



**EEO PUBLIC FILE REPORT FOR LICENSEE, KVIE, INC.**

**For the period commencing August 1, 2017 to July 31, 2018 (Report Term).**

**Prepared by KVIE, Inc.**

This report covers the following employment unit:

Call Sign	Facility ID No.	Type of Station	Community of Service
KVIE-DT	35855	DT (digital television)	Sacramento, CA

A. The following is a list of the job titles of all full-time positions filled during the Report Term, followed by all recruitment sources contacted for the position. The recruitment sources used by interviewees and the person(s) hired, if provided, are indicated.

**1. Production Assistant**

# of persons interviewed: 6; 1 hired for 1 position

(#) indicates recruitment source used by that many interviewees (6 of 6 interviewees indicated recruitment source)

\*indicates recruitment source used by person hired (1 person hired indicated recruitment source)

American Marketing Association of Sacramento Valley	Inter-Tribal Council of California
Asian Resources	KVIE Facebook
Association of Fundraising Professionals	KVIE Volunteers Database Email
California Black Chamber of Commerce	<b>KVIE Web* (4)</b>
California Broadcasters Association	Los Rios Community Colleges
California Hispanic Resource Council	Napa Valley College
California Indian Manpower Consortium	Sacramento Asian Pacific Chamber of Commerce
California State University, Sacramento	Sacramento Black Chamber of Commerce
<b>Employee Referral (1)</b>	Sacramento Chinese Community Service Center
Glassdoor.com	Sacramento Hispanic Chamber of Commerce
Greater Sacramento Urban League	University of California, Davis
Greater Sacramento Vietnamese American Chamber	University of the Pacific
Heald College School of Technology	
<b>Indeed.com (1)</b>	

**2. Membership Services Supervisor**

# of persons interviewed: 3; 1 hired for 1 position

(#) indicates recruitment source used by that many interviewees (3 of 3 interviewees indicated recruitment source)

\*indicates recruitment source used by person hired (1 person hired indicated recruitment source)

American Marketing Association of Sacramento Valley	Inter-Tribal Council of California
Asian Resources	KVIE Volunteers Database Email
Association of Fundraising Professionals	Los Rios Community Colleges
California Black Chamber of Commerce	<b>KVIE Web (1)</b>
California Broadcasters Association	Napa Valley College
California Hispanic Resource Council	Sacjobs.com
California Indian Manpower Consortium	Sacramento Asian Pacific Chamber of Commerce
Craigslist.org	Sacramento Black Chamber of Commerce
Glassdoor	Sacramento Chinese Community Service Center
Greater Sacramento Urban League	Sacramento Hispanic Chamber of Commerce
Greater Sacramento Vietnamese American Chamber	University of California, Davis
Heald College School of Technology	University of the Pacific
<b>Indeed.com* (2)</b>	

**3. Database Analyst & Coordinator**

# of persons interviewed: 4; 1 hired for 1 position

(#) indicates recruitment source used by that many interviewees (4 of 4 interviewees indicated recruitment source)

\*indicates recruitment source used by person hired (1 person hired indicated recruitment source)

American Marketing Association of Sacramento Valley	Inter-Tribal Council of California
Asian Resources	KVIE Facebook
Association of Fundraising Professionals	<b>KVIE Web (2)</b>
California Black Chamber of Commerce	Los Rios Community Colleges
California Broadcasters Association	Napa Valley College
California Hispanic Resource Council	Sacramento Asian Pacific Chamber of Commerce
California Indian Manpower Consortium	Sacramento Black Chamber of Commerce
California State University, Sacramento	Sacramento Chinese Community Service Center
<b>Glassdoor* (1)</b>	Sacramento Hispanic Chamber of Commerce
Greater Sacramento Urban League	Salesforce
Greater Sacramento Vietnamese American Chamber	University of California, Davis
Heald College School of Technology	University of the Pacific
<b>Indeed.com (1)</b>	



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**4. Receptionist**

# of persons interviewed: 3; 1 hired for 1 position

(#) indicates recruitment source used by that many interviewees (3 of 3 interviewees indicated recruitment source)

\*indicates recruitment source used by person hired (1 person hired indicated recruitment source)

American Marketing Association of Sacramento Valley	Inter-Tribal Council of California
Asian Resources	<b>KVIE Facebook* (1)</b>
Association of Fundraising Professionals	KVIE Volunteers Database Email
California Black Chamber of Commerce	KVIE Web
California Broadcasters Association	Los Rios Community Colleges
California Hispanic Resource Council	Napa Valley College
California Indian Manpower Consortium	Sacramento Asian Pacific Chamber of Commerce
<b>Employee Referral (1)</b>	Sacramento Black Chamber of Commerce
<b>Glassdoor (1)</b>	Sacramento Chinese Community Service Center
Greater Sacramento Urban League	Sacramento Hispanic Chamber of Commerce
Greater Sacramento Vietnamese American Chamber	University of California, Davis
Heald College School of Technology	University of the Pacific

B. There were 4 regular, full-time vacancies during the Report Term. The following lists each recruitment source that referred interviewees to KVIE and the number referred with contact information for sources used. All applicants are asked to designate the recruiting source.

Source	Sent Via	Contact	Source used by hired person(s)	Source used by interviewees
<b>American Marketing Association – Sacramento Valley</b>	Email	Phone: (800) 467-9867 Email: <a href="mailto:jobs@amasv.org">jobs@amasv.org</a> Web: <a href="http://www.amasv.org/">http://www.amasv.org/</a>		
<b>Asian Resources</b> 5709 Stockton Boulevard Sacramento, CA 95824-1613	Email	Email: <a href="mailto:chong@asianresources.org">chong@asianresources.org</a>		
<b>Association of Fundraising Professionals</b> 4300 Wilson Blvd, Suite 300 Arlington, VA 22203	Web	Phone: (703) 684-0410 Fax: (703) 684-0540 Email: <a href="mailto:jobs@afpnet.org">jobs@afpnet.org</a> Web: <a href="http://www.afpnet.org">www.afpnet.org</a>		
<b>California Black Chamber of Commerce</b> 2951 Sunrise Blvd Suite 175 Rancho Cordova, CA 95742	Email	Phone: (916) 463-0177 Fax: (916) 463-0190 Email: <a href="mailto:Asferrell@calbcc.org">Asferrell@calbcc.org</a> Web: <a href="http://www.calbcc.org/">http://www.calbcc.org/</a>		
<b>California Broadcasters Association</b> 915 "L" Street, Suite 1150 Sacramento, CA 95814	Email	Phone: (916) 444-2237 Email: <a href="mailto:cbaberry@aol.com">cbaberry@aol.com</a> Web: <a href="http://www.yourcba.com/">http://www.yourcba.com/</a>		
<b>California Hispanic Resource Council</b> 1006 4th Street, Suite 708 Sacramento, CA 95814	Email	Phone: (916) 451-7151 Email: <a href="mailto:salvadorchrc@yahoo.com">salvadorchrc@yahoo.com</a>		
<b>California Indian Manpower Consortium</b> 738 N. Market Blvd. Sacramento, CA 95834	Email	Phone: (916) 920-0285 Fax: (916) 641-6338 Email: <a href="mailto:hainanus@cimcinc.com">hainanus@cimcinc.com</a> Web: <a href="http://www.cimcinc.org/">http://www.cimcinc.org/</a>		
<b>California State University, Sacramento</b> 6000 J Street Sacramento, CA 95819	Web	Online posting <a href="http://www.csus.edu/careercenter/index.stm">http://www.csus.edu/careercenter/index.stm</a>		
<b>Career Fair Spotlight on Nonprofits</b> University of Pacific – April 11, 2018 Career Resource Center - Hand Hall	Person	In person at UOP		



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University of the Pacific 3601 Pacific Avenue Stockton, CA 95211				
<b>Career Fair</b> University of Pacific – September 26, 2017 Career Resource Center - Hand Hall University of the Pacific 3601 Pacific Avenue Stockton, CA 95211	Person	In person at UOP		
<b>Craigslist.org</b>	Web	online posting only <a href="http://www.craigslist.org">www.craigslist.org</a>		
<b>Employee Referral</b>	N/A	Rose Froling Email: <a href="mailto:careers@kvie.org">careers@kvie.org</a> Web: <a href="http://www.kvie.org">www.kvie.org</a>		2
<b>Glassdoor.com</b> 100 Shoreline Highway Building A Mill Valley, CA 94941-3645 1-415-339-9105	Web	Web: <a href="https://www.glassdoor.com">https://www.glassdoor.com</a>	1	2
<b>Greater Sacramento Urban League</b> 3725 Marysville Blvd. Sacramento, CA 95838	Email	Phone: (916) 286-8600 Email: <a href="mailto:info@gsul.org">info@gsul.org</a> Web: <a href="http://www.gsul.org">www.gsul.org</a>		
<b>Greater Sacramento Vietnamese American Chamber</b> <a href="http://www.gsvacc.org/">http://www.gsvacc.org/</a>	Email	Email: <a href="mailto:info@GSVACC.org">info@GSVACC.org</a> Web: <a href="http://www.gsvacc.org/">http://www.gsvacc.org/</a>		
<b>Heald College – School of Technology</b> 7 Sierra Gate Plaza Roseville, CA 95678-6602	Email	Phone: (916) 789-8600 Email: <a href="mailto:Courtney_Bettencourt@heald.edu">Courtney_Bettencourt@heald.edu</a> Web: <a href="http://www.heald.edu/">http://www.heald.edu/</a>		
<b>Indeed.com</b>	Web	Web: <a href="http://www.indeed.com/">http://www.indeed.com/</a>	1	4
<b>Inter-Tribal Council of California</b> 3425 Arden Way Sacramento, CA 95825	Email	Phone: (916) 973-9581 Fax: (916) 973-0117 Email: <a href="mailto:larryb@itccinc.org">larryb@itccinc.org</a> Web: <a href="http://www.itccinc.org">www.itccinc.org</a>		
<b>KVIE Facebook</b>	Web	Rose Froling Web: <a href="http://www.facebook.com/KVIEPBS?v=photos#!/KVIEPBS">http://www.facebook.com/KVIEPBS?v=photos#!/KVIEPBS</a>	1	1
<b>KVIE Volunteers Database Email</b>	Email	KVIE Fundraising Events Department Volunteer Email Distribution List		
<b>KVIE Website</b>	Email	Rose Froling Web: <a href="http://www.kvie.org">www.kvie.org</a>	1	7



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<b>LinkedIn</b> <a href="http://www.linkedin.com">http://www.linkedin.com</a>	Web	Web: <a href="http://www.linkedin.com">http://www.linkedin.com</a>		
<b>Los Rios Community Colleges (All Campuses)</b> 1919 Spanos Court Sacramento, CA 95825	Email	Phone: (916) 568-3112 Email: <a href="mailto:delgadn@crc.losrios.edu">delgadn@crc.losrios.edu</a> Web: <a href="http://www.losrios.edu/">http://www.losrios.edu/</a>		
<b>Napa Valley College</b> 2277 Napa-Vallejo Highway Napa, CA 94558	Email	Email: <a href="mailto:Lai.Saechao@napavalley.edu">Lai.Saechao@napavalley.edu</a>		
<b>Sacramento Asian Pacific Chamber of Commerce</b> 2012 H St # 202 Sacramento, CA 95811	Email	Phone: (916) 446-7883 Email: <a href="mailto:info@sacasiancc.org">info@sacasiancc.org</a> Web: <a href="http://www.sacasiancc.org/">http://www.sacasiancc.org/</a>		
<b>Sacramento Black Chamber of Commerce</b> 5770 Freeport Blvd, Suite 44 Sacramento, CA 95822	Email	Phone: (916) 231-0416 Fax: (916) 706-0477 Email: <a href="mailto:lbuchanan@sacblackchamber.org">lbuchanan@sacblackchamber.org</a> Web: <a href="http://www.sacblackchamber.org/">http://www.sacblackchamber.org/</a>		
<b>Sacramento Chinese Community Service Center</b> 420 I Street, Suite 5 Sacramento, CA 95814	Email	Phone: (916) 442-4228 Fax: (916) 442-4281 Email: <a href="mailto:nai@sccsc.org">nai@sccsc.org</a> Web: <a href="http://www.sccsc.org/">http://www.sccsc.org/</a>		
<b>Sacramento Hispanic Chamber of Commerce</b> 1491 River Park Drive Sacramento, CA 95815-4512	Email	Phone: (916) 486-7700 Email: <a href="mailto:ruby@sachcc.org">ruby@sachcc.org</a> Web: <a href="http://www.sachcc.org/">http://www.sachcc.org/</a>		
<b>Salesforce.com</b> The Landmark @ One Market Suite 300 San Francisco, CA 94105 1-415-901-7000	Web	Web: <a href="https://www.salesforce.com">https://www.salesforce.com</a>		
<b>University of California, Davis</b> 1 Shields Avenue Davis, CA 95616	Web	Web: <a href="https://iccweb.ucdavis.edu/students/ajl.htm">https://iccweb.ucdavis.edu/students/ajl.htm</a>		
<b>University of the Pacific</b> 3601 Pacific Avenue Stockton, California 95211	Web	Phone: (209) 946-2285 Web: <a href="http://www.pacific.edu/Campus-Life/Student-Services/Career-Resource-Center.html">http://www.pacific.edu/Campus-Life/Student-Services/Career-Resource-Center.html</a>		



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For the period commencing August 1, 2017 to July 31, 2018 (Report Term).

Prepared by KVIE, Inc.

### Exhibit 3

This report covers the following employment unit:

Call Sign	Facility ID No.	Type of Station	Community of Service
KVIE-DT	35855	DT (digital television)	Sacramento, CA

### During the Report Term, KVIE, Inc. engaged in the following long-term recruitment initiatives:

- Job Fairs:** During the reporting period, KVIE’s recruitment representatives attended two job fairs at: University of Pacific: Spotlight on Nonprofits, April 11, 2018 and University of Pacific: Fall Career Fair, Sep 26, 2017.
- Diverse Recruitment Posting:** For every fulltime vacancy that KVIE recruits for, job postings are sent to various community groups and job banks that represent a diverse population.
- Internship Program:** KVIE continues to develop a comprehensive internship program and has established more productive relationships with local colleges/universities. During the reporting period, KVIE employed two paid internships in the Marketing and Production departments. Past internships have also been available in the Fundraising Events, Finance, and Education. Most interns are students attending local universities and colleges including: University of California, Davis; California State University, Sacramento; and Los Rios Community Colleges.
- Volunteer Program:** KVIE offers diverse opportunities to the community for volunteer work in a broadcast and general office setting. As a result, volunteers receive training in many aspects of broadcast television and general administrative and outreach tasks they might not easily access otherwise.
- Training Programs:** KVIE encourages employees to attend at least one training seminar each year within their specific job duties to improve their skills and help them qualify for a higher-level position and keep current with industry and job standards. Additionally, KVIE provides at least one mandatory all-staff training session each year. During the reporting period, all employees received safety training and managers received harassment and discrimination prevention training. All employees are technically trained in various aspects of pledge production outside of their typical job functions such as: audio board, camera, on-air talent, technical direction, and teleprompter. KVIE encourages staff to job shadow other KVIE colleagues.
- Dissemination of EEO Policy:** The public, including all applicants and employees have access to the station’s EEO policy on its website. In addition, all job postings include the EEO policy when distributed during recruitment. All senior managers received harassment and discrimination prevention training. All hiring managers are trained by Human Resources to ensure equal employment opportunities are practiced during recruitment.
- Listing of Upper-Level Positions in Diverse Job Bank:** KVIE posts positions, including upper-level positions, with diverse organizations that have substantial participation by women or minorities. For every fulltime vacancy that KVIE recruits for, job postings are sent to various community groups and job banks that represent a diverse population.
- Recruitment/Interview:** All hiring managers are trained by Human Resources to ensure equal employment opportunities are practiced during recruitment. Upon the beginning of the interview process, Human Resources meets with hiring manager to discuss standardized questions. The Director of Human Resources ensures EEO requirements and standards are met.