

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2018 to May 31, 2019

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: Audra Swain
	E-mail Address: aswain@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
Web Producer	Posted at all Listed Sources except excluded: #'s 27-30	Twitter
Technician (Editor)	Posted at all Listed Sources Except excluded: #'s 27-30	# 3
Maintenance Technician	Posted at all Listed Sources Except excluded: # 5 and #'s 27-30	# 27
Anchor/Reporter	Posted on Listed Sources #'s 1-6 only	# 29
Technician (Studio)	Posted on Listed Sources #'s 1-3 only	# 3
Director	Posted at all Listed Sources Except excluded: #'s 27-30	# 1
Producer	Posted at all Listed Sources Except excluded: #'s 27-30	# 1

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
News Operations Manager	Posted at all Listed Sources Except excluded: #'s 27-30	# 27
News Technician	Posted at all Listed Sources Except excluded: #'s 27-30	# 27
Account Executive	Posted at all Listed Sources Except excluded: #'s 27-30	# 29
News Technician (2) positions	Posted at all Listed Sources Except excluded: #'s 27-30	# 3 and # 1
Credit and Collections Analyst	Posted at all Listed Sources Except excluded: #'s 20, # 26 and #'s 27-30	# 27
Director of Sales	Posted at all Listed Sources Except excluded: #'s 27-30	# 29
Weekend Anchor/Reporter	Posted at all Listed Sources Except excluded: #'s 27-30	# 27
Reporter	Posted at all Listed Sources Except excluded: #'s 27-30	# 29
Web Producer	Posted at all Listed Sources Except excluded: #'s 27-30	# 30
Producer	Posted at all Listed Sources Except excluded: #'s 27-30	# 1

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Reporter	Posted on Listed Sources #'s 1-3 only	# 27
Local Sales Manager	Posted on Listed Sources #'s 1-3 only	# 1
Junior Account Executive	Posted at all Listed Sources except excluded: #'s 27-30	# 3
Web Producer	Posted at all Listed Sources except excluded: #'s 27-30	# 4

5.) Master List of Recruitment Sources for the reporting period of 06/01/18 through 05/31/19

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://cbscorporation.jobs/jobs/	n/a	n/a	28
2	Direct Employers Association, Inc.- Job Syndication Alliances Posts to over 100 organizations and over 500 colleges	Posted off Job Postings in the Avature System	http://de.nix.org/pdfs/JobAlliancesList.pdf	(866) 268-6206	n/a	
3	WJZ Internal Posting Board	Post on Employee Job Board on the 1st Level	3725 Malden Avenue Baltimore, MD 21211	(410) 466-0013	n/a	12
4	Broadcast Employment Service tvjobs.com	Post on www.tvjobs.com	P.O. Box 4116 Oceanside, CA 92052	(800) 237-8073	No	5
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	No	

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	Maryland New Directions	Mail Postings	2700 N. Charles Street Suite 200 Baltimore, MD 21218	(410) 653- 4122	Yes	
9	Baltimore City NAACP	Mail Postings	8 West 26th Street Baltimore, MD 21218	(410) 366- 3300	Yes	
10	Anne Arundel County NAACP	Mail Postings	P.O. Box 6210 Annapolis, MD 21401	(410) 974- 6317	Yes	
11	Mayor's Office of Employment Development	Mail Postings	100 West 23rd Street 3rd Floor Baltimore, MD 21218	(410) 396- 3009	Yes	
12	Paul's Place	Email postings to Barbara Craig bcraig37@gmail.com	1118 Ward Street Baltimore, MD 21230	(410) 625- 0775	Yes	
13	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	
14	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	

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	Towson University	Post on: Handshake	8000 York Road Towson, MD 21252	(410) 704- 2000	Yes	
16	Coppin State University	Fax Postings: (410) 951-3920	2553 West North Ave. Baltimore, MD 21216	(410) 951- 4188	Yes	
17	Goucher College	Post on: www.goucher.edu/recruit	1021 Dulaney Valley Rd. Towson, MD 21204	(410) 337- 6191	Yes	
18	Howard University	Post on: Handshake	525 Bryant Street NW Washington, DC 20059	(202) 806- 5806	Yes	
19	Loyola College	Post on: Handshake	4501 N. Charles Street Baltimore, MD 21210	(800) 221- 9107	Yes	
20	Morehead State University	Post on: http://www.moreheadstate.edu/careernet/	150 University Blvd. Morehead, KY 40351	(606) 783- 2221	Yes	
21	Morgan State University	Post on: Handshake	1700 E. Cold Spring Lane Baltimore, MD 21251	(443) 885- 3349	Yes	
22	Stevenson University	Post on Handshake	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
23	University of Baltimore	Post on: www.ubalt.edu/careercenter	1420 N. Charles Street Baltimore, MD 21201	(410) 837- 5440	Yes	
24	University of Maryland	Post on: https://umd-csm.symplicity.com/employers/	3100 Hornbake Library College Park, MD 20742	(301) 314- 7225	Yes	
25	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	
26	Temple University	Post on: Handshake	1801 N. Broad Street Philadelphia, PA 19122	(215) 204- 7000	Yes	
27	Employee Referral	WJZ Employees- Past & Present	3725 Malden Avenue Baltimore, Maryland 21211		n/a	13
28	Current CBS Employee	Works for CBS- not a WJZ employee	Various Stations		n/a	
29	Direct Sourcing Contacted applicant directly.	Recruiter varies per position	Varies	Varies	No	4
30	Non CBS Employee Referral	n/a	Varies	Varies	n/a	3

Total # of Interviewee referred by Source

84

Extra Sources not listed above. The Station did not post on these sites but was listed as their source:

- | | |
|----------------------|------------------------------|
| 1. Twitter | Two (2) Interviewees |
| 2. LinkedIn | Six (6) Interviewees |
| 3. Indeed.com | Five (5) Interviewees |
| 4. Facebook | Two (2) Interviewees |
| 5. Glassdoor | Two (2) Interviewees |
| 6. Monster | One (1) Interviewee |
| 7. Unknown | One (1) Interview |

*** 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. CBSCorporation.jobs**

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), Two (2) and Three (3) - Column 3**

7.) Total # of Interviewees Referred by Each Source: For the period from **June 1, 2018** to **May 31, 2019**. This Employment Unit interviewed **84** Interviewees for full time job vacancies. These Interviewees were referred by the following sources:

*** See Pages Four (4) through Seven (7) - Column 7 plus Extra Sources listed above on this page.**

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 Regional Convention Hampton, Virginia April 12, 2019- April 14, 2019	04/12/17 and 04/14/17	Vic Carter- Anchor Panelist
2. The National Association of Black Journalists National Convention Detroit, Michigan August 1, 2018 through August 5, 2018	08/02/18 and 08/03/18	Ava-Joye Burnett- Reporter Participant
2. University of Maryland Phillip Merrill College of Journalism Career Fair & Internship Fair Talked to Communication/Journalism students about Internship Opportunities	October 22, 2018	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)
<p>1. WJZ Internship Program 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. CBS Apprenticeship Program News Apprentice Six Month Program</p> <p>Last Program ran: 08/13/18 through 02/28/19</p>	<p>On-Going (when approved)</p>	<p>Gail Bending- News Director Tanya Black- Assignment Manager</p>

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"> * Institute of Notre Dame * Garrison Forest School Tour * Michele Langmend Tour * Chris Conklin * Cherry Hill Elementary School * CCBC-Dundalk Community College Baltimore County County- Dundalk * Tres Harris/ Derante Allen Tour * Highland School and Rotary Auction Tour * General John Stricker Tour, Balt. City * Beth Tfiloh Community Day School (Baltimore County) * Walter P. Carter Elementary School (Baltimore City) * Summit Park Elementary School (Baltimore County) * Unified Effort Tour * Rachel Phillips and Logan Tour (Autistic student) * St. Casmir's School Auction Winners (Baltimore City) * Leslie Solomon Delia * Notre Dame University (Baltimore. City) * Old Mill High School- Anne Arundel Co. * Honeygo Elementary School (Baltimore County) * Honeygo Elementary School (Baltimore County) * Honeygo Elementary School (Baltimore County) * Bedford Elementary School (Baltimore County) * Orioles Weather Day- School Field Trip <p>PLEASE NOTE THAT GROUP TOURS HAD TO TEMPORARLY STOP BECAUSE OF NEW STUDIO CONSTRUCTION 06/01/18-09/01/18</p>	<p>08/30/18</p> <p>09/19/18</p> <p>01/10/19</p> <p>02/07/19</p> <p>02/13/19</p> <p>03/07/19</p> <p>03/12/19</p> <p>03/19/19</p> <p>03/28/19</p> <p>04/03/19</p> <p>04/10/19</p> <p>04/16/19</p> <p>04/18/19</p> <p>04/19/19</p> <p>04/22/19</p> <p>04/23/19</p> <p>04/30/19</p> <p>05/09/19</p> <p>05/15/19</p> <p>05/16/19</p> <p>05/21/19</p> <p>05/22/19</p> <p>05/23/19</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. Beautillion Program For Young Achievers- New Psalmist Baptist Church</p>	<p>06/09/19</p>	<p>Vic Carter- Anchor Speaker</p>

3. St. John Baptist Church Youth Mentoring Program	06/09/18	Vic Carter- Anchor Speaker
4. Baltimore Association of Black Journalists Morgan State University RealTalk- Your Place in the Newsroom	10/13/18	Tanya Black- Managing Editor Participating Manager/Panel
5. Delaware State University Career Day Speak with Senior Class about Journalism	10/30/18	Tanya Black- Managing Editor Guest Speaker
6. Alpha Kappa Alpha Sorority Founder's Day Speaker Series-Media	02/16/19	Nicole Baker- Anchor/Reporter Guest Speaker
7. Jemicy Upper School Career Day Grades 8th through 12th	03/08/19	Meg McNamara- Weather Anchor Guest Speaker
8. Summit Park Elementary School Pikesville, Maryland	03/25/19	Mary Bubala- Anchor Guest Reader
9. KIPP Baltimore Career and College Day	04/02/19	Nicole Baker- Anchor/Reporter Guest Speaker
10. WJZ-TV Orioles Weather Day Oriole Park- Annual Event Baltimore City Elementary and Middle schools. Students learn about weather from our weather team before the game.	05/23/19	Bob Turk- Weather Anchor Tim Williams- Meteorologist Meg McNamara- Weather Anchor Nicole Baker- Anchor/Reporter

(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. The Business Conduct is required every two years for existing employees and new hires.	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 to complete
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 include: Sexual Harassment, Information Security Awareness, Unconscious Bias, etc.
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.