

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2019 to May 31, 2020

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
Studio Technician/Technician (2 Positions)	Posted at all Listed Sources except excluded: #'s 27-30	# 3 and # 27
Reporter	Posted at all Listed Sources Except excluded: #'s 27-30	# 1
Digital Sales and Research Manager	Posted at all Listed Sources Except excluded: #'s 27-30	# 1
Director	Posted at all Listed Sources Except excluded: #'s 27-30	Glassdoor
News Technician (2 Positions)	Posted at all Listed Sources Except excluded: #'s 27-30	# 3 and Indeed
Reporter (3 Positions)	Posted at all Listed Sources Except excluded: #'s 27-30	# 1, # 29 and # 29
News Technician	Posted at all Listed Sources Except excluded: #'s 27-30	# 1

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Art Director	Posted at all Listed Sources Except excluded: # 5 and #'s 27-30	# 3
Assignment Editor	Posted at all Listed Sources Except excluded: #'s 27-30	# 3
Graphic Artist	Posted at all Listed Sources Except excluded: #'s 27-30	# 27
Producer (2) positions	Posted at all Listed Sources Except excluded: #'s 27-30	# 3 and Indeed
Account Executive	Posted at all Listed Sources Except excluded: #'s 27-30	# 1
Reporter	Posted at all Listed Sources Except excluded: 16 and #'s 27-30	# 1
Jr. Account Executives (2 Positions)	Posted at all Listed Sources Except excluded: # 4, # 5 and #'s 27-30	# 27 and Indeed
Reporter	Posted at all Listed Sources Except excluded: #'s 27-30	Talent Agency
Producer	Posted at all Listed Sources Except excluded: #'s 27-30	# 1
Digital Line Producer (3 Positions)	Posted at all Listed Sources Except excluded: #'s 27-30	# 1, # 3 and LinkedIn

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Producer	Posted at all Listed Sources Except excluded: #'s 27-30	# 1

5.) Master List of Recruitment Sources for the reporting period of 06/01/19 through 05/31/20

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	<p>Avature <i>The CBS Applicant System includes:</i> 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 Corporation.jobs 8. ViacomCBS Career Site</p>	<p>Post all job openings in Avature system where applicants can search all available openings</p>	<p>http://cbscorporation.jobs/jobs/</p>	<p>n/a</p>	<p>n/a</p>	<p>25</p>
2	<p>Direct Employers Association, Inc.- Job Syndication Alliances</p> <p>Posts to over 100 organizations and over 500 colleges</p>	<p>Posted off all Job Postings in the Avature System</p>	<p>http://de.nix.org/pdfs/JobAlliancesList.pdf</p>	<p>(866) 268-6206</p>	<p>n/a</p>	
3	<p>WJZ Internal Posting Board</p>	<p>Post on Employee Job Board on the 1st Level</p>	<p>3725 Malden Avenue Baltimore, MD 21211</p>	<p>(410) 466-0013</p>	<p>n/a</p>	<p>9</p>
4	<p>Broadcast Employment Service tvjobs.com</p>	<p>Post on www.tvjobs.com</p>	<p>P.O. Box 4116 Oceanside, CA 92052</p>	<p>(800) 237-8073</p>	<p>No</p>	<p>1</p>

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
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	
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	

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
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	
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	

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
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	
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	

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
27	Employee Referral	WJZ Employees- Past & Present	3725 Malden Avenue Baltimore, Maryland 21211		n/a	12
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	1

Total # of Interviewee referred by Source

67 Total

Above + Six
Extra

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

1. LinkedIn Three (3) Interviewees
2. Indeed.com Seven (7) Interviewees
3. Glassdoor One (1) Interviewee
4. Talent Agency Two (2) Interviewees
5. Other One (1) Interviewee
6. Google One (1) Interviewee

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, 2019** to **May 31, 2020**. This Employment Unit interviewed **67** Interviewees for full time job vacancies. These Interviewees were referred by the following sources:

* See Pages Four (4) through Seven (7) - Column 7 and **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 Miami, Florida August 7, 2019- August 11, 2019	08/07/19 through 08/11/19	Vic Carter- Anchor Panelist Participant Spoke to recent grad students and undergrads attending about internships and the Apprentice Program
2. University of Maryland Phillip Merrill College of Journalism Career Fair & Internship Fair Talked to Communication/Journalism students about Internship Opportunities	October 14, 2019	Kathy Mitzel HR Manager Participant

(b) **Internships** (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. We sponsor participates.</p> <p>Internships available in News, Creative Services and Sports</p> <p>* We had One 2019 Summer News Intern and One 2020 Spring News Intern.</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: 07/28/19 through 02/14/20</p>	<p>On-Going</p>	<p>Matt Wilson-Assignment Editor Tanya Black-Assignment Mgr.</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> <p>* The Sacred Heart School of Glyndon Ages 9-12</p> <p>* Center Stage of Baltimore After School Program Ages 10-14</p>	<p>07/11/19</p> <p>09/05/19</p>	<p>Jeanie Starr Promotions Manager</p> <p>Various talent speak throughout The Tour. During the tour, the different jobs at the TV station are discussed. At the end of the tour, the tour group get to watch the noon broadcast live.</p>
<p>2. University of Maryland Founders Gala Honoring School and Alumni. Spoke to participants about her start in her News Career.</p>	<p>10/26/19</p>	<p>Denise Koch- Anchor Guest Speaker</p>
<p>3. Dr. Martin Luther King Scholarship Breakfast</p> <p>Morgan State University- incoming students eligible</p>	<p>01/11/20</p>	<p>Nicole Baker- Anchor/Reporter Speaker</p> <p>Spoke to audience about her career.</p>
<p>4. WJZ Black Oratory Competition Annual competition hosted by WJZ for High School Students. Students get to choose between three famous quotes. They write an essay to present to an audience and local judges. Annually during Black History Month.</p>	<p>02/23/20</p>	<p>Nicole Baker- Anchor/Reporter Emcee</p> <p>Coached students how to speak to an audience and project their voices like how she does for her job.</p>
<p>5. G.E.M.S. Black History Career Panel Girls Expecting More Success was topic</p>	<p>02/28/20</p>	<p>Nicole Baker- Anchor/Reporter Speaker-</p> <p>Panel discussed career paths for women. Nicole discussed her career in broadcasting and how she got started.</p>

(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:
<p>1. New Hire required Trainings include:</p> <ol style="list-style-type: none"> 1. Business Contact Statement Training. 2. Diversity- Unconscious Bias Training. 3. Anti-Corruption Training. 4. Privacy Essentials Training. 5. Maintaining a Respectful Work Environment Training. 	<p>New Hires required to complete all New Hire Training.</p>	<p>CBS on-line training required by all new hires.</p>
<p>2. New Hire Orientation</p>	<p>All FT New Hires</p> <p>Kathy Mitzel- HR Manger meets with all new hires.</p>	<p>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 <i>“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.”</i> New Hires also directed to www.cbsandyou.com.</p>
<p>3. CBS Required Web-based Training</p>	<p>All FT Employees have to complete web-based trainings when assigned.</p>	<p>Trainings this period include:</p> <ol style="list-style-type: none"> 1. Privacy Essentials- Sept. 2019 2. Maintaining Respectful Workplace- October 2019 3. 2020 Information Security Awareness- January 2020