 35 42	22
Digital Director	1-27, 30, 34, 35	24
Digital Sales Specialist (2)	1-18, 23, 24, 25, 48	48
Multi-skilled Journalist	1-27, 23, 24, 25, 30, 34	34
Account Manager	1-18, 23, 24, 25, 48	23
Editor/Multi-skilled Journalist	1-27, 30, 34, 43, 44	43

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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	WorkSource Spokane Business Solutions Jeff Miller 130 S. Arthur, Spokane, WA 99202 Phone: 509/532-3136 Fax: 509/532-3186 Email: jemiller@esd.wa.gov www.go2worksource.com	N	0
2	YWCA Women's Resource Center Job Placement Coordinator 930 N. Monroe Phone: 509/326-1190 Fax: 509/326-1597	N	0
3	Martin Luther King Jr. Family Outreach Center Ashley Suter, Job Placement Coordinator 845 Sherman St., Spokane, WA 99202 Phone: 509/455-8722, ext. 206 Fax: 509-455-3643 Email: fes@mlkspokane.org www.mlkspokane.org	N	0
4	NAACP, Spokane Chapter James Wilburn P.O. Box 18968 Spokane, WA 99228 Phone:509/ 323-6368 www.spokanenaacp.org	N	0
5	Northeast Community Center Amber Burnett N. 4001 Cook Spokane, WA 99207 Phone: 509/487-1603, Ext. 263 Fax: 509/489-3849 Aburnett.necca@gmail.com	N	0
6	East Central Community Center Sonya Ellis, Job Placement Coordinator 500 S. Stone Street Spokane, WA 99201 Phone: 509/625-6699 Fax: 509/625-6915 Email: sellis@spokanecity.org	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	American Indian Community Center Job Placement Coordinator 801 E. 2nd Ave., Suite 10 Spokane, WA 99202 Phone: 509/535-0886 Fax: 509/534-7210 www.aiccinc.ning.com	N	0
8	AARP Foundation Work Search Annie Shaw 222 W. Mission Ave., Suite118 Phone: 509/325-7712 Fax: 509/325-7729 Email: scsreiter@aol.com	N	0
9	Filipino American Association of the Inland Northwest Job Placement Coordinator 6107 S. Madelia Spokane, WA 99223	N	0
10	Spokane Southside Senior Center 3151 E. 27th Avenue Spokane, WA 99223 Phone: 509/535-0803 www.sssac.org	N	0
11	West Central Community Center Caroline Finley N. 1603 Belt Spokane, WA 99205 Phone: 509/326-9540 Fax: 509/326-2347 Email: cfwcc@wcca.net www.myspokane.net/wccc	N	0
12	LDS Employment Resource Services Bret Clifton 200 N. Mullan, Suite 220 Spokane, WA 99206 Phone: 509/928-2534 Fax: 509/922-3556 Email: wel-ec-spokane@ldschurch.org	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
13	Whitworth University Career Services Andrew Pyrc 300 West Hawthorne Rd. Spokane, WA 99251 Phone: 509/777-3272 Fax: 509/777-3731 Email: careerservices@whitworth.edu www.whitwork.edu/careerservices	N	0
14	Gonzaga University Career Planning & Placement Mary Ritter Heitkemper E. 502 Boone Ave., MSC 2462 Spokane, WA 99258 Phone: 509/313-4231 Fax: 509/313-5872 Email: careercenter@gonzaga.edu	N	1
15	Spokane Community College Workforce Education & Career Services Linda Wilson N. 1820 Green St. MS2063 Spokane, WA 99217 Phone: 509/533-8678 Fax: 509/533-8681 Email: lwilson@scc.spokane.edu	N	0
16	Spokane Falls Community College Career & Student Employment 3410 W. Ft. George Wright Drive, MS-3172 Spokane, WA 99224-5288 Phone: 509/533-3540 Fax: 509/533-4563 Email: aaronc@spokanefalls.edu www.myinterfase.com/spokanefalls/employer	N	0
17	Eastern Washington University Career Services Job Placement Coordinator 114 Showalter Hall Cheney, WA 99004-2431 Phone: 509/359-6365 Email: careers@ewu.edu https://ewu-csm.symplicity.com/employers	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
18	University of Washington Career Services Alyce Mallett 134 Mary Gates Hall Box 352810 Seattle, WA 98195 Phone: 206/543-0535 https://washington-csm.symplicity.com	N	0
19	Washington State University Murrow College of Communication Marvin Marcelo P.O. Box 642520 Pullman, WA 99164-2520 Phone: 509/335-8835	N	1
20	University of Oregon School of Journalism & Communications Bill Morrill Career Services Coordinator 1275 University of Oregon Eugene, OR 97403 541/346-2171	N	0
21	University of Idaho School of Journalism & Mass Media Glenn Mosley and Karin Clifford P.O. Box 443178 Moscow, ID 83844-3178 208/855-6458 gmosley@uidaho.edu karinc@uidaho.edu	N	0
22	University of Montana School of Journalism Denise Dowling 32 Campus Dr., Don Anderson Hall Missoula, MT 59812 Phone: 406/243-4001 Email: denise.dowling@mso.umt.edu www.jour.umt.edu	N	2
23	KREM TV www.KREM.com Terry Coker 4103 S. Regal Street Spokane, WA 99223 Phone: 509/448-2000	N	6

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
24	TEGNA Website www.tegna.com 7950 Jones Branch Drive McLean, VA 22107 Phone: 703/854-5000	N	3
25	Career Builder CB Corporate Headquarters 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 773/527-3600 www.careerbuilder.com	N	2
26	National Association of Hispanic Journalists Michele Vignoli 1193 National Press Building Washington, DC 20045 Phone: 202/662-7145	N	0
27	Asian American Journalists Association Kathy Chow 5 Third Street Suite 1108 San Francisco, CA 94103 Phone: 414/346-2051	N	0
28	PROMAX & BDA Anush Payaslyan 9000 W. Sunset Blvd., Suite 900, Los Angeles, CA 90069 310/788-7600	N	0
29	MediaRecruiter.com 9457 S. University Blvd. #303 Highland Ranch, CO 80126 Phone: 303/400-5150 Email: art@mediarecruiter.com	N	0
30	Medialine Mark Shilstone P.O. Box 51909, Pacific Grove, CA 93950 Phone: 800/237-8073	N	2
31	Collective Talent Michael Bille 1721 Richardson Place Tampa, FL 33606	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
32	tvnewscheck.com Steve Stoltz Director, Classified Advertising Phone: 215/901-9495 Email: steve.stoltz@newscheckmedia.com	N	0
33	Craigslist Spokane Craig Newmark P.O. Box 225159 San Francisco, CA 94122-5159 Phone: 415/566-9844 http://spokane.craigslist.com	N	0
34	Tvjobs.com Mark Holloway P.O. Box 4116 Oceanside, CA 92052-4115 Phone: 800/374-0119 Fax: 760-754-2115 Email: jobs@tvjobs.com www.tvjobs.com	N	4
35	Frank N. Magid Associates, Inc Pat Maday One Research Center Marion, Iowa 52302 Phone: 319/447-5488	N	0
36	Lost Remote Cory Bergman Cory@lostremote.com www.lostremote.com	N	0
37	Society of Broadcast Engineers 9102 North Meridian Street Indianapolis, IN 46260 Phone: 317/846-9000 www.sbe.org	N	0
38	Spokesman Review Jean Robinson P.O. Box 2160, 999 West Riverside Avenue Spokane, WA 99210 Phone: 509/459-5125 Fax: 509/459-5156 Email: commercialclass@spokesman.com	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
39	Spots n Dots.com 1635 Old Highway 41 NW Suite 112-338 Kennesaw, GA 30152 Phone: 888/884-2630 Email: ads@spotsndots.com	N	0
40	Washington State Association of Broadcasters Char Myers 724 Columbia Street NW, Suite, 310 Olympia, WA 98501 Phone: 360/705-0774 Fax: 360/705-0873 Email: wa-broadcasters@earthlink.net www.wsab.org	N	0
41	TEGNA Corporate Recruiter	N	4
42	Word of Mouth Referral	N	3
43	Employee Referral	N	7
44	Internal Candidate	N	2
45	Graeme Newell (Television marketing newsletter & job listing service) 1011 Lyndhurst Falls Lane Knightdale, NC 27545 Phone: 919/217-4438 Email: gnewell@602communications.com	N	0
46	Greater Spokane Incorporated 801 W. Riverside Ave. #100 Spokane, WA 99201 Phone: 509/624-1393 www.greaterspokane.org	N	0
47	Indeed.com 177 Broad Street, 6th Floor Stamford, CT 06901 www.indeed.com	N	5

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	**No. of Interviewees Referred by RS over reporting period**
48	LinkedIn Corporation 2029 Stierlin Court Mountain View, CA 94043 www.linkedin.com	N	9
TOTAL INTERVIEWEES OVER REPORTING PERIOD			51

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III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	BRIEF DESCRIPTION OF ACTIVITY	No. of Station Participants	Participant Title
	10/08/15	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	TEGNA Labor Relations presented training on prevention of workplace retaliation for HR Business Partners	1	HR Director
	10/08/15	Participate in event sponsored by community groups interested in broadcast employment issues	KREM Community Marketing Director emceed SNAP (Spokane Neighborhood Action Programs) Fall Convention and spoke about the station's commitment to making a difference in the communities we serve and the skill sets needed to succeed in an rapidly changing environment of mobile/social platforms in broadcasting	1	Community Marketing Director
	10/20/15	Participate in event sponsored by educational institution relating to broadcast careers.	News Director made presentation to senior broadcast journalism students at WSU's Murrow School of Journalism on the skill sets required for the rapidly evolving broadcast/digital industry	1	News Director
	11.07/15	Participate in event sponsored by community groups interested in broadcast employment issues	Multi-skilled Journalist served as Master of Ceremonies for the NAACP's Freedom Fund Banquet where he spoke about his experience relocating to Spokane and working as a journalist of color. He also introduced keynote speakers and helped with fundraising activities for Spokane's Local NAACP Chapter.	1	Multi-skilled Journalist
	11/11/15	Training Program designed to enable station personnel to acquire skills that could qualify them for higher level positions.	KREM Reporter and News Anchor conducted a newsroom training workshop for reporters and photographers to share what they learned from a Northwest Storytelling Workshop they attended at our sister station in Seattle.	13	News Director Assistant News Director (7) Reporters (4) Photographers

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	Date	Type of Recruitment Initiative (Menu Selection)	BRIEF DESCRIPTION OF ACTIVITY	No. of Station Participants	Participant Title
	11/11/15	Participate in other activities designed by the station employment unit	News Director and Assistant News Director hosted a job forum at the station for (6) Washington State University broadcast journalism seniors that included observing newsroom operations, watching a live newscast and afterwards; discussing industry trends, content innovation and job opportunities	2	News Director Assistant News Director
	11/12/15	Participate in event sponsored by community groups interested in broadcast employment issues	KREM Assignment Manager was panelist for Marketing Associates of Spokane (MAS) with the topic of Missed Media Opportunities in the A/E/C Industry. She spoke about how businesses can work with the media to get coverage and when. She also talked about the duties and responsibilities of her Assignment Manager position.	1	Assignment Manager
	01/01/16	Establishment of an intern program designed to assist members of the community	KREM established a uniquely focused News Producer Internship Program to address an industry-wide shortage of qualified news producers. This 16-week intensive program provides targeted broadcast and digital news producing instruction and on-the-job training. Our News Director works with area University Professors to provide curriculum feedback for skill-set requirements and does extensive outreach to bring in a diverse group interns. During this reporting period we hosted (3) interns representing: - (2) Washington State University students - (1) Eastern Washington State University student	2	News Director Assistant News Director
	01/01/16	Establish a mentoring program for station personnel.	TEGNA Think Tank Mentorship Program is an intercompany year-long program designed for station marketing professionals to advance their knowledge through goal setting, career development activities, information sharing, and professional networking. We have 2 station employees participating this year.	2	Marketing Director Marketing Producer

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	Date	Type of Recruitment Initiative (Menu Selection)	BRIEF DESCRIPTION OF ACTIVITY	No. of Station Participants	Participant Title
	01/29/16	Participate in event sponsored by community groups interested in broadcast employment issues	Community Marketing Director emceed a Leadership Spokane event highlighting their work and contributions to the Spokane community. She also talked abut the importance of community/business partnerships and broadcast job opportunities. Leadership Spokane offers a civic leadership training program in which the voices of all sectors of the community are balanced, with the understanding that the health of all these sectors is vital to a healthy Spokane. Today, individuals from a variety of professions, races, backgrounds and neighborhoods from all over the county compose the Adult and Youth Leadership class each year.	1	Community Marketing Director
	02/15/16	Participate in event sponsored by educational institution relating to broadcast careers.	News Producer spoke to Gonzaga University senior level broadcast journalism class about her news producing position and getting an internship and/or first job in the broadcast industry	1	News Producer
	03/02/16	Participate in other activities designed by the station employment unit	Assistant News Director hosted (2) Gonzaga University Students for a job shadow so they could learn about broadcast management leadership traits and different editorial styles	1	Assistant News Director
	03/24/16	Participate in event sponsored by educational institution relating to broadcast careers.	News Director made presentation for Broadcast Journalism class at Washington State University's Murrow School of Journalism on the major changes in digital newsrooms and how to prepare for future job	1	News Director
	03/30/16	Participate in event sponsored by educational institution relating to broadcast careers.	News Director was moderator and panel member at Washington State University's annual Murrow Symposium. He moderated a panel of broadcast industry professionals and participated on a panel of broadcast professionals on obtaining your first journalism job	1	News Director

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	Date	Type of Recruitment Initiative (Menu Selection)	BRIEF DESCRIPTION OF ACTIVITY	No. of Station Participants	Participant Title
	04/01/15	Participate in other activities designed by the station employment unit	Station hosted 10 Washington State University senior level journalism students for a tour of KREM and Q&A session afterwards talking about editorial decisions and the state of the broadcast industry	1	News Director
	04/07/16	Participate in other activities designed by the station employment unit	Station hosted a group of (50) students from Spokane's Mukogawa Fort Wright Institute for a station tour and educational session about broadcast operations and industry jobs. Mukogawa Women's University in Japan started an American campus in Spokane to expose students to an international culture and expand their English language ability	3	Broadcast Technician Operations Director Assistant News Director
	04/11/16	Participate in event sponsored by educational institution relating to broadcast careers.	News Director was guest speaker at Gonzaga University's senior level Broadcast Ethics class about ethical decision making on all digital/social platforms and getting first jobs/internships in the broadcast industry	1	News Director
	04/11/16	Participate in event sponsored by educational institution relating to broadcast careers.	News Director spoke to senior level Broadcast Journalism class at Gonzaga University about industry trends, first jobs, internships and today's digital newsrooms	1	News Director
	04/12/16	Participate in event sponsored by educational institution relating to broadcast careers.	News Director led group discussions for two Gonzaga Prep High School AP Government Classes on the role of media in a democracy	1	News Director

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	Date	Type of Recruitment Initiative (Menu Selection)	BRIEF DESCRIPTION OF ACTIVITY	No. of Station Participants	Participant Title
	05/03/16	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	TEGNA Labor Relations provided Inclusive Leadership Training for HR Business Partners to increase awareness around inclusion and how to leverage inclusion in the workplace	1	HR Director
	05/09/16	Training Program designed to enable station personnel to acquire skills that could qualify them for higher level positions.	(25) Station managers, supervisors and sales staff completed the TEGNA Ethics online training between 05/09/16 – 06/15/16. The training is designed to ensure station personnel are compliant with policy and understand their role in the organization. The Human Resources Director ensured timely completion of training	1	HR Director
	08/30/16	Training Program designed to enable station personnel to acquire skills that could qualify them for higher level positions.	(2) Visiting TEGNA Multi-skilled Journalists provided a 2 day training workshop to for station news management, news reporters and news photographers on using digital newsgathering kits utilizing new technology, methods, ideas for visual storytelling	2	Multi-skilled Journalist
	09/07/16	Participate in other activities designed by the station employment unit	Station hosted (8) students from Gonzaga University's advanced broadcast journalism class that included a tour, watching a newscast and a wrap-up Q&A session to discuss how to get internships, first jobs and how a digital newsroom operates	2	News Producer News Director
	09/14/16	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	TEGNA HR Business Partners were provided an online webinar led by law firm Covington & Burling to refresh and review Broadcast EEO FCC obligations, recordkeeping and online Public File reporting requirements	1	HR Director

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	Date	Type of Recruitment Initiative (Menu Selection)	BRIEF DESCRIPTION OF ACTIVITY	No. of Station Participants	Participant Title
	09/15/16	Training Program designed to enable station personnel to acquire skills that could qualify them for higher level positions.	On 09/15/16 – 09/17/16, our Digital Director attended the National Online News Association Conference in Denver. The TEGNA Foundation Grant to the ONA provides ongoing training and recognition to advance journalism in the digital space. ONA's mission is to inspire innovation and excellence among journalists to better serve the public.	1	Digital Director
	09/15/16	Training Program designed to enable station personnel to acquire skills that could qualify them for higher level positions	KREM's Local Sales Manager attended the NAB Small Market Television Exchange (SMTE) in Phoenix 09/15/16 through 09/17/2016. SMTE is the industry's only national conference designed exclusively for small market groups and stations in DMAs 75+. SMTE presents innovative leadership and sales management strategies, success stories that reflect fresh thinking to help you grow your business.	1	Local Sales Manager
	09/26/16	Training Program designed to enable station personnel to acquire skills that could qualify them for higher level positions	KREM sent (3) managers to TEGNA's Content Summit in McLean, VA designed to give our management team new ways to examine content issues and get noticed, increase audience on all platforms and hire a diverse staff that is representative of the communities we serve.	3	New Director Marketing Director Digital Director