December 1, 2024 - November 30, 2025 **Reporting Period:** 

Stations Included in Report: KTVH

#### **I. List of Recruitment Sources**

(including the number of interviewees referred during the reporting period)
\* An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies.

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewee
					Referred
Common S		T	Г		
C1	Employee Referral				1
C2	Internal Candidate / WorkLife				1
C3	Scripps.com	312 Walnut St Ste 2800 Cincinnati, OH 45202			7
C5	Google	1600 Amphitheatre Pkwy Mountain View, CA 94043	www.google.com	650-253-60 00	2
C69	Yahoo	701 First Avenue Sunnyvale, CA 94089	www.yahoo.com		
C97	LinkedIn	2029 Stierlin Court Mountain View, CA 94043	www.linkedin.com		15
C130	Face-to-face Networking				5
C131	Agency/Search Firm				
C134	Indeed	6433 Champion Grandview Way Building 1 Austin, TX 78750	www.indeed.com		7
C170	Local_Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C171	Compliance_HireAHero	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C172	Compliance_JOFDAV	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C173	Compliance_recruitABILITY	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C174	Compliance_USDiversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C181	TVJobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	1
C198	Hire a Hero	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	

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C199	Military1	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C200	JOFDAV	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C201	Glass Door	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C202	JuJu	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C203	JobInventory.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C204	CareerAlerts.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C205	Employment Crossings	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C206	Jobs Trovit	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C207	EARN	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C208	US Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C209	African American Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C210	African American Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C211	Asian Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C212	Asian Workforce	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66

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C213	Asian Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C214	Disability Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C215	Disability Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C216	USD Veterans	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C217	Veteran Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C218	Veteran Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C219	USD Disabled Vets	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C220	Gay Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C221	Gay Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C222	Hispanic Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C223	USD Hispanic Workforce	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C224	Hispanic Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C225	Native American Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C226	American Indian Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66

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C227	Senior Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C228	Senior Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C229	USD Working Women	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C230	Womans Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C231	Womens Jobs	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C232	US Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C233	US Diversity	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C234	RecruitABILITY	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C235	LinkedIn	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C236	Kimble Group	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C237	David Careers	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C238	Jobcase	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1875	Anaconda Job Service Workforce Center 307 East Park Street (mgollinger@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1876	Anaconda Job Service Workforce Center - Anaconda, MT 59711 - 307 East Park Street (Anacondajsc@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66

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C1877	Butte Job Service Workforce Center 2201 White Boulevard (ButteJSC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1878	Butte Job Service Workforce Center 2201 White Boulevard (ButteJSC@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1879	Helena Job Service Workforce Center - Jennifer Prez-Cole - PO Box 200801 (sdye@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1880	Montana Vocational Rehabilitation 111 North Sanders [PO Box 4210 (vrinfo@mt.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1881	VA Montana Healthcare System 3687 Veterans Drive-PO Box 1500 (lee.wilkins@va.gov)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1906	EARN	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C1912	USAA/RecruitMilitary	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2388	Facebook	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2389	Veterans Families United	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2390	Illinios Job Link	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2391	Pennsylvania Department of Military and Veterans Affairs (DMVA)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2392	Job Accomodation Network (JAN)	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2393	bestJOBSusa	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2394	Jobble	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66

		EEO PUBLIC FILE REPORT		
C2395	MASSHIRE JobQuest	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2396	Facebook	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2397	CareerOneStop	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2398	Ziprecruiter	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2399	Jobtome	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2400	EmployGeorgia	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2401	New York State JobZone	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2402	IHire.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2403	Kentucy Career Center	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2404	Petersons.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2405	Greater St. Cloud JobSpot	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2406	IllinoisJobLink.com	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2407	Job Center of Wisconsin	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66
C2408	Source America	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66

	EEO PUBLIC FILE REPORT				
C2409	Texas Workforce Commission	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C2410	Simply Hired	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
C2424	Military.com	8280 Greensboro Drive Suite 900 McLean, VA 22102	Allan Schilkraut allan.schilkraut@monste r.com https://www.military.co m/	212-548-83 95	
C3135	US_Diversity_Network	eQuest job board aggregator	Seth Handler eQuest Enterprise Account Executive seth.handler@equest.co m	925-786-90 66	
Local Sour	ces				
L2	Helena Area Chamber of Commerce Website	225 N Cruse Ave., STE A Helena, MT 59601	Taylor Nickovich info@helenachamber.co m	406-442-41 20	
L3	YWCA Helena	501 N Park Ave PO Box 518 Helena, MT 59624	Denise King denise@ywcahelena.org www.ywcahelena.org	406-634-34 87	
L5	Handshake	660 4th St #113 San Francisco, CA 94104	https://app.joinhandshak e.com		
Total Number of Interviewees Referred: 39					

### II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Account Exec, Local [JR034342]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C170, C172, C173, C174, C181, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410, C2424, C3135, L2, L5	Code Number: C97 Start Date: 2025-03-17
Account Exec, Local [JR034630]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C2424	Code Number: C3 Start Date: 2025-03-17
Local Sales Manager [JR034603]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C181, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410, C2424, C3135	Code Number: C3 Start Date: 2025-03-10
MT-Anchor [JR034883]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C181, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410, C2424, C3135, L2, L3, L5	Code Number: C97 Start Date: 2025-05-19
Multimedia Journalist [JR034882]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C181, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410, C2424, C3135, L2, L3, L5	Code Number: C3 Start Date: 2025-08-04

### II. Full-Time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy [by code number]	Recruitment Source for Person Hired [by code number]
Sales Support Asst II [JR034315]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C170, C171, C172, C173, C174, C181, C198, C199, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410, C2424, L2, L5	Code Number: C97 Start Date: 2025-03-03
Sr Producer [JR035041]	C1, C2, C3, C5, C69, C97, C130, C131, C134, C181, C200, C201, C202, C203, C204, C205, C206, C207, C208, C209, C210, C211, C212, C213, C214, C215, C216, C217, C218, C219, C220, C221, C222, C223, C224, C225, C226, C227, C228, C229, C230, C231, C232, C233, C234, C235, C236, C237, C238, C1875, C1876, C1877, C1878, C1879, C1880, C1881, C1906, C1912, C2388, C2389, C2390, C2391, C2392, C2393, C2394, C2395, C2396, C2397, C2398, C2399, C2400, C2401, C2402, C2403, C2404, C2405, C2406, C2407, C2408, C2409, C2410, C2424, C3135, L2, L5	Code Number: C5 Start Date: 2025-10-06

# III. Non-Vacancy Specific Recruitment Efforts During Reporting

Participate in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.	2/25/25 - KTVH's News Director and Director of Sales attended the Carroll College annual career and graduate school fair. The career fair brings organizations and qualified candidates together for the purposes of recruitment and networking.
Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.	5/2025 - 7/2025: KTVH offered a news internship with a predetermined length of employment. The selected participant learned to shoot, write, and edit stories with content appearing on the news. Mentored by News Director, as well as other members of the newsroom with potential to hire upon graduation.
Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.	Scripps has partnered with Google to offer free Google Career Certificate programs in Project Management, Google UX Design, Google IT Support, and Google Data Analytics.
	Newsroom Upskilling courses, offered through LinkedIn Learning, helps employees in the newsroom develop and expand their skillset as a multimedia journalist. The self-directed series of courses cover 13 areas of proficiency necessary to develop in their current role and to further them in their career goals within the organization and industry. Scripps employees are offered LinkedIn Learning Licenses to continue their professional development. The platform allows employees to learn at their own pace. An employee can receive recommendations for content, or self-select from over 10,000 courses in categories such as business, technology, and creative areas.
Establishment of a mentoring program for station personnel.	5/15/25 - 9/30/25: Sponsored by the Scripps Women's Network group - The 3rd year of the "Women's Mentoring Circles" program offers participants at all career levels an opportunity to network bi-weekly with women in leadership across Scripps, as well as the opportunity to learn from mentors and fellow circle members. The 2025 Theme is "Well-Being in the Workplace: Mentoring Circles for the Mind, Body, and Success" and each session is dedicated to exploring different facets of the theme. The mission of the Scripps Women's Network is to offer programs that build connections across the company, provide both professional and personal development, and contribute to the growth of our company's competitive edge.

#### III. Non-Vacancy Specific Recruitment Efforts During Reporting

Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

4/03/2025 - Carroll College and KTVH setup a station visit, where 35 students in the senior level marketing class attended the presentation to explore how broadcast stations operate. After the presentation, students were then divided up into smaller groups where they received a station tour from the Director of Sales. Students were able to explore the station, getting a behind-the-scenes look at operations and how different aspects of new production works; like the teleprompter, studio cameras, weather and greenscreens.

10/21/25 - Statewide News Director, KPAX News Director, and KTVH News Director spoke with roughly 33 journalism students enrolled in an Ethics and Trends in News Media class at University of Montana School of Journalism.

10/22/25 - Statewide News Director and KTVH's News Director conducted a visit to Washington State University to speak with (3) junior and senior level college classes. They also attended the Murrow News 8 Newscast and meet with students afterward in a 1:1 format for conversations around employment opportunities.

11/21/25 - Helena Christian School brought in KTVH's News Director for an interactive presentation on life skills that a news reporter must have in order to be successful. The speaking opportunity included handouts and a pop quiz on information the News Director presented.

Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting.

9/03/25 - KTVH's Chief Meteorologist connected with the community at the Lewis & Clark - Helena Library to allow attendees to learn and listen, to discuss the work that he does and to talk about climate change.

# III. Non-Vacancy Specific Recruitment Efforts During Reporting

	10/8/25 - The two-day 2025 Ignite Conference put on by the Montana Chapter of the Public Relations Society of America brought together Montana's top communications, marketing, and PR professionals from across Montana and the northwest. KTVH's News Director was featured in the dynamic lineup of guest speakers and local talent from Montana offering insights on leadership, the future of marketing communications, influencer marketing, and more. Attendees had the opportunity to mingle with fellow marketing and communications professionals while participating in sessions, networking opportunities, and the chance to ignite their passion for marketing and various types of communications. The panel discussed broadcast insights on what makes stories newsworthy, how to build stronger media relationships, and how journalism continues to evolve in the digital age!
Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Series of Manager specific courses completed by those in leadership roles at KTVH. Trainings include Harassment Prevention for US Managers, EEO and Lawful Hiring, Promoting Respect in the Workplace, Effective Decision Making, and Leading Effectively through Accountability and Development (LEAD Training).
Participation in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.	8/14/25 - Big Brothers Big Sisters had a program match take part in a guided station tour with KTVH's Chief Meteorologist. The participant had a chance to learn about the weather wall, stand behind the news desk, and spend time in the control room.