

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2016 to May 31, 2017

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: jnewman@wjz.com

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
Producer	Posted at all Listed Sources Except excluded: #'s 28-31	# 1
Reporter	Posted at all Listed Sources Except excluded: #'s 28-31	# 1
News Technician	Posted at all Listed Sources Except excluded: #'s 28-31	# 28
Web Producer (2 Positions)	Posted at all Listed Sources Except excluded: #'s 28-31	# 1 and # 28
I.T. Technician	Posted at all Listed Sources Except excluded: # 5 and #'s 28-31	# 2 Simply Hired
Producer	Posted at all Listed Sources Except excluded: #'s 28-31	# 1
Associate Producer	Posted at all Listed Sources Except excluded: #'s 28-31	# 31

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Web Producer	Posted at all Listed Sources Except excluded: #'s 28-31	# 1
Maintenance Technician	Posted at all Listed Sources Except excluded: #'s 28-31	# 1
Producer	Posted at all Listed Sources Except excluded: #'s 28-31	# 31
Assignment Editor	Posted at all Listed Sources Except excluded: #'s 28-31	# 1
Reporter	Posted at all Listed Sources Except excluded: #'s 17-31	# 1
Director of Sales	Posted at all Listed Sources Except excluded: # 5, # 8, and #'s 28-31	# 28
Director	Posted at all Listed Sources Except excluded: #'s 28-31	# 1

5.) Master List of Recruitment Sources for the reporting period of 06/01/16 through 05/31/17

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 *CBS Applicant System-CBS Career Sites	Post all job openings on the System-Applicants search site for openings	http://cbcorporation.jobs/jobs/	n/a	n/a	32
2	Direct Employers.org 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 http://www.DirectEmployers.org	(866) 268-6206	n/a	1 Simply Hired
3	WJZ Internal Posting Board	Post on Job Board on the 1st Level	3725 Malden Avenue Baltimore, MD 21211	(410) 466-0013	n/a	5
4	Broadcast Employment Service tvjobs.com	Post on www.tvjobs.com	P.O. Box 4116 Oceanside, CA 92052	(800) 237-8073	No	1
5	Medialine	Post on: www.medialine.com Mark Shilstone	P.O. Box 51909 Pacific Grove, CA 93950	(800) 237-8073	No	
6	Veterans Administration	Posting on: https://www.vets.gov/employment/employers	31 Hopkins Plaza Baltimore, MD 21201	(410) 230-4538	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
7	MD/DC/DEL Broadcasters Association Maryland/DC/Delaware	Email Posting to: info@mdcdbroadcasters.com	106 Old Court Road Baltimore, MD 21208	(410) 653-4122	Yes	
8	Pennsylvania Association of Broadcasters	Post on their site: www.pab.org	8501 Paxton Street Hummelstown, PA 17036	(717) 482-4820	Yes	
9	The Leadership Institute in Virginia	Email: Aynsley Harrison at aharrison@leadershipinstitute.org	P.O. Box 41390 Arlington, VA 22204	(703) 647-3344	Yes	
10	Maryland New Directions	Mail Postings	2700 N. Charles Street Suite 200 Baltimore, MD 21218	(410) 653-4122	Yes	
11	Baltimore City NAACP	Mail Postings	8 West 26th Street Baltimore, MD 21218	(410) 366-3300	Yes	
12	Anne Arundel County NAACP	Mail Postings	P.O. Box 6210 Annapolis, MD 21401	(410) 974-6317	Yes	
13	Mayor's Office of Employment Development	Mail Postings	100 West 23rd Street 3rd Floor Baltimore, MD 21218	(410) 396-3009	Yes	
14	Paul's Place	Email postings to Barbara Craig bcraig37@gmail.com	1118 Ward Street Baltimore, MD 21230	(410) 625-0775	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
15	The Emma Bowen Foundation for Minority Interest in Media	Mail Postings Attn: Sandra Rice	524 West 57th Street New York, NY 10019	(212) 975-2545	Yes	
16	Federation of Hispanic Organization-Baltimore Chapter	Email Postings to Marcoap1@verizon.net 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: www.goucher.edu/recruit	1021 Dulaney Valley Rd. Towson, MD 21204	(410) 337-6191	Yes	
19	Howard University	Post on: https://howard-csm.symplicity.com/employers	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: http://www.moreheadstate.edu/careernet/	150 University Blvd. Morehead, KY 40351	(606) 783-2221	Yes	
22	Morgan State University	Email Posting: william.carson@morgan.edu William Carson	1700 E. Cold Spring Lane Baltimore, MD 21251	(443) 885-3349	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
23	Stevenson University	Email Posting: Anne E. Scholl-fiedler Ascholl-fiedler@stevens.on.edu	1525 Greenspring Valley Road Stevenson, MD 21153	(887) 468-6852	Yes	
24	Towson University	Post on: www.towson.edu/careercenter	8000 York Road Towson, MD 21252	(410) 704-2000	Yes	
25	University of Baltimore	Post on: www.ubalt.edu/careercenter	1420 N. Charles Street Baltimore, MD 21201	(410) 837-5440	Yes	
26	University of Maryland	Post on: https://umd-csm.symplicity.com/employers/	3100 Hornbake Library College Park, MD 20742	(301) 314-7225	Yes	
27	The Community College of Baltimore County- CCBC Essex Campus	Email Posting: NNIX@ccbsmd.edu 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	8
29	Current CBS Employee	Works for CBS- not a WJZ employee	Various Stations		n/a	2
30	NWT Group No Whining Talent Agency	Agent makes first contact with station	Administrative Office: 2110 Elmwood Bryan, Texas 77802	(817) 987-3600	n/a	1

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
31	Indeed.com	Did not Post on this website but listed as source by the applicant	Unknown	(203) 328-2691	n/a	8

Total # of Interviewee referred by Source

60

*** 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. CBS Corporate Career Site**
- 5. CBS Interactive Career Site**
- 6. CBS Sports Network Career Site**
- 7. CBS Radio Career Site**

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. The National Association of Black Journalists Annual Convention Minneapolis, Minnesota August 5, 2015- August 9, 2015	August 2, 2016 through August 7, 2016	Marcus Washington- Anchor/Reporter Vic Carter- Anchor Ava-joye Burnett- Reporter
2. University of Maryland Phillip Merrill College of Journalism Career Fair & Internship Fair Talked to Communication/Journalism students about Internship Opportunities	October 17, 2016	Kathy Mitzel- HR Representative Susan Otradovec- Public Affairs Director

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

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. WJZ Internship Program WJZ has an internal internship program where we sponsor participants for Fall, Spring and Summer Semesters Internships available in News, Creative Services and Sports	On-Going	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.
2. CBS Apprenticeship Program News Apprentice Six Month Program Last Program ran: 05/16/16 through 11/05/16	On-Going (when approved)	Gail Bending- News Director Tanya Black- Assignment Manager

1. **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)
<p>Station Tours</p> <ul style="list-style-type: none"> * Hawthorne Elementary School Tour * Phil Levin, Senior Center Tour * Girl Scouts- Auction Winner Tour * Delaware State Journalism Student * Habitat for Humanity- Auction winner * Ricardo Gamble Filmmakers Tour * Calvin Watkins Filmmakers Class Tour * Perry Hall Middle School Tour * Tamara Dunn Summer Dreams Camp * Messiah Community Church Camp * Jen Anderson Summer Youth Group * Mays Chapel Elementary School * Walter Wilson Youth Group * Irvine Nature Center Tour * Carla Hobson Tour * Kendra Watkins Youth Center * Blakehurst Retirement Community * Fort Garrison Elementary School Tour * Randallstown High School Tour * CCBC- Special Education Class Tour * Fallstaff Elementary School * Calvin Watkins Filmmakers Class Tour * CCBC Catonsville- Ros Gaines Tour * Maya Angelo Charter High School DC * Owings Mills High School Tour * Fort Garrison Elementary School Tour 	<p>06/08/16 06/14/16 06/15/16 06/16/16 06/22/16 06/29/16 06/30/16 07/14/16 07/28/16 08/18/16 08/25/16 09/22/16 11/10/16 12/15/16 12/21/16 01/12/17 02/02/17 02/16/17 03/02/17 03/09/17 03/30/17 04/13/17 04/19/17 04/26/17 04/27/17 05/18/17</p>	<p>Susan Otradovec Public Affairs</p> <p>Various talent throughout Tour of station.</p> <p>Discuss the different jobs at a TV station</p> <p>End of tour- the organizations get to watch the noon newscast</p>
<p>2. Choices, Chances and Changes Randallstown Elementary School Make an Choice, Take a Chance or your Life will never Change. Graduation Speech and “Boys in the Good” Talk.</p>	<p>06/15/16</p>	<p>Vic Carter- Anchor Speaker</p>
<p>3. Media Day Junior State’s Attorney’s Office</p>	<p>06/30/16</p>	<p>Marcus Washington- Anchor/Reporter Speaker</p>

4. NABJ Gospel Brunch Power of Women Speakers Series Co-Host with WJLA's Jimmy O.	08/07/16	Marcus Washington- Anchor/Reporter Co-Host
5. University of Maryland Journalism Students Communication and Media Classes	11/03/16	Linh Bui-Anchor/Reporter Speaker Linh was a UM graduate
6. Govans Elementary School Career Day American Education Week-Speaker Discussed his Anchor/Reporter job	11/16/16	Marcus Washington- Anchor/Reporter Speaker
7. Fallstaff Elementary/Middle School American Education Week Speaker Discuss the importance of education, college and possible Television careers.	11/16/16	Tracey Leong-Anchor/Reporter Speaker/Mentor
8. ASCEND Achievement, Self-Awareness, Communication, Engagement, Networking and Development Skills Epsilon Omega Chapter of Alpha Kappa Alpha Sorority	12/15/16	Ava-joye Burnett-Reporter Motivational Speaker
9. Oakland Mills High School Alpha Achievers Importance of Education in your life	02/25/17	Vic Carter- Anchor Keynote Speaker
10. Western Illinois University Broadcast Journalism students Discuss Journalism and Journalism careers	03/06/17 and 03/07/17	Vic Carter- Anchor Speaker/Q &A
11. Brock Bridge Elementary School Career Day 4th and 5th Grade Students	04/07/17	George Solis- Reporter Guest Speaker
12. Orioles Weather Day- Baltimore City Elementary & Middle Schools. Thousands of students invited before game to learn about the weather with the WJZ Weather Team	05/24/17	Tim Williams- Meteorologist Bob Turk- 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, Anti-Harassment, and Company Business Conduct Statement- Business Conduct is completed every two years for existing employees and new hires. Business Conduct Training was conducted October 2016 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. New Hire Orientation	All FT New Hires Kathy Mitzel- 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 www.cbsandyou.com .
3. CBS Web-based Training	All FT Employees as requested by Corporate	Examples of training in this reporting period included: Information Security Awareness Training in December 2016. We are Better when we Work Together training in April 2017.
4. Continuing Educations via www.Lynda.com	General Manger assigned access to certain FT employees	Lynda.com is a training site Contracted by CBS to assist with training.