

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2015 to May 31, 2016

1) **Employment Unit:** CBS Corporation

2) **Unit Members (Stations and Communities of License):** WJZ-TV, Baltimore

3) **EEO Contact Information for Unit Member:**

Mailing Address:  3725 Malden Avenue Baltimore, Maryland 21211	Telephone Number: (410) 466-0013
	Contact Person: Jay Newman
	E-mail Address: <a href="mailto:jnewman@wjz.com">jnewman@wjz.com</a>

4) **List all Full-Time Job Vacancies (identified by Job Title) Filled by Each Station in the Employment Unit.**

**SEE MASTER RECRUITMENT SOURCE LIST FOR RECRUITMENT DATA**

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
News Technician (2 Positions)	Posted-All Sources # 1- #27 Excluded: # 28-34	# 28 (Both Positions)
Producer	Posted-All Sources # 1- #27 Excluded: # 28-34	# 1
Maintenance Technician	Posted-All Sources # 1- #27 Excluded: # 28-34	# 3
Assignment Editor	Posted-All Sources # 1- #27 Excluded: # 28-34	# 28
Reporter	Posted-All Sources # 1- #27 Excluded: # 28-34	# 4
Producer (2 Positions)	Posted-All Sources # 1- #27 Excluded: # 28-34	# 1 and # 28
Account Executive	Posted-All Sources # 1- #27 Excluded: # 28-34	# 28

<b>Job Title</b>	<b>Recruitment Source Notified of Job Vacancy</b>	<b>Recruitment Source of Hiree</b>
<b>Sales Assistant</b>	<b>Posted-All Sources # 1- #27 Excluded: # 28-34</b>	<b>Twitter</b>
<b>Producer</b>	<b>Posted-All Sources # 1- #27 Excluded: # 28-34</b>	<b># 28</b>
<b>Web Content Manager</b>	<b>Posted-All Sources # 1- #27 Excluded: # 28-34</b>	<b># 28</b>
<b>I.T. Technician</b>	<b>Posted-All Sources # 1- #27 Excluded: # 28-34</b>	<b># 34</b>

5.) Master List of Recruitment Sources for the reporting period of 06/01/15 through 05/31/16

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
1	Avature System <b>*CBS Applicant System-CBS Career Site</b>	Post all job openings on the System-Applicants search site for openings	<a href="http://cbcorporation.jobs/jobs/">http://cbcorporation.jobs/jobs/</a>	n/a	n/a	15
2	Direct Employers Posts to over 100 organizations and over 500 colleges	Posted off Job Postings in the Avature System	Direct Employers Main Address: 9002 N. Purdue Road Suite 100 Indianapolis, IN 46268 <a href="http://www.DirectEmployers.org">http://www.DirectEmployers.org</a>	(866) 268-6206	n/a	
3	WJZ Internal Posting Board	Post on Job Board on the 1st Level	3725 Malden Avenue Baltimore, MD 21211	(410) 466-0013	n/a	
4	Broadcast Employment Service tvjobs.com	Post on <a href="http://www.tvjobs.com">www.tvjobs.com</a>	P.O. Box 4116 Oceanside, CA 92052	(800) 237-8073	No	3
5	Medialine	Post on: <a href="http://www.medialine.com">www.medialine.com</a> Mark Shilstone	P.O. Box 51909 Pacific Grove, CA 93950	(800) 237-8073	No	
6	Veterans Administration	Send Posting via email to <a href="mailto:Everette.addington@va.gov">Everette.addington@va.gov</a>  Everette Addington	31 Hopkins Plaza Baltimore, MD 21201	(410) 230-4538	Yes	

<b>Job Code #:</b>	<b>i) Name of Organization Notified of Job Vacancy</b>	<b>Contact Person:</b>	<b>Address:</b>	<b>Phone Number:</b>	<b>Did Recruitment Source Request Notification? (Yes or No)</b>	<b># of Interviewees Referred</b>
7	<b>MD/DC/DEL Broadcasters Association</b>  <b>Maryland/DC/Delaware</b>	<b>Email Posting to:</b> <a href="mailto:info@mdcdbroadcasters.com">info@mdcdbroadcasters.com</a>	<b>106 Old Court Road</b> <b>Baltimore, MD 21208</b>	<b>(410)</b> <b>653-4122</b>	<b>Yes</b>	
8	<b>Pennsylvania Association of Broadcasters</b>	<b>Post on their site:</b> <a href="http://www.pab.org">www.pab.org</a>	<b>8501 Paxton Street</b> <b>Hummelstown, PA</b> <b>17036</b>	<b>(717)</b> <b>482-4820</b>	<b>Yes</b>	
9	<b>The Leadership Institute in Virginia</b>	<b>Email:</b> <a href="mailto:emiller@leadershipinstitute.org">emiller@leadershipinstitute.org</a>	<b>P.O. Box 41390</b> <b>Arlington, VA 22204</b>	<b>(703)</b> <b>647-3344</b>	<b>Yes</b>	
10	<b>Maryland New Directions</b>	<b>Mail Postings</b>	<b>2700 N. Charles Street Suite 200</b> <b>Baltimore, MD 21218</b>	<b>(410)</b> <b>653-4122</b>	<b>Yes</b>	
11	<b>Baltimore City NAACP</b>	<b>Mail Postings</b>	<b>8 West 26th Street</b> <b>Baltimore, MD 21218</b>	<b>(410)</b> <b>366-3300</b>	<b>Yes</b>	
12	<b>Anne Arundel County NAACP</b>	<b>Mail Postings</b>	<b>P.O. Box 6210</b> <b>Annapolis, MD 21401</b>	<b>(410)</b> <b>974-6317</b>	<b>Yes</b>	
13	<b>Mayor's Office of Employment Development</b>	<b>Mail Postings</b>	<b>100 West 23rd Street</b> <b>3rd Floor</b> <b>Baltimore, MD 21218</b>	<b>(410)</b> <b>396-3009</b>	<b>Yes</b>	
14	<b>Paul's Place</b>	<b>Email postings to Barbara Craig</b> <a href="mailto:bcraig37@gmail.com">bcraig37@gmail.com</a>	<b>1118 Ward Street</b> <b>Baltimore, MD 21230</b>	<b>(410)</b> <b>625-0775</b>	<b>Yes</b>	
15	<b>The Emma Bowen Foundation for Minority Interest in Media</b>	<b>Mail Postings Attn: Sandra Rice</b>	<b>524 West 57th Street</b> <b>New York, NY 10019</b>	<b>(212)</b> <b>975-2545</b>	<b>Yes</b>	

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
16	Federation of Hispanic Organization-Baltimore Chapter	Email Postings to <a href="mailto:Marcoap1@verizon.net">Marcoap1@verizon.net</a> Marco Pineyro	P.O. Box 25915 Baltimore, MD 21224	(410) 931-1640	Yes	
17	Coppin State University	Fax Postings: (410) 951-3920	2553 West North Ave. Baltimore, MD 21216	(410) 951-4188	Yes	
18	Goucher College	Post on: <a href="http://www.goucher.edu/recruit">www.goucher.edu/recruit</a>	1021 Dulaney Valley Rd. Towson, MD 21204	(410) 337-6191	Yes	
19	Howard University	Post on: <a href="https://howard-csm.symplicity.com/employers">https://howard-csm.symplicity.com/employers</a>	525 Bryant Street NW Washington, DC 20059	(202) 806-5806	Yes	
20	Loyola College	Fax Postings to Career Center (410) 617-5125	4501 N. Charles Street Baltimore, MD 21210	(800) 221-9107	Yes	
21	Morehead State University	Post on: <a href="http://morehead-csm.symplicity.com/employers">http://morehead-csm.symplicity.com/employers</a>	150 University Blvd. Morehead, KY 40351	(606) 783-2221	Yes	
22	Morgan State University	Email Posting: <a href="mailto:william.carson@morgan.edu">william.carson@morgan.edu</a> William Carson	1700 E. Cold Spring Lane Baltimore, MD 21251	(443) 885-3349	Yes	
23	Stevenson University	Email Posting: <a href="mailto:svo하라@Stevenson.edu">svo하라@Stevenson.edu</a>	1525 Greenspring Valley Road Stevenson, MD 21153	(887) 468-6852	Yes	

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
24	Towson University	Post on: <a href="http://www.towson.edu/careercenter">www.towson.edu/careercenter</a>	8000 York Road Towson, MD 21252	(410) 704-2000	Yes	
25	University of Baltimore	Post on: <a href="http://www.ubalt.edu/careercenter">www.ubalt.edu/careercenter</a>	1420 N. Charles Street Baltimore, MD 21201	(410) 837-5440	No	
26	University of Maryland	Post on: <a href="https://umd-csm.symplicity.com/employers/">https://umd-csm.symplicity.com/employers/</a>	3100 Hornbake Library College Park, MD 20742	(301) 314-7225	Yes	
27	The Community College of Baltimore County- CCBC Essex Campus	Email Posting: <a href="mailto:NNIX@ccbsmd.edu">NNIX@ccbsmd.edu</a> Dr. Zelda Nix-McCray	7201 Rossville Blvd. Baltimore, MD 21237	(443) 840-2222	Yes	
28	Employee Referral	WJZ Employees- Past & Present	Various Stations		n/a	14
29	Direct Sourcing	Contacted by CBS Recruiter/Staff	Various Stations		n/a	2
30	Current CBS Employee	Works for CBS- not a WJZ employee	Various Stations		n/a	1
31	Talent Agent	Agent makes first contact with station	Various Agencies		n/a	2
32	Non-CBS Employee Referral	Was told about the job from someone who does not work for CBS			n/a	1

<b>Job Code #:</b>	<b>i) Name of Organization Notified of Job Vacancy</b>	<b>Contact Person:</b>	<b>Address:</b>	<b>Phone Number:</b>	<b>Did Recruitment Source Request Notification? (Yes or No)</b>	<b># of Interviewees Referred</b>
33	NABJ Career Fair	Heard about job at the NABJ Career Fair	Career Fair held in Missouri in August 2015	(301) 405-0248	n/a	1
34	Indeed.com	Did not Post on this website but listed as source by the applicant	Unknown	(203) 328-2691	n/a	11

**Total # of Interviewee referred by Source**

<b>53</b>
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**\* CBS Avature/Applicant System includes posting on the following sites:**

1. CBS Television Stations Career Site
2. CBS Television Network Career Site
3. CBS News Career Site
4. Corporate Career Site for CBS
5. CBS Interactive Career Site
6. CBS Sports Network Career Site
7. CBS Radio Career Site

**6) Hiree Recruitment Source Summary.** List the Recruitment Source that referred the Hiree for each full-time vacancy during the proceeding year.

*See Pages One (1) and Two (2) - Column 3*

**7) Total # of Interviewees Referred by Each Source:** For the period from **June 1, 2015** to **May 31, 2016**. This Employment Unit interviewed **53** Interviewees for full time job vacancies. These Interviewees were referred by the following sources:

*See Pages Three (3) through Seven (7) - Column 7*

Extra Sources not listed above: **Station did not post on these sites but were listed as source**

- |                    |                            |
|--------------------|----------------------------|
| <b>1. Twitter</b>  | <b>One (1) Interviewee</b> |
| <b>2. LinkedIn</b> | <b>One (1) Interviewee</b> |
| <b>3. Poynter</b>  | <b>One (1) Interviewee</b> |



**8) Supplemental Recruitment Measures.** List and briefly describe the Supplemental Recruitment Measures Undertaken during the proceeding twelve (12) months for the following four (4) recruitment activities.

(a) **Job Fairs.** (Each employment unit must host or co-sponsor one job fair OR participate in at least four job fairs.)

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. <b>The National Association of Black Journalists Annual Convention</b> Minneapolis, Minnesota August 5, 2015- August 9, 2015	August 5, 2015 through August 9, 2015	<b>Marcus Washington- Anchor/Reporter</b>  Attended 08/06/15, 08/07/15, 08/08/15 and 08/09/15
2. <b>University of Maryland Phillip Merrill College of Journalism</b> Career Fair & Internship Fair Talked to Communication/Journalism students about Internship Opportunities	October 19, 2015	<b>Kathy Mitzel- HR</b> Representative <b>Susan Otradovec- Public</b> Affairs Director

(b) **Internship** (Each employment unit must establish an internship program.)

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>1. <b>WJZ Internship Program</b> WJZ has an internal internship program where we sponsor participants for Fall, Spring and Summer Semesters</p> <p>Internships available in News, Creative Services and Sports</p>	<p>On-Going</p>	<p>Human Resources Department Screens applications to make sure they meet the company requirements and then forwards qualified applicants to Department Representatives. The Department interviews and selects the candidates.</p>
<p>2. <b>CBS Apprenticeship Program</b> News Apprentice Six Month Program</p> <p><b>Last Program ran:</b> 06/30/15 through 12/31/15</p>	<p>On-Going  (when approved)</p>	<p><b>Gail Bending-</b> News Director <b>Tanya Black-</b> Assignment Manager</p>

**Participation in Events** (Each employment unit must participate in at least four events relating to career opportunities in broadcasting sponsored by educational institutions.)

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
* Young Children’s Filmmaker Camp	06/25/15	<b>Susan Otradovec</b>
* ARC (disabled and adults)	06/29/15	Public Affairs
* Camp Fun-tastic- Summer Camp	06/30/15	Various talent throughout
* Bridges Summer Camp	07/09/15	Tour of station.
* Creative Alternative Summer Program	07/16/15	
* Root Branch Tour	07/21/15	Discuss the different jobs at a
* Girl Scout Tour	08/05/15	TV station
* Arrow School	08/06/15	
* Girl Scout Tour	08/20/15	End of tour- the organizations
* University of Maryland Career Fair	10/19/15	get to watch the noon newscast
* Mays Chapel Elementary School	10/22/15	
* Broadcast Institute of Maryland	10/27/15	
* Friendship Academy	10/29/15	
* Towson University	11/05/15	
* Christiana Homeschool Academy	11/10/15	
* Notre Dame Maryland University	11/16/15	
* Linwood Center (Autism)	12/15/15	
* Trinity School	12/21/15	
* Our Lady of Mt. Carmel	12/28/15	
* Boy Scouts	12/29/15	
* St. Joseph School	02/10/16	
* Chesapeake High School	02/23/16	
* Arrow School	03/01/16	
* St. Joseph School	03/02/16	
* Community College of Baltimore County	03/22/16	
* Dundalk Elementary	04/19/16	
* Goucher College	04/27/16	
* Notre Dame Maryland University	05/02/16	
* Leith Walk Elementary School	05/09/16	
* Leith Walk Elementary School	05/10/16	
* Leith Walk Elementary School	05/11/16	
* Leith Walk Elementary School	05/17/16	
* Leith Walk Elementary School	05/18/16	
* Orioles/WJZ Field Trip Weather Day	05/19/16	
* Perry Hall Middle School- Special Ed	05/23/16	
* North West Middle School	05/24/16	

2. <b>Police Media Relations Training Class</b> Maryland Police & Correctional Training Academy. How to deal with Media during press conferences.	07/07/15	<b>Mike Schuh-</b> Reporter Panelist
3. <b>Morgan State University</b> Media Class @ Reporting	08/27/15	<b>Christie Iletto-</b> Reporter Guest Speaker
4. <b>Garrison Forrest School</b> Power of Women Speakers Series	10/06/15	<b>Denise Koch-</b> Anchor Moderator
5. <b>Baltimore Public Relations Council</b> Networking/ Panel Discussion about Media and PR	10/20/15	<b>Susan Otradovec-</b> PR Manager <b>Tanya Black-</b> Managing Editor <b>Sonia Dasgupta-</b> Web Manager Panel Participants
6. <b>Towson University Media Class</b>	10/22/15	<b>Mark Viviano-</b> Sports Anchor Guest Speaker
7. <b>Harford Community College</b> Communications/Media Class	11/17/15	<b>Kristy Breslin-</b> Traffic Reporter Speaker
8. <b>Govans Elementary School Career Day</b> American Education Week Discussed his Anchor/Reporter job	11/18/15	<b>Marcus Washington-</b> <b>Anchor/Reporter</b> Speaker
9. <b>Randallstown Elementary School Leadership/Mentoring Program</b> "Boys in the Good"  Discuss the importance of dressing professionally on the job, being leaders and making positive choices.  Boys Grades 3 through 5	01/21/16	<b>Vic Carter-</b> Anchor Speaker/Mentor
10. <b>WJZ's Annual Black History Oratory Competition</b>  Competition for High School Students How to write and present a chosen topic in public.  Reginald F. Lewis Museum	02/14/16	<b>Marcus Washington-</b> <b>Anchor/Reporter</b> Emcee

11. <b>Mercy High School Career Day</b> Freshman Class through Seniors	03/16/16	<b>Kristy Breslin</b> -Traffic Reporter Speaker
12. <b>Scotts Branch Elementary School</b> <i>Pastries with Pops</i> Importance of male involvement in their children's lives and the influence on their education and life	03/18/16	<b>Marcus Washington</b> - <b>Anchor/Reporter</b> Speaker
13. <b>Brock Bridge Elementary School</b> Career Day- discussed his anchor job	04/18/16	<b>Vic Carter</b> - Anchor Speaker
14. <b>National Association of Black Journalists- NABJ</b> Morgan State University	04/30/16	<b>Vic Carter</b> - Anchor Keynote Speaker
15. <b>Orioles Weather Day</b> Baltimore City Schools/Students invited before game to learn about the weather with the WJZ Weather Team	05/19/16	<b>Tim Williams</b> - Meteorologist <b>Chelsea Ingram</b> - Meteorologist <b>Bob Turk</b> - Weather Anchor

(c) **Training Management Personnel.** (Each Employment Unit must train management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.)

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
1. Compliance Training covering Non-discrimination and Anti-Harassment and Company Business Conduct Statement- Business Conduct is completed every two years for existing employees and also new hires. Business Conduct Training was conducted July/August 2014 for FT employees.	All New Hires & existing employees as requested or needed (updates/changes)	CBS on-line training completed by all new hires and existing employees when there are updates and/or requested
2. FCC Training	New Hires and all employees responsible for putting news on air	CBS on-line training completed by the certain employees required and refreshers as requested.
3. New Hire Orientation	All FT New Hires  <b>Kathy Mitzel-</b> HR Representative meets with all new hires.	All FT new hires are given a benefit overview and a policy overview which includes discussing the EEO Policies, the Non-discrimination and Anti-harassment policies, and other “important policies and rules that apply to CBS Corporation, its employees and the members of its Board of Directors and to help us maintain lawful, honest and ethical environment in our company.” New Hires directed to <a href="http://www.cbsandyou.com">www.cbsandyou.com</a> .
4. CBS Web-based Training	All FT Employees as requested by Corporate	Examples of training in this reporting period included: <b>Sexual Harassment: Our Expectation for a Respectful Workplace</b> training in October 2015. <b>Conflicts of Interest, Another Day, Another Dollar</b> in December 2015 and <b>CBS Privacy Principles</b> in April 2016.
5. Continuing Educations via <a href="http://www.Lynda.com">www.Lynda.com</a>	General Manger assigned access to certain FT employees	Lynda.com is a training site Contracted by CBS to assist with training.