

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@ccbsm.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 Total

Above + 7
Sources Listed
Below

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. |