

KENS-TV
EEO PUBLIC FILE REPORT
March 22, 2017 - March 21, 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
IT Help Desk Specialist (002170)	2-4, 6-7, 9, 12-14, 18-20, 22, 25, 28, 30-31, 39-40, 44-50	22
Photojournalist/Visual Storyteller (VSJ) (002052)	2-3, 6-9, 12-14, 16, 18-20, 25-26, 28, 30-31, 39-40, 44-50	8
Digital Content Producer (002644)	2-3, 6-9, 12-15, 18-21, 23-26, 28, 30-31, 39-40, 44-50	15
Utility/Camera Operator (002422)	6, 8, 21	8
Photojournalist/Visual Storyteller (VSJ) (003061)	2-4, 6-7, 9, 12-14, 18-20, 25-26, 28, 30-31, 39, 44-46, 48-51	51
Multi-Skilled Journalist (003001)	2-4, 6-7, 9, 12-20, 25-26, 28, 30-31, 36, 39, 44-46, 48-50	17
Multi-Skilled Journalist (003001)	2-4, 6-7, 9, 12-20, 25-26, 28, 30-31, 36, 39, 44-46, 48-50	49
Multi-Skilled Journalist (003001)	2-4, 6-7, 9, 12-20, 25-26, 28, 30-31, 36, 39, 44-46, 48-50	36
Multi-Skilled Journalist (003001)	2-4, 6-7, 9, 12-20, 25-26, 28, 30-31, 36, 39, 44-46, 48-50	15
Producer (003060)	2-4, 6-10, 12-15, 18-20, 25-26, 28, 30-31, 34, 39, 44-46, 48-50	15
Digital Sales Specialist (003626)	2-4, 6-9, 12-15, 18-20, 25-26, 28, 30-31, 39, 44-46, 48-50	8
Utility Staff/Camera Operator (003513)	2-4, 6-9, 12-14, 16, 18-21, 25-26, 28, 30-31, 39, 44-46, 48-50	8
Utility Staff/Camera Operator (003513)	2-4, 6-9, 12-14, 16, 18-21, 25-26, 28, 30-31, 39, 44-46, 48-50	8
Promotions Writer/Producer (003298)	2-4, 6-7, 9, 12-14, 18-20, 25-26, 28, 30-31, 38-39, 44-46, 48-50	38
MMJ/Producer (003271)	2-4, 6-7, 9, 12-14, 18-20, 22, 25-26, 28, 30-33, 39, 42, 44-46, 48-50	33
MMJ/Producer (003271)	2-4, 6-7, 9, 12-14, 18-20, 22, 25-26, 28, 30-33, 39, 42, 44-46, 48-50	22
Digital Sales Manager (003802)	8, 27, 32	8
Digital Sales Account Manager (003801)	2-4, 6-7, 9, 12, 14-15, 18-20, 25-26, 28, 30-31, 39, 41, 44-46, 48-50	15
Digital Content Producer (003906)	2-4, 6-9, 12, 14, 18-21, 25-26, 28, 30-31, 39, 44-46, 48-50	8
Promotions Writer/Producer (003829)	2-4, 6-7, 9, 12, 14-15, 18-20, 23, 25-26, 28, 30-31, 36, 39, 44-46, 48-50	25
Front Desk Ambassador (003800)	1-4, 6-7, 9, 12, 14-16, 18-20, 25-26, 28, 30-31, 39, 44-46, 48-50	1

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Account Executive (004058)	2-4, 6-7, 9, 11-12, 14-15, 18-20, 25-26, 28, 30-32, 39, 44-46, 48-50	15
Account Executive	2-9, 12, 14-15, 18-21, 25-31, 37-39, 42- 46, 48-50, 52	15
Account Executive	2-9, 12, 14-15, 18-21, 25-31, 37-39, 42- 46, 48-50, 52	8
Discovery Desk Editor	2-9, 12, 14-15, 18-21, 24-26, 28-31, 37- 39, 42-46, 48-50, 52	6
Reporter/Multi-Skilled Journalist	2-7, 9, 12, 14, 18-20, 25-31, 35, 37-39, 42-46, 48-50, 52	27
Reporter/Multi-Skilled Journalist	2-7, 9, 12, 14, 18-20, 25-31, 35, 37-39, 42-46, 48-50, 52	25
Video Journalist/Photojournalist	2-7, 9, 12, 14-15, 18-20, 25-26, 28-31, 35, 37-39, 42-46, 48-50, 52	15
Media and Marketing Strategist	2-7, 9, 12, 14-15, 18-20, 25-26, 28-31, 35, 37-39, 42-46, 48-50, 52	15

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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	Alamo Community College District 201 W. Sheridan San Antonio, Texas Phone : 210-486-5401 Url : http://www.alamo.edu Email : nlc-careers@alamo.edu Fax : 1-210-486-9209 Gilbert Palomo	N	0
3	American Broadcasting School 712 N Watson Rd STE 200 Arlington, Texas 76011 Phone : 888-677-5227 Url : http://www.radioschoolonline.com Email : abs@radioschool.com Job Posting	N	0
4	American Women in Radio & Television 5400 Fredericksburg Rd San Antonio, Texas 78229 Phone : 210-377-8732 Email : janastasio@kens5.com Jeff Anastasio	N	0
5	Avance of San Antonio 118 N. Medina 3rd Floor San Antonio, Texas Phone : 210734-7924 Url : http://www.avancesa.org Email : lrodriguez@avancesa.org Lilly Rodriguez	N	0
6	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	10

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7	Christian Assistance Ministry 110 McCullough San Antonio, Texas 78215 Phone : 210-223-1497 Url : http://www.christianassistanceministry.org Email : dwhite@cam-sa.org Dawn White	N	0
8	Corporate Office	N	29
9	CSB School of Broadcasting 9600 Great Hills Trail STE 2003 Austin, Texas 78759 Email : jobs@gocsb.com Jason Seale	N	0
10	Current Employee	N	2
11	Del Mar College 101 Baldwin Blvd & Ayers Corpus Christi, Texas 78404 Phone : 361-888-5445 Email : bcage@delmar.edu Career Development & Placement Office	N	0
12	Easter Seal Rehabilitation Center 2203 Babcock Rd San Antonio, Texas 78229 Phone : 210-532-5158 Email : carlosjmedina@hotmail.com Carlos Medina	N	0
13	Eastern New Mexico University 1200 W University Portales, New Mexico 88130 Phone : 505-562-2147 Email : career.services@enmu.edu Oscar Robinson	N	0
14	Ella Austin Community Center 1023 North Pine St San Antonio, Texas 78202 Phone : 210-224-2351 Email : devans@ellaaustin.org Denise Evans	N	0
15	Employee Referral	N	20
16	Former Employee	N	4
17	Former Employee Referral	N	1

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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	Goodwill Industries 406 W Commerce San Antonio, Texas 78207 Phone : 210-924-8581 Email : bbalencia@goodwillsa.org Becky Balencia	N	0
19	Guadalupe Community Center 1801 Ceasar Chavez San Antonio, Texas 78207 Phone : 210-222-1294 Url : www.ccaosa.org Email : pvela@ccaosa.org Patty Vela	N	0
20	Halfway House/Crosspoint, Inc. 225 E Locust St San Antonio, Texas Phone : 210-225-0864 Url : www.crosspoint.inc Email : kevin.downey@crosspointinc.us Kevin Downey	N	0
21	Indeed.com	N	11
22	Indeed.com - Not Directly Contacted by SEU	N	2
23	Internal Candidate	N	2
24	Internet Ad	N	3
25	KENS 5 5400 Fredericksburg Rd San Antonio, Texas 78229 Phone : 210-366-5000 Url : http://www.kens5.com Shannon Hunter Manual Posting	N	15
26	League of United Latin American Citizens 11514 Jones-Maltsberger San Antonio, Texas 78240 Phone : 210-403-9001 Url : www.reyfeoscholarship.com Email : raul@reyfeoscholarship.com Human Resources	N	0
27	Linked In	N	4

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28	Louisiana State University 1502 Ceba Baton Rouge, Louisiana 70803 Phone : 225-578-2162 Url : www.lsu.edu/careercenter Email : amyc@lsu.edu Amy Caillouet	N	0
29	Medialine PO Box 51909 Pacific Grove, California 93950 Phone : 800-237-8073 Customer Service Manual Posting	N	0
30	Mexican-American Legal Defense & Educational Fund 110 Broadway STE 300 San Antonio, Texas 78205 Phone : 210-224-5476 Email : jobs@maldef.org Career Services	N	0
31	Mississippi State University PO Box P Mississippi State, Mississippi 39762 Phone : 662-325-3344 Url : www.career.msstate.edu Email : msuinfo@ur.msstate.edu Career Service Center	N	0
32	Non-Employee Referral	N	4
33	Other Source	N	3
34	Previous Applicant	N	2
35	RTNDA 4121 Plank Rd #512 Fredericksburg, Virginia 22407 Phone : 202-467-5203 Email : jobs@rtnda.org Director Membership & Marketing	N	0
36	Self Referral	N	2

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37	SER, Jobs for Progress, Inc. of SA 1499 Hillcrest Dr San Antonio, Texas 78228 Phone : 210-433-7782 Nick Balderama Manual Posting	N	0
38	Simply Hired 370 San Aleso Ave. #200 Sunnyvale, California 94085 Url : http://www.simplyhired.com Job Posting Manual Posting	N	1
39	Southwestern University PO Box 770 Georgetown, Texas 78627 Phone : 512-863-1344 Email : career.services@southwestern.edu Sharon Hehmen	N	0
40	St. Mary's University 100 Camino Santa Maria San Antonio, Texas 78228 Phone : 210-436-3102 Email : career@stmarytx.edu Lauren McLeaird	N	0
41	Station Website	N	1
42	Television Bureau of Advertising 120 Wall Street 15th Floor New York, New York Url : http://www.tvb.org Job Posting Manual Posting	N	0
43	Television Week Magazine PO Box 64000 Detroit, Michigan 48264 Phone : 323-370-2415 Marc Abrams 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
44	Texas Association of Broadcasters 502 East 11th St STE 200 Austin, Texas 78701 Phone : 512-322-9944 Email : craig@tab.com Craig Bean	N	0
45	Texas Lutheran University 1000 West Court St Seguin, Texas 78155 Phone : 830-372-8178 Email : careers@tlu.edu Bonita Vinson	N	0
46	Texas State University 601 University Drive San Marcos, Texas 78666 Phone : 512-245-2645 Url : www.careerservices.txstate.edu Email : careerservices@txstate.edu Norma Guerra	N	0
47	Texas/Alamo Workforce Commission 4535 E Houston St San Antonio, Texas 78220 Phone : 210-581-0190 Email : spring.mercadel@serjobssa.org Spring Mercadel	N	0
48	Trinity University 715 Stadium Dr #78 San Antonio, Texas 78212 Phone : 210-999-7011 Email : careerservices@trinity.edu Career Services	N	0
49	TVJobs.com PO Box 4116 Oceanside, California 92052 Phone : 800-374-0119 Url : http://www.tvjobs.com Email : jobs@tvjobs.com Broadcast Employment Services	N	1

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50	University of Texas at Austin 1 University Station D7000 Austin, Texas 78712 Phone : 512-471-9421 Email : ccsrecruit@austin.utexas.edu Jennifer Hinojosa	N	0
51	Unknown Referral Source	N	1
52	www.mediagignow.com 5000 Crossmill Road McLeansville, North Carolina 27301 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			119

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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	3/22/2017	Establishment of training programs for station personnel	VP Labor Relations conducted 1 hour training sessions Workplace Violence Prevention and Situational Awareness training for all station employees and leaders. There were three date options as follows. • Monday, March 20 at 1:00 PM (CT) • Tuesday, March 21 at 5:00 PM (CT) • Thursday, March 30 at 9:00 AM (CT) Those that could not make the live training options were provided a link to watch a recorded version.	140	All Employees
2	3/22/2017	Establishment of training programs for station personnel	All TEGNA employees play a part in ensuring that our workplace is free of discrimination and harassment. Indeed, TEGNA is committed to providing all employees with the necessary tools and information for maintaining a workplace that is harassment free. Therefore all employees were required to participate in an on-line training course. Please allow approximately 30 to 45 minutes to complete the course. Everyone was given 60 days from January 19, 2017 to complete the course requirement.	140	All Employees
3	4/3/2017	Establishment of an intern program designed to assist members of the community	Local Programming Spring Internship Program. KENS 5 hosted a spring intern from Angelo State University in the Great Day San Antonio department. The intern learned various key functions of working on live entertainment show daily.	10	Executive Producer Senior Producer Intern
4	4/3/2017	Participation in events sponsored by community groups	Assignment Editor spoke at the Society of Professional Journalist Regional Conference in San Antonio, TX representing KENS 5 en Español and KENS 5 about using social media and multiple languages to fill in the gap in the market. Also discussed career tracks and opportunities within the broadcast and journalism industry.	1	Assignment Editor
5	4/5/2017	Participation in events or programs sponsored by educational institutions	MSJ was a speaker at a human trafficking conference at Brennen High School. Also discussed career tracks and job opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist

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6	4/6/2017	Participation in events sponsored by community groups	Anchor/Reporter was a speaker at the Girl Scouts of the SW event. Also discussed career tracks and job opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
7	4/18/2017	Participation in events sponsored by community groups	Anchor/Reporter was a speaker/MC at the UTHSC Advisory Board Luncheon. Also discussed career tracks and job opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
8	4/20/2017	Establishment of training programs for station personnel	TEGNA Labor Relations provides a series of 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 Director
9	4/27/2017	Participation in events or programs sponsored by educational institutions	MSJ was a speaker at the Brennan High School Audio/Visual Career Day. Discussed career tracks and job opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist
10	5/1/2017	Participation in events sponsored by community groups	Anchor/Reporter was a speaker/MC at the EXCEL Awards Banquet recognizing outstanding teachers. Also discussed career tracks and job opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
11	5/4/2017	Participation in events or programs sponsored by educational institutions	Anchor/Reporter spoke to students at Briscoe Elementary encouraging them to do their best on the Star Test. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
12	5/4/2017	Participation in events or programs sponsored by educational institutions	Anchor/Reporter participated/MC the University Health Systems Medical Miracles Gala. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
13	5/10/2017	Participation in events sponsored by community groups	Anchor/Reporter presented/MC at the ADVANCE Luncheon. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter

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14	5/15/2017	Participation in events sponsored by community groups	Anchor/Reporter presented at the MC Communities in Schools Luncheon at the Omni. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
15	5/24/2017	Participation in events or programs sponsored by educational institutions	Journalist presented at the MC Motherhood Luncheon at SA CAN High School. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist
16	5/25/2017	Establishment of training programs for station personnel	Sales Leadership Summit received leadership training on ownership, new products for digital, Google keynote on micro moments, Facebook advertising and the shift to social.	1	Director of Sales
17	6/8/2017	Establishment of an intern program designed to assist members of the community	News Summer Internship Program. KENS 5 hosted a summer intern from the Texas State University in the news department. The intern learned various key functions of working in the newsroom, i.e. producing, editing, assignments desk, etc.	10	News Director Executive Producer Discovery Desk Editor Intern
18	6/8/2017	Participation in events sponsored by community groups	Anchor/Reporter presented at the MC Communities in School Luncheon. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
19	6/14/2017	Participation in events sponsored by community groups	Assistant News Director presented at the North San Antonia Chamber Leadership Lab. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Assistant News Director
20	6/21/2017	Participation in events sponsored by community groups	Anchor/Reporter MC of the Mayor and City Council Inauguration at Council Chambers. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
21	6/27/2017	Establishment of training programs for station personnel	The Human Resources Director attended the HR Summit in McLean, VA for two days with a focus on transformation. The summit was full of interactive sessions, breakout groups, entertaining presentations and more. A good amount of time was spent with HR peers working through various aspects of our transformation.	1	HR Director

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22	6/29/2017	Establishment of training programs for station personnel	News, Digital and Marketing Director and General Manager attended TEGNA HQ Content Summit. Focus was exploring new ways to examine content, increase audience on all platforms, and hiring of diverse talent representative of the viewing community.	1	News Director
23	7/20/2017	Participation in events sponsored by community groups	Legal Workshop presented by the Bexar County Court System, which provided our staff with guidance on how to access case information and documents in the Bexar County District Clerk's Office.	25	News Director Discovery Desk Manager Executive Producer Digital Director
24	9/19/2017	Participation in events sponsored by community groups	Anchor/Reporter MC of the Ecumenical Center Luncheon featuring the Honorable Patrick Kennedy. This center deals with health issues. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
25	9/20/2017	Participation in events sponsored by community groups	Anchor/Reporter MC of the Girl Scouts Trefoil honoring Texas First Lady Cecelia Abbott. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
26	9/25/2017	Establishment of an intern program designed to assist members of the community	News Fall Internship Program. KENS 5 hosted a fall intern from Our Lady of the Lake University in the news department. The intern learned various key functions of working in the newsroom, i.e. producing, editing, assignments desk, etc.	10	News Director Discovery Desk Manager Executive Producer Intern
27	10/4/2017	Participation in events sponsored by community groups	MSJ MC of the Mexican American Unity Council Dinner at the Witte Museum. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist
28	10/4/2017	Participation in Job Fairs	MSJ participated in Career Day speaker at Agnes Cotton Elementary. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist
29	10/11/2017	Participation in events or programs sponsored by educational institutions	MSJ MC of the Texas A&M San Antonia Dream Maker Scholarship Luncheon. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist

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30	10/17/2017	Participation in events or programs sponsored by educational institutions	MSJ participated in Career Day at San Antonio College. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist
31	10/28/2017	Participation in events or programs sponsored by educational institutions	Anchor/Reporter spoke to at risk students at Our Lady of the Lake University. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
32	11/3/2017	Participation in events sponsored by community groups	Assistant News Director was a guest speaker at the Getting Your First Job in TV National Student Electronic Media Convention. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Assistant News Director
33	11/10/2017	Participation in events or programs sponsored by educational institutions	Anchor/Reporter was a guest speaker and MC of the Texas A&M Lifetime Leadership Program event. Also discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
34	11/17/2017	Participation in events or programs sponsored by educational institutions	Anchor/Reporter was a guest speaker and participant at the Northside Independent School District Career Day event. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter
35	11/17/2017	Participation in events or programs sponsored by educational institutions	MSJ was a guest speaker and participant at the Heritage Elementary Career Day event. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Multi-Skilled Journalist
36	12/4/2017	Establishment of an intern program designed to assist members of the community	Winter Internship Program. KENS 5 hosted two winter interns, one from Angelo State University (news) and the other from University of Texas, San Antonio North Texas (local programming). The interns learned various key functions of working hands-on in the media industry.	10	News Director Executive Producer Executive Producer Intern

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37	1/26/2018	Establishment of training programs for station personnel	TEGNA rolled out the Byte Back Challenge training curriculum to educate all employees on the proper handling of sensitive data. Among other things, the training reminded employees that information that is private to you or to the company should never be stored on your computer or mobile phone and should not be shared through email. The training was rolled out electronically on January 26, 2018 with an expected completion date of February 2, 2018.	140	All Employees
38	3/11/2018	Participation in events sponsored by community groups	Anchor/Reporter was a guest speaker and Amazing Teen Icon Award highlighting teenagers who are not only making strides at school, but in the community as well. Discussed career tracks and opportunities within the broadcast and journalist industry.	1	Anchor/Reporter