

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2017 to May 31, 2018

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:	Telephone Number: (410) 466-0013
3725 Malden Avenue Baltimore, Maryland 21211	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
Weather Anchor	Posted at all Listed Sources Except excluded: #'s 29-35	# 31
Sales Assistant	Posted at all Listed Sources Except excluded: #'s 29-35	# 29
News Technician/Editor	Posted at all Listed Sources Except excluded: #'s 29-35	# 33
Weekend Anchor/Reporter	Posted at all Listed Sources Except excluded: #'s 29-35	# 31
Producer (2 Positions)	Posted at all Listed Sources Except excluded: # 29-35	# 1 and # 30
BO & E Director	Posted at # 1 and # 3 only	# 3
Digital Sales Manager	Posted at all Listed Sources Except excluded: #'s 29-35	# 33

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
V.P./ General Manager	Posted # 1, # 2 and # 34 Posted by Corporate	# 34
Producer	Posted at all Listed Sources Except excluded: #'s 29-35	# 1
Web Producer	Posted at all Listed Sources Except excluded: #'s 29-35	# 29
Producer (2 Positions)	Posted at all Listed Sources Except excluded: #'s 29-35	# 3 and # 33
Maintenance Technician	Posted at all Listed Sources Except excluded: #'s 29-35	# 35
Producer (2 Positions)	Posted at all Listed Sources Except excluded: #'s 29-35	# 1 and # 29
Manager of Digital Content	Posted at all Listed Sources Except excluded: # 29-35	# 29
BO & E Director	Posted # 1 and # 3 Only	# 29
Promotions Manager	Posted # 1 and # 3 Only	# 29
Assistant BO & E Director	Posted # 1 and # 3 Only	# 29
Writer/Producer	Posted at all Listed Sources Except excluded: #'s 29-35	# 29

5.) Master List of Recruitment Sources for the reporting period of 06/01/17 through 05/31/18

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	23
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	6
4	Broadcast Employment Service tvjobs.com	Post on www.tvjobs.com	P.O. Box 4116 Oceanside, CA 92052	(800) 237-8073	No	3
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@mcdcbroadcasters.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	No	
9	The Leadership Institute in Virginia	Email: bwoodward@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: Handshake	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/career/	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	Post on Handshake	1525 Greenspring Valley Road Stevenson, MD 21153	(887) 468-6852	Yes	
24	Towson University	Post on: www.towson.edu/careercenter They use Handshake now	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.simplicity.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	Temple University	Post on https://klein-temple-csm.simplicity.com/	1801 N. Broad Street Philadelphia, PA 19122	(215) 204-7000	Yes	
29	Employee Referral	WJZ Employees-Past & Present	3725 Malden Avenue Baltimore, Maryland 21211		n/a	11
30	Current CBS Employee	Works for CBS- not a WJZ employee	Various Stations		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	Direct Sourcing Contacted applicant directly.	Recruiter varies per position	Varies	Varies	No	8
32	BGA Talent Agency	Agent makes first contact with station	P.O. Box 550807 Atlanta, GA 30355	(866) 516-3456	n/a	1
33	Indeed.com	Did not Post on this website but listed as source by the applicant	Unknown	(203) 328-2691	n/a	12
34	Baltimore Sun	Ad placed online	501 Calvert Street Baltimore, Maryland 21278	(410) 332-6000	n/a	1
35	Non CBS Employee Referral	n/a	Varies	Varies	n/a	5

Total # of Interviewee referred by Source

75
Total

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

1. Facebook One (1) Interviewee
2. LinkedIn One (1) Interviewee
3. Other (Not disclosed) One (1) Interviewee
4. Glassdoor One (1) Interviewee

* 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

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, 2017 to May 31, 2018. This Employment Unit interviewed 75 Interviewees for full time job vacancies. These Interviewees were referred by the following sources:

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

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. Professional Diversity Network Diversity Career Fair Convention Center, Baltimore	July 25, 2017	Kathy Mitzel HR Representative Susan Otradovec Public Affairs Director
2. The National Association of Black Journalists Annual Convention New Orleans, Louisiana August 9, 2017- August 13, 2017	August 9th & 10th	Vic Carter- Anchor
3. University of Maryland Phillip Merrill College of Journalism Career Fair & Internship Fair Talked to Communication/Journalism students about Internship Opportunities	October 16, 2017	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 participates 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: 11/29/17 through 02/04/18 Shortened because Hired 02/05/18</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"> * North Oaks Retirement Community * Calvin Watkins Filmmakers Class Tour * Ricardo Gamble Youth Tour * Girl Scout Tour * Margo Burr Summer Youth Tour * Center for Behavioral Heath Young Adults Tour * Weather Watcher's Tour * Sedlock Family Tour * Medfield Elementary School * Sheronda Weaterbee Tour * CCBC Dundalk Special Education Class * Parkville Middle School Tour * Baltimore Highland Elementary School * Patapsco High School <p>PLEASE NOTE THAT GROUP TOURS HAD TO TEMPORARLY STOP BECAUSE OF NEW STUDIO CONSTRUCTION.</p> <p>TOURS WILL RESUME POST CONSTRUCTION</p>	<p>06/15/17</p> <p>06/29/17</p> <p>07/05/17</p> <p>07/13/17</p> <p>08/02/17</p> <p>08/10/17</p> <p>08/17/17</p> <p>08/23/17</p> <p>10/19/17</p> <p>11/02/17</p> <p>11/16/17</p> <p>12/07/17</p> <p>12/14/17</p> <p>12/21/17</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. Career Day Cecil Elementary School</p>	<p>06/02/17</p>	<p>George Solis- Reporter Speaker</p>
<p>3. Career Day Summit Park Elementary School</p>	<p>06/02/17</p>	<p>Bob Turk- Weather Anchor Speaker</p>
<p>4. Ruth Kirk Learning Center Public Speaking Class American Education Week Speaker</p> <p>Discuss what it takes to become a reporter.</p>	<p>09/01/17</p>	<p>George Solis- Reporter Speaker</p>

5. Institute of Notre Dame Speak with Senior Class about Journalism and African American Art	02/25/17	Vic Carter- Anchor Guest Speaker
6. Career Day Govans Elementary School Baltimore, Maryland	11/15/17	Ava-joye Burnett- Reporter Guest Speaker/ Q &A
7. Baltimore Montessori Public Charter School Speaker Series-Media	11/28/17	Vic Cater- Anchor/Reporter Guest Speaker
8. Maryland Association of Non-public Special Education Facilities MANSEF Professional Development Conference @ Special Education importance	12/01/17	Denise Koch- Anchor Keynote Speaker
9. Hereford High School Mock job interviews	12/07/17	Gail Bending- News Director
10. Morgan State University Earl Graves School of Business & Management	01/16/18	Tracey Leong- Reporter Emcee/Guest Speaker
11. Mays Chapel Elementary School Career Day	02/09/18	Jessica Kartalija- Anchor/Reporter Guest Speaker
12. Jemicy Upper School Career Day Grades 8th through 12th	03/02/18	Meg McNamara-Weather Anchor Guest Speaker
13. Patapsco Middle School Career Day	03/29/18	Jonathan McCall-Anchor/Reporter Speaker
14. Jacobsville Elementary School Career Assembly	04/06/18	Meg McNamara-Weather Anchor Guest Speaker

15. Harford Community College Media Class	05/08/18	Kristy Breslin - Reporter Guest Speaker
16. 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.	05/16/18	Bob Turk - Weather Anchor Tim Williams - Meteorologist Meg McNamara -Weather Anchor Jessica Kartalija - 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 in this reporting period included: Sexual Harassment in August 2017; Information Security Awareness Training in December 2017 and Unconscious Bias Training in April 2018.
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.