

KNDX TV, Bismarck, ND

KXND TV, Minot, ND

Recruitment Sources for each vacancy

#	Recruitment Source (Job Service, Tribune, TV Ads, etc)	Contact Information (Email, phone, mail, Website, etc)
1	Bismarck Tribune	angie.hohbein@bismarcktribune.com
2	North Dakota Job Service	sewahl@state.nd.us
3	North Dakota Broadcasters	bethh@ndba.org
4	Minot Daily News	701-857-1900
5	University of Mary	umcareer@umary.edu
6	United Tribes Technical Center	vschanandore@uttc.edu
7	Employee Referral	
8	Television Ad	
9	Personal Contact	
10	Walk In	
11	Previous Applicants	
12	Internal Promotion	
13	Operation Intern	http://www.ndinterns.com/employers.php (kndx) (foxkndx)
14	WDAY TV	Susan Eider seider@wday.com

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Yearly total number of interviewees and
Total number of interviewees referred by each recruitment source

Yearly Period Beginning: 12-1-04

Ending: 11-30-05

Total Number of Persons Interviewed for Full-Time Vacancies: 20

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
North Dakota Job Service	3
Bismarck Tribune	4
Television Ad	5
University of Mary	0
North Dakota Broadcasters	0
United Tribes Technical College	0
Personal Contact	2
Walk In	1
Minot Daily News	3
Internal Promotion	1
WDAY TV	0
Operation Intern	0
Previous Applicants	1
Employee Referral	0

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SUMMARY DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

PERIOD BEGINNING **March, 2003**, AND ENDING **December, 2005**

First Initiative: **Internship through University of Mary**

Interns worked in the production department. One intern finished a 13-week course after March 2003. One intern started in June 2003 and completed a 13-week course. A third intern successfully completed a program in the Spring of 2005. Internship programs were conducted in conjunction with KBMY/KMCY, LLC.

The internship programs included:

“Job” description:

1. Contact with clients for commercial ideas
2. Introduction to script writing for various commercial accounts
3. Location photography, both video and still
4. Graphics construction for Production and Promotion
5. Organizing daily on-air promotion
6. Involvement with our Community Watch and other public service programs
7. An introduction into video editing techniques
8. An introduction to and assistance in TV Control
9. Assistance with non-broadcast station promotions

Software and equipment used:

1. Photoshop 5 and 6
2. Final Cut Pro video editing software
3. Microsoft Office 2000
4. Avid Xpress non-linear editing workstation
5. Premiere non-linear editing workstation
6. iTunes audio conversion
7. Location camera, audio and lighting techniques
8. Various types of video and audio equipment
9. PC and Mac computers

Even though the Internship Program requires 40 hours of training per week, 2 interns were offered compensation for 20 hours per week (part-time) at minimum wage. It was the responsibility of the intern to follow through with any correspondence required between the intern and the college instructors. Each Internship Program was a temporary position and each concluded at the end of the requirements setup by the University of Mary.

Second Initiative:

Management training. After the reinstatement of the EEO requirements on March 10, 2003, the management staff was notified and instructed on the importance of a broad reach for employment candidates, the use of documentation and recruitment forms for each vacancy, the need to avoid any possible discrimination issues, and the fact that all recruitment efforts will be documented and reported to the FCC. This instruction took place in April 2003 with information from the pamphlet “EEO Regulations for Broadcasters, A Primer on Current FCC Requirements” from Womble Carlyle & Rice, PLLC, February 2003 Edition. KNDX/KXND came into existence in the fall of 1999 and a majority of the staff was not familiar with the FCC procedures that were reinstated in March of 2003. It was decided that from the list of “Election of Supplemental Outreach Initiatives”, Management Training was one of the best suited, of the two required, to comply with the FCC requirements. EEO policy instruction has since been an ongoing process that has been revisited each time a job vacancy has occurred. It is the intent of the station to strive to comply with all EEO regulations and intentions. Management staff involved includes the GM, Operations Manager; General Sales Manager; Sales Manager-Bismarck, Sales Manager-Minot, and the Programming Manager.