

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2020 to May 31, 2021

1.) Employment Unit: ViacomCBS

2.) Unit Members (Stations and Communities of License): WJZ-TV, Baltimore

3.) EEO Contact Information for Unit Member:

|  |   |
|--|---|
| Mailing Address:<br><br><b>3725 Malden Avenue<br/> Baltimore, Maryland 21211</b> | Telephone Number:<br><b>(410) 466-0013</b>                            |
|  | Contact Person:<br><b>Audra Swain</b>                                 |
|  | E-mail Address:<br><a href="mailto:aswain@wjz.com">aswain@wjz.com</a> |

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**

| <b>Job Title</b>                      | <b>Recruitment Source<br/>Notified of Job Vacancy</b>              | <b>Recruitment Source<br/>of Hiree</b> |
|---------------------------------------|--|--|
| <b>News Technician</b>                | <b>Posted at all Listed Sources<br/>except excluded: #'s 27-30</b> | <b># 3</b>                             |
| <b>Producer<br/>(2 Positions)</b>     | <b>Posted at all Listed Sources<br/>Except excluded: #'s 27-30</b> | <b># 1<br/>(Both Positions)</b>        |
| <b>Executive Producer</b>             | <b>Posted at all Listed Sources<br/>Except excluded: #'s 27-30</b> | <b># 3<br/>(Promotion)</b>             |
| <b>Web Producer<br/>(2 Positions)</b> | <b>Posted at all Listed Sources<br/>Except excluded: #'s 27-30</b> | <b># 1 &amp; # 27</b>                  |
| <b>Producer</b>                       | <b>Posted at all Listed Sources<br/>Except excluded: #'s 27-30</b> | <b># 27</b>                            |

5.) Master List of Recruitment Sources for the reporting period of 06/01/20 through 05/31/21

| 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><b>Avature</b><br/> <i>The CBS Applicant System includes:</i><br/>                     1. CBS Television Stations Career Site<br/>                     2. CBS Television Network Career Site<br/>                     3. CBS News Career Site<br/>                     4. CBS Corporate Career Site<br/>                     5. CBS Interactive Career Site<br/>                     6. CBS Sports Network Career Site<br/>                     7. CBS Corporation.jobs<br/>                     8. ViacomCBS Career Site</p> | <p><b>Post all job openings in Avature system where applicants can search all available openings</b></p> | <p><a href="http://cbscorporation.jobs/jobs/">http://cbscorporation.jobs/jobs/</a></p>                       | <p>n/a</p>            | <p>n/a</p>   | <p>7</p>                   |
| 2           | <p><b>Direct Employers Association, Inc.- Job Syndication Alliances</b></p> <p>Posts to over 100 organizations and over 500 colleges</p>   | <p>Posted off all Job Postings in the Avature System</p>   | <p><a href="http://de.nix.org/pdfs/JobAlliancesList.pdf">http://de.nix.org/pdfs/JobAlliancesList.pdf</a></p> | <p>(866) 268-6206</p> | <p>n/a</p>   |                            |
| 3           | <p><b>WJZ Internal Posting Board</b></p>   | <p>Post on Employee Job Board on the 1st Level</p>   | <p>3725 Malden Avenue<br/>                     Baltimore, MD 21211</p>                                       | <p>(410) 466-0013</p> | <p>n/a</p>   | <p>3</p>                   |
| 4           | <p><b>Broadcast Employment Service</b></p>   | <p>Post on <a href="http://www.tvjobs.com">www.tvjobs.com</a></p>  | <p>P.O. Box 4116<br/>                     Oceanside, CA 92052</p>  | <p>(800) 237-8073</p> | <p>No</p>  | <p>1</p>                   |

| <b>Job Code #:</b> | <b>i) Name of Organization Notified of Job Vacancy</b>     | <b>Contact Person:</b>   | <b>Address:</b>   | <b>Phone Number:</b> | <b>Did Recruitment Source Request Notification? (Yes or No)</b> | <b># of Interviewees Referred</b> |
|--------------------|--|--|---|----------------------|---|-----------------------------------|
| 5                  | Medialine  | Post on:<br><a href="http://www.medialine.com">www.medialine.com</a><br>Mark Shilstone                           | P.O. Box 51909<br>Pacific Grove, CA<br>93950                | (800)<br>237-8073    | No  |                                   |
| 6                  | Veterans Administration                                    | Posting on:<br><a href="https://www.vets.gov/employment/employers">https://www.vets.gov/employment/employers</a> | 31 Hopkins Plaza<br>Baltimore, MD<br>21201                  | (410)<br>230-4538    | No  |                                   |
| 7                  | MD/DC/DEL Broadcasters Association<br>Maryland/DC/Delaware | Email Posting to:<br><a href="mailto:info@mdcdbroadcasters.com">info@mdcdbroadcasters.com</a>                    | 106 Old Court Road<br>Baltimore, MD<br>21208                | (410)<br>653-4122    | Yes   |                                   |
| 8                  | Maryland New Directions                                    | Mail Postings  | 2700 N. Charles Street Suite 200<br>Baltimore, MD<br>21218  | (410)<br>653-4122    | Yes   |                                   |
| 9                  | Baltimore City NAACP                                       | Mail Postings  | 8 West 26th Street<br>Baltimore, MD<br>21218                | (410)<br>366-3300    | Yes   |                                   |
| 10                 | Anne Arundel County NAACP                                  | Mail Postings  | P.O. Box 6210<br>Annapolis, MD<br>21401                     | (410)<br>974-6317    | Yes   |                                   |
| 11                 | Mayor's Office of Employment Development                   | Mail Postings  | 100 West 23rd Street<br>3rd Floor<br>Baltimore, MD<br>21218 | (410)<br>396-3009    | Yes   |                                   |

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|--------------------|--|--|--|----------------------|---|-----------------------------------|
| 12                 | Paul's Place   | Email postings to Barbara Craig<br><a href="mailto:bcraig37@gmail.com">bcraig37@gmail.com</a>        | 1118 Ward Street<br>Baltimore, MD<br>21230         | (410)<br>625-0775    | Yes   |                                   |
| 13                 | The Emma Bowen Foundation for Minority Interest in Media | Mail Postings<br>Attn:<br>Sandra Rice  | 524 West 57th Street<br>New York, NY 10019         | (212)<br>975-2545    | Yes   |                                   |
| 14                 | Federation of Hispanic Organization-Baltimore Chapter    | Email Postings to<br><a href="mailto:Marcoap1@verizon.net">Marcoap1@verizon.net</a><br>Marco Pineyro | P.O. Box 25915<br>Baltimore, MD<br>21224           | (410)<br>931-1640    | Yes   |                                   |
| 15                 | Towson University  | Post on:<br>Handshake  | 8000 York Road<br>Towson, MD 21252                 | (410)<br>704-2000    | Yes   |                                   |
| 16                 | Coppin State University                                  | Fax Postings:<br>(410) 951-3920  | 2553 West North Ave.<br>Baltimore, MD<br>21216     | (410)<br>951-4188    | Yes   |                                   |
| 17                 | Goucher College  | Post on:<br><a href="http://www.goucher.edu/recruit">www.goucher.edu/recruit</a>                     | 1021 Dulaney Valley Rd.<br>Towson, MD 21204        | (410) 337-6191       | Yes   |                                   |
| 18                 | Howard University  | Post on:<br>Handshake  | 525 Bryant Street<br>NW<br>Washington, DC<br>20059 | (202)<br>806-5806    | Yes   |                                   |
| 19                 | Loyola College   | Post on:<br>Handshake  | 4501 N. Charles Street<br>Baltimore, MD<br>21210   | (800)<br>221-9107    | Yes   |                                   |

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|--------------------|--|---|---|----------------------|---|-----------------------------------|
| 20                 | Morehead State University                                    | Post on:<br><a href="http://www.moreheadstate.edu/careernet/">http://www.moreheadstate.edu/careernet/</a>     | 150 University Blvd.<br>Morehead, KY 40351          | (606)<br>783-2221    | Yes   |                                   |
| 21                 | Morgan State University                                      | Post on:<br>Handshake   | 1700 E. Cold Spring Lane<br>Baltimore, MD 21251     | (443)<br>885-3349    | Yes   |                                   |
| 22                 | Stevenson University   | Post on<br>Handshake  | 1525 Greenspring Valley Road<br>Stevenson, MD 21153 | (887) 468-6852       | Yes   |                                   |
| 23                 | University of Baltimore                                      | Post on:<br><a href="http://www.ubalt.edu/careercenter">www.ubalt.edu/careercenter</a>                        | 1420 N. Charles Street<br>Baltimore, MD 21201       | (410) 837-5440       | Yes   |                                   |
| 24                 | University of Maryland                                       | Post on:<br><a href="https://umd-csm.symplicity.com/employers/">https://umd-csm.symplicity.com/employers/</a> | 3100 Hornbake Library<br>College Park, MD 20742     | (301) 314-7225       | Yes   |                                   |
| 25                 | The Community College of Baltimore County- CCBC Essex Campus | Email Posting:<br><a href="mailto:NNIX@ccbsmd.edu">NNIX@ccbsmd.edu</a><br>Dr. Zelda Nix-McCray                | 7201 Rossville Blvd.<br>Baltimore, MD 21237         | (443)<br>840-2222    | Yes   |                                   |
| 26                 | Temple University  | Post on:<br>Handshake   | 1801 N. Broad Street<br>Philadelphia, PA 19122      | (215)<br>204-7000    | Yes   |                                   |

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|-------------|---|-----------------------------------|--|---------------|--|----------------------------|
| 27          | Employee Referral                               | WJZ Employees- Past & Present     | 3725 Malden Avenue<br>Baltimore,<br>Maryland 21211 |               | n/a  | 4                          |
| 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   |                            |
| 30          | Non CBS Employee Referral                       | n/a                               | Varies   | Varies        | n/a  |                            |

Total # of Interviewee referred by Source

|  |
|--|
| <b>Grand Total</b><br><b>20</b><br>Includes 5 Extra Sources listed below |
|--|

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

1. LinkedIn            One (1) Interviewee
2. Indeed.com        Three (3) Interviewees
3. Facebook           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)-Column 3

**7.) Total # of Interviewees Referred by Each Source:** For the period from June 1, 2019 to May 31, 2021. This Employment Unit interviewed 20 Interviewees for full time job vacancies. These Interviewees were referred by the following sources:

\* See Pages Two (2) through Six (6) - 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:<br>(Name and Position)  |
|--|-----------------|---|
| <p>1.<br/><b>Maryland &amp; Pennsylvania Liberal Arts Career Fair- Virtual Job Fair</b></p> <p>Colleges included: Gettysburg College, Goucher College, Hood College, McDaniel College, Mount St. Mary’s University, Muhlenberg College, Notre Dame of Maryland, St. John’s College, Ursinus College and Washington College</p> | <p>02/24/21</p> | <p><b>Kathy Mitzel- HR Manager</b></p> <p>Hosted by Handshake. Students signed up to speak to Kathy One on One for 20 minutes over Zoom to discuss jobs in TV and WJZ. Internship program and ViacomCBS Career Site also discussed</p>                      |
| <p>2.<br/><b>Mock Interviews</b><br/>Washington College-Virtual</p>  | <p>03/05/21</p> | <p><b>Kathy Mitzel- HR Manager</b></p> <p>As part of their Career Fair Agenda- Kathy had three 45 Mock Interviews with graduating seniors. Advice given on jobs in TV, resume edit suggestions and how to answer certain questions during an interview.</p> |
| <p>3.<br/><b>Career Fair Week-Towson University</b></p> <p>Media, Arts and Communications Virtual Job Fair</p>   | <p>03/10/21</p> | <p><b>Kathy Mitzel- HR Manager</b></p> <p>Hosted by Handshake. Students signed up to speak to Kathy One on One for 20 minutes over Zoom to discuss jobs in TV and WJZ. Internship program and ViacomCBS Career Site also discussed.</p>                     |

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

| Description of Recruitment Measure:           | Date: | Personnel Involved:<br>(Name and Position) |
|---|-------|--|
| Internship Program Paused due to the pandemic |       |  |

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:<br>(Name and Position)  |
|--|----------|---|
| 1.<br><b>The WOW Foundation</b><br>Virtual Panel   | 06/27/20 | <b>Denise Koch-</b> Anchor<br>Panel discussed views of the news/media, gender equality, and Black Lives Matter  |
| 2.<br><b>University of Maryland Founders Gala</b><br>Honoring School and Alumni.<br>Spoke to participants about her start in her News Career   | 10/10/20 | <b>Denise Koch-</b> Anchor<br>Guest Speaker<br>Participated live for a Virtual event  |
| 3.<br><b>Catonsville Community College</b><br>Upward Bound Career Day  | 02/15/21 | <b>Ava-joye Burnett-</b> Reporter<br>Speaker<br>Discussed her job as a reporter for their Virtual Career Day  |
| 4.<br><b>WJZ Black History Oratory Competition</b><br>Annual competition hosted by WJZ for High School Students. Students get to choose between three famous quotes from black leaders in history. They then write an essay supporting the quote to present to an audience and local judges. Held annually during Black History Month.<br><br>This year- the event was virtual. Students are coached how to speak to an audience and project their voices. Essays are memorized and presented by the students. | 02/27/21 | <b>Vic Carter-</b> Anchor<br><b>Denise Koch-</b> Anchor<br><b>Nicole Baker-</b> Anchor<br><b>Rick Ritter-</b> Anchor<br><b>Tim Williams-</b> Anchor/Weather<br><b>Max McGee-</b> Anchor/Reporter<br><b>Ava-joye Burnett-</b> Reporter<br><b>Lin Bui-</b> Anchor<br><br>PSA's and black history segments pre-recorded for this virtual event.<br><br>Students presented their essays from their homes. |
| 5.<br><b>G.A.M.B.L.E.</b><br><b>Georgetown Aspiring Minority Business Leaders and Entrepreneurs</b><br><br><b>Diversity Dialogue Conference-Virtual</b>  | 04/10/21 | <b>Nicole Baker-</b> Anchor<br><br>Nicole represented the Media/Industry Panel. She discussed career paths for women in Media. Nicole discussed her Media Career  |

**(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:<br>(Name and position)  | Describe Training:   |
|--|---|--|
| <p>1.<br/>New Hire required Trainings include:</p> <ol style="list-style-type: none"> <li>1. <b>Business Practices Statement Training.</b></li> <li>2. <b>Diversity- Unconscious Bias Training.</b></li> <li>3. <b>Anti-Corruption Training.</b></li> <li>4. <b>Maintaining a Respectful Work Environment Training.</b></li> </ol> | <p>New Hires are required to complete all New Hire Training.</p>                            | <p>CBS on-line training required by all new hires.</p>   |
| <p>2.<br/>New Hire Orientation</p>   | <p>All FT New Hires</p> <p><b>Kathy Mitzel-</b><br/>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 ViacomCBS, its employees and the members of its Board of Directors and to help us maintain a lawful, honest and ethical environment in our company.”</i> New Hires also directed to <a href="http://www.cbsandyou.com">www.cbsandyou.com</a>.</p> |