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April 26, 2021

EEO Staff

Policy Division

Media Bureau

Federal Communications Commission

445 12<sup>th</sup> Street, S.W.

Washington, DC 20554

Re: WCBS-TV (Facility ID: 9610) New York, NY

To Whom It May Concern:

This is in response to the Equal Employment Opportunity program audit letter ("Letter") for WCBS-TV New York, NY ("WCBS") dated February 25, 2021. The Exhibits referenced below are attached hereto and made a part hereof.

Paragraph 2(b)(i) of the Letter requires copies of WCBS' two most recent EEO Public File Reports to date. Copies of the reports, covering the periods from February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021, are attached as **Exhibit A**. WCBS' website is located at <https://newyork.cbslocal.com/> and the most recent EEO report is available by clicking on the "CBS 2 EEO Report" link at the bottom right of each page of the website.

Paragraph 2(b)(ii) of the Letter requires, for the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021, dated copies of all advertisements, bulletins, letters, faxes, emails and other communications announcing positions. Attached as **Exhibit B** are the job postings for the positions filled during the relevant periods, and the sources WCBS reached out to. All external job postings are also circulated to the recruitment sites listed in Section II the EEO Reports found in Exhibit A. WCBS management also engaged in-person at some community outreach programs at job fairs throughout the New York City DMA area. Examples of those are listed in the EEO Reports in Exhibit A.

Paragraph 3(c) of the Letter requires a list of the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time vacancies filled during the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021. Attached as **Exhibit C** are interview logs for the above-mentioned periods, which includes, among other data, a chart containing a listing of the position interviewed for, the number of applicants interviewed and the referral source (names of the applicants have been removed).

Pursuant to 47 C.F.R. §§73.2080(c)(2) and (e)(3), as WCBS had 169 full-time employees as of April 6, 2021 and the population of the New York City DMA is over 250,000, WCBS is required to perform four initiatives during each two-year period. Paragraph 2(b)(iv) of the Letter requires “documentation demonstrating performance of recruitment initiatives” during the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021. Section III of the EEO Public File Reports for the periods of February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021, which list all the supplemental recruitment measures taken by WCBS, are contained in section III of the EEO reports found in Exhibit A.

In response to Paragraph 2(b)(vi) of the Letter, overall responsibility for WCBS’ EEO policies and program rests with its General Manager, who ensures that the station complies with all applicable laws, orders and regulations, including but not limited to Executive Order 11246 and its progeny. Line and upper management share responsibility for the station’s EEO policies and program, including, but not limited to, assisting in auditing progress, including identifying problem areas, formulating solutions, and establishing appropriate goals. Attached as Exhibit E are March 9, 2017 and April 2, 2018 memos from the CEO of the then CBS Corporation and October 9, 2018 and September 20, 2019 memo from the Chief Compliance Officer of the then CBS Corporation reminding all employees of, among other things, the importance of complying with EEO policy. Attached also is an August 14, 2020 memo from the Chief Compliance Officer of ViacomCBS Inc. reminding all employees about the ViacomCBS Inc. Global Business Practices Statement. Pursuant to the 2016 CBS Corporation Business Conduct Statements (“CBS BCS”) “[a]ll managers, directors, and supervisory personnel are required to make a personal commitment to practice and enforce the principles of [CBS’s] equal employment opportunity policy” (CBS BCS at page 10.) Pursuant to the 2020 ViacomCBS Inc. Global Business Practices Statement (“BPS”), ViacomCBS “ensur[es] that all employment decisions are based on individual merit and business needs, irrespective of race, religious creed, color, sexual orientation, national origin, gender, ancestry, physical or mental disability, age, sex, gender expression, gender identity, military and veteran status, marital status or any other personal characteristic protected by applicable law.” The CBS BCS was also available online, as is the 2020 BPS. The policies are posted on bulletin boards accessible to WCBS employees and applicants and the EEO policy or BPS, as applicable, were covered as part of new hire orientation. Copies of the above, including the CBS BCS and BPS pages referenced are included at the end of **Exhibit D**.

In response to paragraph 2(b)(iv) of the Letter, there have been two such complaints during the term outlined in the Letter. Those complaints are noted in **Exhibit E**.

Paragraph 2(b)(vii) of the Letter seeks information on WCBS’s efforts to analyze the effectiveness of its EEO recruitment program and address any deficiencies found. The station

analyzes its employment statistics and makes every effort to ensure that there are diverse candidates when recruiting for open positions. Additionally, station management regularly reviews and analyzes all employment actions including hires, promotions and terminations to ensure that company policy is being followed.

Paragraph 2(b)(viii) of the Letter requests a description of WCBS's efforts to periodically analyze its attempts to review various elements to ensure that they do not have a discriminatory effect and that they provide equal opportunity, including, among others, pay, benefits and seniority practices. Information on WCBS's coordination with unions on EEO policy matters is also requested. Station management periodically reviews pay and benefits and follows ViacomCBS Inc. EEO policy regarding selection techniques and tests to make sure they provide equal opportunity and do not have a discriminatory effect.

WCBS has labor union agreements with SAG-AFTRA, IBEW, WGA, DGA and IATSE. EEO standards are applied equally between union and non-union members WCBS.

The Declaration of Joel D. Goldberg, Senior Vice President, Station Operations WCBS, is attached hereto and made a part hereof.

Please contact the undersigned if you have any further questions.

Very truly yours,



Zachary J. Abella

cc: Joel D. Goldberg, Senior Vice President Station Operations, WCBS-TV

**DECLARATION OF JOEL D. GOLDBERG**

I, Joel D. Goldberg, under penalty of perjury, deposes and states:

1. I am the Senior Vice President, Station Operations at WCBS-TV.
2. I have reviewed the attached response to the Federal Communications Commission Random EEO Audit Letter ("Audit Letter Response") being submitted herewith, based on information supplied by the staff at WCBS-TV, as well as from Human Resources and Labor and Employment personnel at ViacomCBS Inc.
3. To the best of my knowledge, information and belief, all the information contained in this Audit Letter Response is true and correct.

DocuSigned by:

*Joel Goldberg*

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Joel D. Goldberg

Dated: 4/23/2021



## Exhibits to WCBS Response to FCC Enforcement Bureau EEO Audit

- Exhibit A EEO Public File Reports dated February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021.
- Exhibit B 2019 – 2020 and 2020 – 2021 Job Postings and Outreach Program Distribution Lists; Job Postings.
- Exhibit C A chart showing a hiring log for the periods February 1, 2019 through January 31, 2020 and February 1, 2020 through January 31, 2021.
- Exhibit D March 9, 2017 and April 2, 2018 Memos from the CEO of CBS Corporation and October 9, 2018 and September 20, 2019 Memos from the Chief Compliance Officer of CBS Corporation, to all CBS Corporation employees regarding CBS EEO Policy; 2016 CBS Corporation Business Conduct Statement, page 10; Memo from the Chief Compliance Officer of ViacomCBS Inc and relevant pages from the Global Business Practices Statement.
- Exhibit E Pending or resolved complaints involving the Station

## EXHIBIT A

1. February 1, 2019 – January 31, 2020 EEO Report
2. February 1, 2020 – January 31, 2021 EEO Report

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period February 1, 2019 to January 31, 2020.

1) Employment Unit: CBS Broadcasting Inc.

2) Unit Members (Stations and Communities of License): WCBS-TV/WLNY-TV, New York, NY

3) EEO Contact Information for Unit Member:

Mailing Address:  WCBS-TV / WLNY-TV Finance Dept. – 3 <sup>rd</sup> Floor 524 West 57 <sup>th</sup> Street New York, NY 10019	Telephone Number: 212-975-2200
	Contact Person: Lisa Hakim
	E-mail Address: Lhakim@cbs.com

**I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled**  
(See Master Recruitment Source List for recruitment source data)

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Assignment Editor	1-29; 33-42	Internal Employee
Maintenance Technician	1-29; 33-42	Employee Referral
Reporter	2	Per Diem to Staff
Reporter	2	Per Diem to Staff
Reporter	2	Per Diem to Staff
Web Producer	1-29; 33-42	Internal Employee
Media Manager	2	Internal Employee
Assignment Editor	1-29; 33-42	CBS Website
Accountant	1-29; 33-42	CBS Website
Associate Digital Line Producer	1-29; 33-42	CBS Website
Maintenance Technician	1-29; 33-42	Per Diem to Staff
Associate Digital Line Producer	1-29; 33-42	CBS Website
Producer/Writer	1-29; 33-42	Employee Referral
Producer/Writer	1-29; 33-42	Per Diem to Staff

## II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	CBS Corporation.com	524 West 57 <sup>th</sup> Street New York, NY 10019	Website posting via corporate website (CBS Applicant Tracking System via Avature)	Varies by posting	No	33
2	CBS & You Internal Job Posting	524 West 57 <sup>th</sup> Street New York, NY 10019	Website posting for current employees only via CBS intranet site		No	
3	The Bridge to Independence & Career Opportunity (TBICO)	22 Eagle Road Danbury, CT 06810	Carole DeRoberts Tbico1@aol.com	203-743-6695	Yes	
4	Black United Fund of New Jersey	132 South Harrison St. East Orange, NJ 07018	Sondra Clark sclark@aafnj.org	973-676-5283	Yes	
5	Community Resource Database of Long Island	101 Eastwood Blvd. Centereach, NY 11720-2745	Loretta Piscatella crdli@mcpl.lib.ny.us	631-585-9393	Yes	
6	The New York Urban League	204 West 136 <sup>th</sup> Street New York, NY 10030	Diana Coleman dcoleman@nyul.org	212-926-8000	Yes	
7	One Hundred Black Men of New York	299 Park Avenue New York, NY 10171	Steven Board Ohbm.org	212-777-7070	Yes	
8	One Hundred Black Men of New Jersey, Inc.	P.O. Box 1206 Newark, NJ 07101	Jerrid Douglas 100bmj.org	732-735-0412	Yes	
9	Statewide Hispanic Chamber of Commerce of NJ	One Gateway Center Suite 903 Newark, NJ 07102	Erica Horton chamber@shccnj.org	973-900-5886	Yes	
10	New York Association of Black Journalists- NY Chapter	P.O. Box 234 2214 Frederick Douglass Blvd. New York, NY 10026	Michael Fenney nyabj@yahoo.com	212-252-5332	Yes	
11	National Association of Hispanic Journalists- NY Chapter		Geraldine Cols-Azocar gerymca@gmail.com		Yes	
12	Asian American Journalists Federation- NY Chapter		aaajanyjobs@googlegroups.com		Yes	
13	National Lesbian & Gay Journalist Association		info@nlgia.org		Yes	
14	The Harlem Business Alliance	275 Lenox Avenue New York, NY 10027	Regina Smith rsmith@hbany.org	212-665-7010	Yes	

15	Job Path	22 West 38 <sup>th</sup> St. #11 New York, NY 10018	Aimee Althoff aalthoff@jobpathnyc.org	212-944-0564	Yes	
16	Native American Journalists Association	395 W. Lindsey St. Norman, OK 73019-4201		405-325-1649	Yes	
17	Bronxnet	250 Bedford Park Blvd. West Bronx, NY 10468	Marisa White Marisa@bronxnet.org	718-960-8769	Yes	
18	Community Association of Progressive Dominicans	3940 Broadway 2 <sup>nd</sup> Floor New York, NY 10032	Acdp.org	212-781-5500	Yes	
19	Long Island University-CW Post	720 Northern Blvd. Brookville, NY 11548	Jason Cascone Jason.cascone@liu.edu	516-299-2259	Yes	
20	Borough of Manhattan Community College	199 Chambers St. New York, NY 10007	Valeria Diaz vdiaz@bmcc.cuny.edu	212-220-8170	Yes	
21	State University of New Jersey-Rutgers	100 Somerset St. New Brunswick, NJ 08901	Career Services Careers.rutgers.edu	848-932-7997	Yes	
22	Columbia University School of Journalism	116 <sup>th</sup> Street & Broadway New York, NY	Career Services Jrn.columbia.edu	212-854-9198	Yes	
23	St. John's University	8000 Utopia Parkway Jamaica, NY 11439	Michael Rizzo rizzom@stjohns.edu	718-990-7390	Yes	
24	Lehman College	250 Bedford Park Blvd. West Bronx, NY 10468	Career Services Bascillia Toussaint Bascillia.Toussaint@lehman.cuny.edu	718-960-8557	Yes	
25	New York University	133 East 13 <sup>th</sup> St. 2 <sup>nd</sup> Floor New York, NY 10003	Career Development career.development@nyu.edu	212-998-4730	Yes	
26	New York Institute of Technology	1855 Broadway New York, NY 10023	Career Services osa@nyit.edu	212-261-1537	Yes	
27	School of Visual Arts	136 West 21 St. New York, NY 10010	Career Development cd@sva.edu	212-592-2370	Yes	
28	Hofstra University	1000 Fulton Ave. Hempstead, NY 11550	Career Center <a href="https://hofstra-csm.symplicity.com/employers/">https://hofstra-csm.symplicity.com/employers/</a>	516-463-6600	Yes	
29	Berkeley College	44 Rifle Camp Rd Woodland Park, NJ 07424	Career Services jib@BerkeleyCollege.edu	866-433-1086	Yes	

30	Ken Lindner & Associates, Inc.	2029 Century Park East Suite 1000 Los Angeles, CA 90067		310-277-9223	No	
31	IF Management	152 West 57th St. #14 New York, NY 10019	<a href="mailto:contact@ifmanagement.com">contact@ifmanagement.com</a>	212-265-7711	No	
32	United Talent Agency (N.S. Bienstock)	250 West 57 <sup>th</sup> St. Suite 333 New York, NY 10107	<a href="mailto:shinm@unitedtalent.com">shinm@unitedtalent.com</a>	212-765-3040	No	
33	Direct Employers Association		Website posting via CBS Applicant Tracking System		N/A	
34	Indeed.com		Website posting via CBS Applicant Tracking System		N/A	4
35	Glassdoor.com		Website posting via CBS Applicant Tracking System		N/A	
36	LinkedIn.com		Website posting via CBS Applicant Tracking System		N/A	2
37	TV Jobs.com		Website posting via CBS Applicant Tracking System		N/A	2
38	Crunchdata.com		Website posting via CBS Applicant Tracking System		N/A	1
39	FiOS 1 Career Fair		Directly contacted by HR VP at FiOS due to their closing the business		N/A	1
39	Internal Staff Promotions/Transfers				N/A	7
40	Former Employee/Former Intern				N/A	0
41	Per Diem to Staff Promotions/Transfers				N/A	6
42	Employee Referral				N/A	3
43	Industry Referral				N/A	
44	Direct Contact				N/A	

**TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD**

**59**

### III. Supplemental Recruitment Measures.

#### (a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p><b>1. Penn State "Success in the City" Career Fair</b> This career/internship fair was attended by over 200 Penn State students seeking internships or full-time employment after graduation.</p>	2/22/2019	Kathleen Kelly (HR Director, CBS 2/WLNY-TV); Shawntrice Jackson (HR Director, CBS Corporation)
<p><b>2. Brooklyn Bridge to Employment Career Fair</b> NYS and the Brooklyn Chamber of Commerce hosted a career fair to assist Brooklynites in finding quality employment opportunities. The event was attended by 150+ individuals seeking employment in various industries.</p>	8/14/2019	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<p><b>3. St. John's University Career Fair</b> Students and alumni from various academic disciplines at St. John's attend this career event to discuss internships, full-time staff and freelance opportunities and to network for their future.</p>	9/19/2019	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<p><b>4. RNN/FiOS 1 News Career Event</b> RNN FiOS1 News closed its doors and laid off all of their employees in November 2019. In order to assist their employee population who were losing their jobs, the RNN/FiOS1 HR Department organized a career fair to give employees the opportunity to network, meet face-to-face with other media/entertainment organizations in the hope of securing employment. Approximately 100 FiOS1 employees, from all areas of the organization, attended this event.</p>	10/11/2019	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<p><b>5. The Newmark Graduate School of Journalism at CUNY Job/Internship Fair</b> Students and alumni from CUNY's Journalism program attended and networked with various media/journalism organizations. It provided the opportunity to network and discuss internships and future employment at various organizations. Approximately 100 students/alumni attended.</p>	10/17/2019	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<p><b>6. Latino Media Job &amp; Internship Fair at The Newmark Graduate School of Journalism at CUNY</b> Latino students and alumni from CUNY's Journalism program attended this event to network and discuss both internships and job opportunities with hiring managers. Approximately 75 students/alumni attended this event.</p>	11/7/2019	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)



**(b) Internship**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p><b>1. Station Internship Program</b> Interns are exposed to all areas of the CBS 2/WLNY Newsroom. They assist on the Assignment Desk; work with Producers/Writers to research story ideas; observe reporters/photographers in the field; observe/make suggestions to editors on packages; collaborate on station promos and public service announcements; create graphics for the newscasts and promos; assist with station tours; research potential clients with the sales team and put together sales presentations, both for traditional TV sales and digital sales. The interns are also tasked with putting together a final project, which is a newscast that they write, produce and report.</p>	Summer program (June-August 2019)	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<p><b>2. Emma Bowen Foundation Internship</b> The Emma Bowen Foundation is committed to creating career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Foundation staff coordinates student recruitment and screening and once selected, the Foundation monitors students' academic and work performance throughout their time in the program and tracks graduates' career progress. The students rotate from department to department each summer of the internship to learn the inner workings of a television station.</p>	Summer Program (late May – late August). One student is selected and that student returns each summer from the summer after high school graduation until the summer after his/her junior year of college.	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<p><b>3. News Apprentice Program</b> CBS 2 / WLNY-TV provide an apprentice program to hire 1 person for a 6-12 month period and train that individual on the workings of a newsroom, with the potential outcome being that the person is hired into a full-time position at the end of the training period.</p>	June/July of current year and continues for up to 12 months from start date of the apprentice.	Kathleen Kelly (HR Director, CBS 2/WLNY-TV) David Friend (SVP, News/News Director, CBS 2/WLNY-TV)
<p><b>4. Veteran Internship Program</b> CBS 2/WLNY is committed to recruiting and hiring 1 summer intern who is a US veteran. The stations exposed the intern to all areas of our Newsroom, providing the intern the opportunity to research story ideas and write scripts, observe reporters in the field, observe/make suggestions to editors on packages, etc. In the summer of 2019, we brought 1 veteran in our internship program.</p>	Summer program (June – August 2019)	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)

**(c) Participation in Events.**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p><b>1. 70<sup>th</sup> Annual Christopher Awards</b>            Tony Aiello participated in the 70<sup>th</sup> Annual Christopher Awards. The Christopher Awards salute media that affirm the highest values of human spirit and reflect the Christopher motto, "It is better to light one candle than to curse the darkness." Tony read and introduced the winning projects, which included profiles in courage, stories of determination and vision and chronicles of constructive action and empowerment, for all ages ranging from Pre-K through Adult.</p>	5/23/2019	Tony Aiello – Reporter, CBS 2 / WLNY-TV
<p><b>2. Television Station Tours</b>            Throughout the year, CBS 2 / WLNY-TV hosted tour groups for recipients that obtained tour certificates from various community organizations' charitable events. The tours included minors at least 16 years of age. The tours consisted of our Newsroom and Control Room. After each tour, the guests would sit in on a broadcast and then speak with the on-air talent about the broadcast industry.</p>	Various	Chris Wragge – Anchor/Reporter, CBS 2 / WLNY-TV; Mary Calvi – Anchor/Reporter, CBS 2 / WLNY-TV; John Elliott – Weather Anchor, CBS 2 / WLNY-TV; Alex Denis – Reporter, CBS 2 / WLNY-TV; Elise Finch – Weather Anchor, CBS 2/WLNY-TV; Natalie Duddridge – Reporter, CBS 2/WLNY-TV
<p><b>3. Brooklyn Public Library Annual Summer Reading Program</b>            CBS 2/WLNY serves as a media partner throughout the summer to encourage students to continue reading while school is out of session. The CBS 2 mobile weather lab was on display, during the kick-off, for our reporter to provide children with information about weather forecasting and answer questions about a career in journalism.</p>	6/1/2019	Vanessa Murdock – Weather Anchor/Reporter, CBS 2/WLNY-TV
<p><b>4. NY Association of Black Journalists</b>            Maurice DuBois co-hosted the 2019 NY Association of Black Journalists event. Maurice spoke with members of the NY NABJ about the broadcast/media industry and the continued advancement of black journalists in the NY area.</p>	11/14/2019	Maurice DuBois – Anchor/Reporter, CBS 2 / WLNY-TV
<p><b>5. Ithaca College</b>            Andy Lindenauer, Lisa Hakim and Kathleen Kelly spoke with the first graduating class of Ithaca's new entertainment and media graduate program about their careers in media and entertainment, the broadcasting industry and how it is ever evolving and changing, and what may lie ahead for the industry.</p>	1/7/2020	Andy Lindenauer – SVP, Operations, CBS Television Stations Local Digital Media; Lisa Hakim – Director, Finance & Accounting, CBS 2/WLNY-TV; Kathleen Kelly – Director, Human Resources, CBS 2/WLNY-TV

**(d) Training Management Personnel.**

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p><b>1. 2016 version of the CBS Corporation Business Conduct Statement (BCS)</b>, which summarizes the most important policies and rules that apply to CBS and its employees, including Equal Employment Opportunity and Harassment-Free Workplace Environment; September/October 2016.</p>	<p>Distributed to all current employees every other year and new hires upon start.</p>	<p>Reading material, which requires employees to affirm their individual commitment to the highest standards of business ethics and workplace behavior as set forth in the CBS Corporation Business Conduct Statement. Must be completed by all Full-Time employees on a bi-annual basis and at the time of hire for new employees.</p>
<p><b>2. CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees</b> covering the “CBS Business Conduct Statement”, which trains employees on the CBS Television Stations “important policies and rules that apply to CBS Corporation, its employees, and the members of its Board of Directors and to help us maintain a lawful, honest, and ethical environment in our Company.” Courses included “Addressing Sexual Harassment in the Workplace”, “Anti-Harassment/Discrimination Courses”, “Information Security”, “The American with Disabilities Act”, etc. In the 4<sup>th</sup> quarter of 2019, an updated, online version of “Maintaining A Respectful Work Environment” training was sent out to all freelance, per diem and staff employees and the training module took a minimum of 90 minutes to complete, longer if you managed a staff of people.</p>	<p>All Full Time Staff Employees and Full Time New Hire Employees are required to complete these online training modules and print out the “Certificate of Completion”. This training is mandatory every other year for current employees to complete as a refresher.</p>	<p>A series of online training courses for the purpose of reviewing the company’s policies which include ensuring that our conduct is lawful and ethical and that our workplace is free of unlawful discrimination and harassment and conducive to the work we need to accomplish. Training also outlines steps employees should take if they believe unlawful practices occur in the workplace. These policies are also outlined in the CBS Human Resources Policy Guide which is accessible to all CBS Employees on the CBS &amp; You website portal. The CBS Business Conduct Statement is also accessible to all CBS employees via the online CBS and You website portal as well.</p>
<p><b>3. New Hire Orientation Meetings</b> Company and EEO Policy Dissemination and Review</p>	<p>Kathleen Kelly (Director, HR, CBS Corporation); Francesca Rossi (HR Manager, CBS Corporation); Jessica Bravo (HR Coordinator, CBS TV Network); Yahayra Gonzalez (Sr. Benefits Analyst, CBS Corporation); Oriana Acevedo (Sr. Benefits Analyst, CBS Corporation)</p>	<p>This training is ongoing and provided to all new full-time staff employees; this training is held at our corporate offices. The Company’s EEO Policies, which include “Addressing Sexual Harassment in the Workplace” and “Anti-Harassment/Discrimination” policies are reviewed with all new employees.</p>

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period February 1, 2020 to January 31, 2021.

1) Employment Unit: CBS Broadcasting Inc.

2) Unit Members (Stations and Communities of License): WCBS-TV/WLNY-TV, New York, NY

3) EEO Contact Information for Unit Member:

Mailing Address:  WCBS-TV / WLNY-TV Finance Dept. – 3 <sup>rd</sup> Floor 524 West 57 <sup>th</sup> Street New York, NY 10019	Telephone Number: 212-975-2200
	Contact Person: Lisa Hakim
	E-mail Address: Lhakim@cbs.com

**I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled**  
 (See Master Recruitment Source List for recruitment source data)

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Executive Producer	1-29; 33-42	Internal Employee
Assignment Editor	1-29; 33-42	CBS Website
Reporter	1-29; 33-43	Internal Employee
Reporter	1-29; 33-43	Direct Contact
Digital Line Producer	1-29; 33-43	Internal Employee
News Business Manager	1-29; 33-42	Employee Referral
Associate Digital Line Producer	1-29; 33-42	Per Diem to Staff
Producer/Writer	1-29; 33-42	Internal Employee
Producer/Writer	1-29; 33-42	Internal Employee

## II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	CBS Corporation.com	524 West 57 <sup>th</sup> Street New York, NY 10019	Website posting via corporate website (CBS Applicant Tracking System via Avature)	Varies by posting	No	11
2	CBS & You Internal Job Posting	524 West 57 <sup>th</sup> Street New York, NY 10019	Website posting for current employees only via CBS intranet site		No	
3	The Bridge to Independence & Career Opportunity (TBICO)	22 Eagle Road Danbury, CT 06810	Carole DeRoberts Tbico1@aol.com	203-743-6695	Yes	
4	Black United Fund of New Jersey	132 South Harrison St. East Orange, NJ 07018	Sondra Clark sclark@aafnj.org	973-676-5283	Yes	
5	Community Resource Database of Long Island	101 Eastwood Blvd. Centereach, NY 11720-2745	Loretta Piscatella crdli@mcpl.lib.ny.us	631-585-9393	Yes	
6	The New York Urban League	204 West 136 <sup>th</sup> Street New York, NY 10030	Diana Coleman dcoleman@nyul.org	212-926-8000	Yes	
7	One Hundred Black Men of New York	299 Park Avenue New York, NY 10171	Steven Board Ohbm.org	212-777-7070	Yes	
8	One Hundred Black Men of New Jersey, Inc.	P.O. Box 1206 Newark, NJ 07101	Jerrid Douglas 100bmnj.org	732-735-0412	Yes	
9	Statewide Hispanic Chamber of Commerce of NJ	One Gateway Center Suite 903 Newark, NJ 07102	Erica Horton chamber@shccnj.org	973-900-5886	Yes	
10	New York Association of Black Journalists- NY Chapter	P.O. Box 234 2214 Frederick Douglass Blvd. New York, NY 10026	Michael Fenney nyabj@yahoo.com	212-252-5332	Yes	
11	National Association of Hispanic Journalists- NY Chapter		Geraldine Cols-Azocar gerymca@gmail.com		Yes	
12	Asian American Journalists Federation- NY Chapter		aajanyjobs@googlegroups.com		Yes	
13	National Lesbian & Gay Journalist Association		info@nlgia.org		Yes	
14	The Harlem Business Alliance	275 Lenox Avenue New York, NY 10027	Regina Smith rsmith@hbany.org	212-665-7010	Yes	

15	Job Path	22 West 38 <sup>th</sup> St. #11 New York, NY 10018	Aimee Althoff aalthoff@jobpathnyc.org	212-944-0564	Yes	
16	Native American Journalists Association	395 W. Lindsey St. Norman, OK 73019-4201		405-325-1649	Yes	
17	Bronxnet	250 Bedford Park Blvd. West Bronx, NY 10468	Marisa White Marisa@bronxnet.org	718-960-8769	Yes	
18	Community Association of Progressive Dominicans	3940 Broadway 2 <sup>nd</sup> Floor New York, NY 10032	Acdp.org	212-781-5500	Yes	
19	Long Island University-CW Post	720 Northern Blvd. Brookville, NY 11548	Jason Cascone Jason.cascone@liu.edu	516-299-2259	Yes	
20	Borough of Manhattan Community College	199 Chambers St. New York, NY 10007	Valeria Diaz vdiaz@bmcc.cuny.edu	212-220-8170	Yes	
21	State University of New Jersey-Rutgers	100 Somerset St. New Brunswick, NJ 08901	Career Services Careers.rutgers.edu	848-932-7997	Yes	
22	Columbia University School of Journalism	116 <sup>th</sup> Street & Broadway New York, NY	Career Services Jrn.columbia.edu	212-854-9198	Yes	
23	St. John's University	8000 Utopia Parkway Jamaica, NY 11439	Michael Rizzo rizzom@stjohns.edu	718-990-7390	Yes	
24	Lehman College	250 Bedford Park Blvd. West Bronx, NY 10468	Career Services Bascillia Toussaint Bascillia.Toussaint@lehman.cuny.edu	718-960-8557	Yes	
25	New York University	133 East 13 <sup>th</sup> St. 2 <sup>nd</sup> Floor New York, NY 10003	Career Development career.development@nyu.edu	212-998-4730	Yes	
26	New York Institute of Technology	1855 Broadway New York, NY 10023	Career Services osa@nyit.edu	212-261-1537	Yes	
27	School of Visual Arts	136 West 21 St. New York, NY 10010	Career Development cd@sva.edu	212-592-2370	Yes	
28	Hofstra University	1000 Fulton Ave. Hempstead, NY 11550	Career Center <a href="https://hofstra-csm.symplicity.com/employers/">https://hofstra-csm.symplicity.com/employers/</a>	516-463-6600	Yes	
29	Berkeley College	44 Rifle Camp Rd Woodland Park, NJ 07424	Career Services jib@BerkeleyCollege.edu	866-433-1086	Yes	

30	Ken Lindner & Associates, Inc.	2029 Century Park East Suite 1000 Los Angeles, CA 90067		310-277-9223	No	
31	IF Management	152 West 57th St. #14 New York, NY 10019	<a href="mailto:contact@ifmanagement.com">contact@ifmanagement.com</a>	212-265-7711	No	
32	United Talent Agency (N.S. Bienstock)	250 West 57 <sup>th</sup> St. Suite 333 New York, NY 10107	shinm@unitedtalent.com	212-765-3040	No	
33	Direct Employers Association		Website posting via CBS Applicant Tracking System		N/A	
34	Indeed.com		Website posting via CBS Applicant Tracking System		N/A	
35	Glassdoor.com		Website posting via CBS Applicant Tracking System		N/A	
36	LinkedIn.com		Website posting via CBS Applicant Tracking System		N/A	4
37	TV Jobs.com		Website posting via CBS Applicant Tracking System		N/A	
38	Crunchdata.com		Website posting via CBS Applicant Tracking System		N/A	
39	Internal Staff Promotions/Transfers				N/A	10
40	Former Employee/Former Intern				N/A	
41	Per Diem to Staff Promotions/Transfers				N/A	4
42	Employee Referral				N/A	2
43	Industry Referral				N/A	
44	Direct Contact				N/A	2

**TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD**

**33**



### III. Supplemental Recruitment Measures.

#### (a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<b>1. Manhattanville College</b> This career/internship fair was attended by about 100 Manhattanville College students seeking internships or full-time employment after graduation.	3/4/2020	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
<b>2. NABJ/NAHJ Unity Conference</b> This event provides media/journalism organizations the opportunity to network with candidates looking for positions, internships and general career advice/guidance. The event is attended by 500+ people from all over the U.S.	7/23 – 7/27/2020	David Friend (SVP/News Director, CBS2/WLNY-TV) Nicole Tindiglia (Assistant News Director, CBS2/WLNY-TV)
<b>3. The Newmark Graduate School of Journalism at CUNY Job/Internship Fair</b> Students and alumni from CUNY's Journalism program attended virtually and networked with various media/journalism organizations. It provided the opportunity to network and discuss freelance and staff positions and internships.	10/23/2020	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)

## Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p><b>1. Emma Bowen Foundation Internship</b> The Emma Bowen Foundation is committed to creating career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Foundation staff coordinates student recruitment and screening and once selected, the Foundation monitors students' academic and work performance throughout their time in the program and tracks graduates' career progress. The students rotate from department to department each summer of the internship to learn the inner workings of a television station.</p>	<p>Summer Program (late May – late August). One student is selected and that student returns each summer from the summer after high school graduation until the summer after his/her junior year of college.</p>	<p>Kathleen Kelly (HR Director, CBS2/WLNY-TV)</p>

**(b) Participation in Events.**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p><b>1. Fordham University "Interviews and Profiles" class</b> Alice Gainer was a virtual guest speaker in the class. She presented stories she has covered and she discussed her career in journalism. The presentation was followed by a Q&amp;A session.</p>	3/27/2020	Alice Gainer – Reporter, CBS2/WLNY-TV
<p><b>2. Boston College Graduation</b> Lonnie Quinn, an alumnus of BC, was contacted to give a virtual commencement speech. He spoke about his time at BC and how the school helped to prepare him for a career in meteorology and journalism.</p>	5/18/2020	Lonnie Quinn – Weather Anchor, CBS2/WLNY-TV
<p><b>3. Archdiocese of NY Arch Media Awards</b> Nearly 200 students from 30 schools participated in the first annual Arch Media Awards. This multimedia journalism program challenged students and their moderators to produce 60-90 second packages that tell a story the same way real-world journalists report a story.</p>	6/16/2020	Lonnie Quinn – Weather Anchor, CBS2/WLNY-TV
<p><b>4. Fair Lawn High School – Bridges Program</b> John Elliott participated in a zoom class with students. The class was studying weather and weather patterns. John discussed his position as a meteorologist and how he determines the daily forecast.</p>	12/8/2020	John Elliott – Weather Anchor, CBS2/WLNY-TV

**(c) Training Management Personnel.**

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p><b>1. 2020 ViacomCBS Business Practices Statement (BPS)</b>, which summarizes the most important policies and rules that apply to ViacomCBS and its employees. It's a statement/training module of the Company's rules, ethics and values. November 2020.</p>	<p>Distributed to all current employees every other year and new hires upon start.</p>	<p>Reading material, which requires employees to affirm their individual commitment to the highest standards of business ethics and workplace behavior as set forth in the ViacomCBS Business Practices Statement. Must be completed by all Full-Time employees on a bi-annual basis and at the time of hire for new employees.</p>
<p><b>2. ViacomCBS Web-Based Training Modules distributed to all Full-Time and New Hire Employees</b> covering the "ViacomCBS Business Practices Statement", which trains employees on the Company's "important policies and rules that apply to all ViacomCBS employees, and the members of its Board of Directors, to help us maintain a lawful, honest, and ethical environment in our Company." Courses included "Preventing Sexual Harassment in the Workplace", "Anti-Harassment/Discrimination Courses", "Information Security", "The American with Disabilities Act", etc. In the 4<sup>th</sup> quarter of 2020, the Company updated the Preventing Sexual Harassment" training; it was sent out to all staff employees and the training took a minimum of 90 minutes to complete.</p>	<p>All Full Time Staff Employees and Full Time New Hire Employees are required to complete these online training modules and print out the "Certificate of Completion". This training is mandatory every other year for current employees to complete as a refresher.</p>	<p>A series of online training courses for the purpose of reviewing the company's policies which include ensuring that our conduct is lawful and ethical and that our workplace is free of unlawful discrimination and harassment and conducive to the work we need to accomplish. Training also outlines steps employees should take if they believe unlawful practices occur in the workplace. These policies are also outlined in the ViacomCBS Human Resources Policy Guide which is accessible to all ViacomCBS Employees on the Total Rewards employee portal. The ViacomCBS Business Practices Statement is also accessible to all ViacomCBS employees via the Total Rewards portal as well.</p>
<p><b>3. New Hire Orientation Meetings</b> Company and EEO Policy Dissemination and Review</p>	<p>Vanessa Zackler (Learning &amp; Development Manager, ViacomCBS); Gabrielle Caputo (Sr. Project Coordinator, ViacomCBS); Oriana Acevedo (Sr. Benefits Analyst, CBS Corporation)</p>	<p>This training is ongoing and provided to all new full-time staff employees; this training is currently conducted virtually. The Company's EEO Policies, which include "Preventing Sexual Harassment in the Workplace" and "Anti-Harassment/Discrimination" policies are reviewed with all new employees.</p>

## EXHIBIT B

1. Job postings February 1, 2019 – January 31, 2020
2. Job postings February 1, 2020 – January 31, 2021
3. Sources where WCBS job postings are circulated to
4. Individual job postings and sources reached



Note File Calendar Form Link person Build Link  
View More



Job

## Assignment Editor

Ref# 32770

### PINNED PAGES

My Open Jobs

### RECENT PAGES

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanne Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Producer/Newswriter

### Job Workflow

#### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

### Tasks & Events

#### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Assignment Desk Editor.Non Exempt
Job ID *	365843
Job Title *	Assignment Desk Editor
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin

Kathleen Kelly



# Assignment Editor

Ref# 32770

Job

### PINNED PAGES

My Open Jobs

Title of Employee Replaced \*

Assignment Editor

### RECENT PAGES

Assignment Editor

Salary Type \*

Edit

Ardan Thornhill

Edit

Untitled

Bonus (STIP/SLSB)

Full-Time Staff

Advanced Search

LTIP

Full-Time

Corrie Seabrook

Job Type \*

Union

Untitled

Schedule \*

CBS 2 / WLNY-TV currently has an opening for an Assignment

Jeanie Guzman

Union/Talent Status \*

Editor. Responsibilities include:

Untitled

Job Description / Requisition Details \*

Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.

Karina Cuevas

- \* Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use.
- \* Monitoring scanners and emergency service agencies.
- \* Taking incoming calls and determining news worthiness.
- \* Taking direction from assignment managers and upper news management.
- \* Assigning editing duties and rolling feed tape numerous times each day.
- \* Maintaining regular and predictable attendance.

Untitled

...Less

Diana Correa

Qualifications \*

Required:

Untitled

Gretchen Andsager

Bachelor's or technical degree in broadcast journalism or related field.  
 3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/lar market television station.  
 Experience with Avid iNews computer system preferred.  
 Ability to work on multiple tasks under deadline.  
 Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Untitled

...Less

Producer/Newswriter

About Us \*

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...Less

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager	
Erminia Vacirca 000161770	

[add another](#)

Drag up to pin

HR Generalist \*

Hurst, Jessica

Compensation Approver \*

McCardle, Michelle

Charli

Kathleen Kelly



Note File Calendar Form Link person Build Link  
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Job

# Assignment Editor

Ref# 32770

### PINNED PAGES

My Open Jobs

### RECENT PAGES

Assignment Editor

Arpan Thrimilli

Untitled

Advanced Search

Cornie Seabrook

Untitled

Jeanne Guzman

Untitled

Karima Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Producer/Newswriter

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver
Hakim, Lisa

[add another](#)

### HireRight Information

[Less](#)

### Journal

Filter

Simple

Full

### Linked People

1 Hired

103 Rejected

104 Total

### Settings

Linked people workflow  
Requisition (ATS - United States)

Form when applying  
No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 20-Dec-2018 by System Administrator

Drag up to pin



Kathleen Kelly



# Maintenance Engineer 403(g)

Ref# 31825

Job

### PINNED PAGES

My Open Jobs

### RECENT PAGES

Maintenance Engineer 40...

Assignment Editor

Arjan Tharani

Untitled

Advanced Search

Corrie Saabrook

Untitled

jeanette Guernati

Untitled

Karina Cuevas

Untitled

Diana Comad

Untitled

Gretchen Landsager

Untitled

Drag up to pin



Kathleen Kelly

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Maintenance Technician 403(g).Non Exempt
Job ID *	839562
Job Title *	Maintenance Technician 403(g)
Job Function *	Engineering
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Technicians
Department Name *	CTS-New York / WLNY-TV Engineering 0401
Org ID *	12883
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WLNY-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	8011-401--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0



Note File Calendar Form Link person Build Link View More



# Maintenance Engineer 403(g)

Ref# 31825

### PINNED PAGES

My Open Jobs

### RECENT PAGES

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanne Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

Title of Employee Replaced \*

Maintenance Technician 403(g)

Salary Type \*

Edit

Annual Salary (Budget) \*

Edit

Bonus (STIP/SLSB)

Full-Time Staff

LTIP

Full-Time

Job Type \*

Union

Schedule \*

CBS 2 / WLNY-TV is looking for an experienced television maintenance technician/desktop server administrator. This is a fast-paced environment that requires fast accurate thinking during times of high pressure. The ability to learn and understand broadcast television expected.

Union/Talent Status \*

Job Description / Requisition Details \*

The successful candidate will be expected to troubleshoot, isolate and fix problems with server applications as well as handle server administration, configuration and updates. Knowledge of audio and video media file formats is a necessity. The ability to interface with vendors and manufacturers to research and address support issues required.

Must be familiar with active directory, software deployment such as bigfix and basic linux/unix commands. Familiar with newsroom server systems, such as iNews and ENPS, is beneficial.

Additional familiarity with all forms of TV signal propagation, including baseband analog NTSC, SDi and HDSDi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities .

[... Less](#)

Required:

Computer networking is a requirement; Cisco certification is a big plus.

Qualifications \*

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected; Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam) .

[... Less](#)

About Us \*

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[... Less](#)

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

EEO Statement \*

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager
Richard Paleski 000038129

Chat

Kathleen Kelly

Note File Calendar Form Link person Build Link  
View More



Job

# Maintenance Engineer 403(g)

Ref# 31825

### PINNED PAGES

My Open Inquiries

### RECENT PAGES

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanie Guzman

Untitled

Carina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

Untitled

## Position Stations Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver
	Hakim, Lisa

[add another](#)

## HireRight Information

[Less](#)

## Journal

Filter

Simple

Full

## Linked People

1 Hired

32 Rejected

1 Withdrew

34 Total

## Settings

Linked people workflow  
Requisition (ATS - United States)

Form when applying  
No form selected

## Forms

### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 18-Jan-2019 by System Administrator

### Job Req Approval Form

Added on 13-Aug-2018 by System Administrator

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link

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Ref# 33587

Date 02-Apr-2019

Job

# Reporter

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

### PINNED PAGES

My Open Jobs

### RECENT PAGES

Reporter

Maintenance Engineer-40...

Assignment Editor

Arden Thontrijl

Untitled

Advanced Search

Carmie Seabrook

Untitled

Jeanie Guzman

Untitled

Marina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andvager

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal Career Site Only
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Reporter.Exempt
Job ID *	14209
Job Title *	Reporter
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Edit
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	3
Positions Remaining (positions left to fill) *	0
Addition/Replacement *	Replacement

Drag up to pin



Kathleen Kelly





Note File Calendar Form Link person Build Link



View More

- Job
- PINNED PAGES
  - My Open Jobs
- RECENT PAGES
  - Reporter
  - Maintenance Engineer 40...
  - Assignment Editor
  - Ardan Thornhill
  - Untitled
  - Advanced Search
  - Corrie Seabrook
  - Untitled
  - Jeannie Guzman
  - Untitled
  - Karina Cuevas
  - Untitled
  - Diana Correa
  - Untitled
  - Gretchen Andsager

**Replaced \*** Title of Employee Replaced \* Reporter

**Base Salary Range \*** [Redacted]

**Salary Type \*** Annual Salary

**Bonus (STIP/SLSB)** Edit

**LTIP** Edit

**Job Type \*** Full-Time Staff

**Schedule \*** Full-Time

**Union/Talent Status \*** Union

**Job Description / Requisition Details \*** Responsibilities include, but are not limited, to:

- \* Covering news events, writing stories and preparing for newscasts.
- \* Researching information for accuracy, generating enterprising and relevant story ideas and following through the production and report of the same.
- \* Shooting stories in the field with camera and tripod (equipment weighs up to 35 pounds).
- \* Traveling to and reporting live from various locations and gathering sound for stories as needed (travel could be anywhere, typically, in the NY/NJ/CT area).
- \* Presenting well-documented stories in an interesting manner while maintaining a high degree of professionalism and accuracy, sometimes covering stories under difficult work and weather conditions, doing whatever is necessary (within ethical guidelines) to obtain a story.

[...Less](#)

**Qualifications \*** Required:

Three to five years of experience as a television reporter, handling a wide array of stories, in a large market preferred. Bachelor's degree in Journalism, Communications and/or Broadcasting preferred.

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[...Less](#)

**EEO Statement \*** Equal Opportunity Employer Minorities/Women/Veterans/Disabled

**Recruiter \***

Recruiter
Kelly, Kathleen

[add another](#)

**Main Recruiter \*** Kelly, Kathleen

**TA Lead \*** Edit

**Hiring Manager \***

Hiring Manager
David Friend 000153501

[add another](#)

**HR Generalist \*** Hurst, Jessica

**Compensation Approver \*** McCardle, Michelle

Station Stations Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

**Job Approvers \***

Approver Approver
-------------------

Chat(0)

Kathleen Kelly



- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

### Hirement Information

[Less](#)

#### PINNED PAGES

My Open Jobs

#### RECENT PAGES

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Gretchen Andsager

### Journal

Filter

Simple

Full

### Linked People

3 Hired

3 Total

### Settings

Linked people workflow  
 Requisition (ATS - United States)  
 Form when applying  
 No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: **Approved**  
 Added on 03-Apr-2019 by System Administrator

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link  
View More



Ref# 33168

Job

# Web Producer

### PINNED PAGES

My Open Jobs

### RECENT PAGES

Web Producer

Reporter

Maintenance Engineer 40

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Carrie Seabrook

Untitled

Winnie Guzman

Untitled

Kanna Cuevas

Untitled

Diana Correa

Untitled

Drag up to pin



Kathleen Kelly

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Web Producer.Exempt
Job ID *	13846
Job Title *	Web Producer
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV - Digital Internet Content 0409
Org ID *	23555
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - Digital
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1019-409-----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0



Note File Calendar Form Link person Build Link View More



Ref# 33168

Job

# Web Producer

## PINNED PAGES

My Open Jobs

Title of Employee Replaced \*

Web Producer

## RECENT PAGES

Web Producer

Annual Salary

Reporter

Maintenance Engineer 40...

Bonus (STIP/SLSB) Edit

Assignment Editor

LTIP Edit

Ardan Thornhill

Job Type \* Full-Time Staff

Untitled

Schedule \* Full-Time

Advanced Search

Union/Talent Status \* N/A

Corrie Seabrook

Job Description / Requisition Details \* CBSNewYork.com is looking for a strong multi-media producer to join our dynamic team at the CBS 2 / WLNY-TV 10/55 station studios with the CBS Broadcast Center in New York. We feature the latest local news, politics, sports, traffic and weather as well as "The Best of New York."

Untitled

The ideal candidate will be a passionate news junkie with his/her finger on the pulse of NYC. We are looking for someone who:

Jeanne Guzman

- \* Thrives under unrelenting deadline pressure.
- \* Can quickly and accurately report on a variety of platforms.
- \* Writes engaging, sticky, creative copy that is also SEO friendly.
- \* Is a social media addict and very comfortable using Instagram, Facebook, Twitter, Reddit and more.
- \* Generates attention-grabbing headlines with speed and ease.
- \* Produces copy on a wide variety of topics that you just know will go viral.
- \* Has an interest/deep knowledge of our local sports teams.
- \* Has the ability to wear at least 6 hats at once and enjoys working in a fast-paced newsroom environment.

Untitled

[...Less](#)

Karina Cuevas

Qualifications \* Required:

Untitled

Individuals must have:

Diana Correa

- \* A Bachelor's degree in Journalism or related field
- \* Photoshop
- \* Web Publishing
- \* At least 2 years working in a newsroom or for a news website
- \* Excellent writer with a working knowledge of AP writing style

Untitled

Ideal candidate will also have experience with WordPress, iNews and video editing software.

[...Less](#)

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager
Matthew Stanton 000143521

[add another](#)

Drag up to pin



[Chat\(0\)](#)



Note File Calendar Form Link person Build Link  
View More



Ref# 33168

# Web Producer

Job  
PINNED PAGES

My Open Jobs

RECENT PAGES

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Arqan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Untitled

Following approvers:

1: Local HR Representative

2: Local Station Controller

For any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver
Hakim, Lisa

[add another](#)

## HireRight Information

[Less](#)

## Journal

Filter

Simple

Full

## Linked People

1 Hired

122 Rejected

1 Withdrew

5 Inactive Steps

129 Total

## Settings

Linked people workflow  
Requisition (ATS - United States)  
Form when applying  
No form selected

## Forms

### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 15-Feb-2019 by System Administrator

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Ref# 33966

Date 08-May-2019

Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40

Assignment Editor

Ardán Thörnill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Juanita Guzman

Untitled

Karilla Cuevas

Untitled

Diana Correa

# Assignment Editor

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

## Job Workflow

Job Workflow (use only for Requisitions)

filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

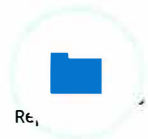
Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Assignment Editor.Non Exempt
Job ID *	12892
Job Title *	Assignment Editor
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WLNY-TV News 0406
Org ID *	12887
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WLNY-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	8011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Kathleen Kelly





Note File Calendar Form Link person Build Link View More



Job

PINNED PAGES

My Open Jobs

RECENT PAGES

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Re,

Title of Employee

Assignment Editor

Base Salary Range \*

Edit

Annual Salary (Budget) \*

Edit

Bonus (STIP/SLSB)

Full-Time Staff

LTIP

Full-Time

Job Type \*

Union

Schedule \*

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Union/Talent Status \*

Responsibilities include:

Job Description / Requisition Details \*

Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.

- \* Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.
- \* Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use.
- \* Monitoring scanners and emergency services agencies.
- \* Taking incoming calls and determining news worthiness.
- \* Taking direction from assignment manager and upper news management.
- \* Assigning editing duties and rolling feed tape numerous times each day.
- \* Maintaining regular and predictable attendance.

Qualifications \*

Required:

Bachelor's or technical degree in broadcast journalism or related field.  
 3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.  
 Experience with Avid iNews computer system preferred.  
 Ability to work on multiple tasks under tight deadlines.  
 Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.  
 Must be able and willing to work overnights and/or weekend shifts.

About Us \*

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EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

add another

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager
Erminia Vacirca 000161770

add another

HR Generalist \*

Hurst, Jessica

Compensation Approver \*

McCardle, Michelle

Cancel

Kathleen Kelly

- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

1: Local Station Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver

Hakim, Lisa

[add another](#)

### HireRight Information

[Less](#)

### Journal

Filter

Simple

Full

### Linked People

1 Hired

52 Rejected

53 Total

### Settings

Linked people workflow  
Requisition (ATS - United States)

Form when applying  
No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 09-May-2019 by System Administrator

#### PINNED PAGES

My Open Jobs

#### RECENT PAGES

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

jeannie Guzman

Untitled

Karina Cuevas

Untitled

Diana Correa

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link  
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Ref# 33498

Date 22-Mar-2019

# Accountant

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Accountant.Non Exempt
Job ID *	14045
Job Title *	Accountant
Job Function *	Finance/Accounting
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV Controller 0701
Org ID *	3806
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-701--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/03
Number of Positions *	1
Positions Remaining	0

#### PINNED PAGES

[My Open Jobs](#)

#### RECENT PAGES

[Accountant](#)

[Assignment Editor](#)

[Web Producer](#)

[Reporter](#)

[Maintenance Engineer -40 ...](#)

[Assignment Editor](#)

[Ardan Thornhill](#)

[Untitled](#)

[Advanced Search](#)

[Corrie Shearson](#)

[Untitled](#)

[Joanlie Guzman](#)

[Untitled](#)

[Marina Cuevas](#)

[Untitled](#)

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

Job

PINNED PAGES

My Open Jobs

Title of Employee Replaced \* Accountant

RECENT PAGES

Accountant

Salary Type \* Annual Salary

Assignment Editor

Bonus (STIP/SLSB) Edit

Web Producer

LTIP Edit

Reporter

Job Type \* Full-Time Staff

Maintenance Engineer 40...

Schedule \* Full-Time

Assignment Editor

Union/Talent Status \* N/A

Ardan Thornhill

Job Description / Requisition Details \*

Untitled

Responsibilities:

- \* Manages accounts payable, which includes customer vendor relations and handling all check disbursements, W9, ST121, 1099 and tax related matters. Ensures that all invoices match up with appropriate and approved purchase orders (POs).
- \* Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- \* Assists with monthly closing of financial records and posting of month-end information; ensures accuracy of financial statements.
- \* Reconciles intercompany account at month end and books journal entries to clear out balances.
- \* Prepares and posts various journal entries.
- \* Performs monthly AP reconciliations.
- \* Provides accounting assistance to project managers and operations staff; responds to financial questions/concerns to meet business needs.
- \* Acts as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.
- \* Monitors operating and capital spending for adherence to budget.

Advanced Search

Cornie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Qualifications \* Required:

Bachelor's degree in accounting, finance or related field or equivalent combination of education and experience.  
 Minimum of 5 years of accounting experience, which includes 1099 filing.  
 One or more years of leadership experience.  
 Experience working with generally accepted accounting principles and Oracle accounting software.  
 Strong personal computer and business solutions software skills.  
 Strong interpersonal skills for interacting with personnel both inside and outside of the Company.  
 Strong analytical and problem solving skills.  
 Good planning and organizational skills and good communications skills.

Untitled

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Drag up to pin

Hiring Manager \*

Hiring Manager
Lisa Hakim 000328850



Kathleen Kelly

Details



Note File Calendar Form Link person Build Link  
View More



Job

### Position Stations Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver

Hakim, Lisa

[add another](#)

### HireRight Information

[Less](#)

### Journal

Filter

Simple

Full

### Linked People

- 1 Hired
- 215 Rejected
- 2 Withdrew
- 5 Inactive Steps
- 223 Total

### Settings

Linked people workflow  
 Requisition (ATS - United States)  
 Form when applying  
 No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: **Approved**  
 Added on 22-Mar-2019 by System Administrator

#### PINNED PAGES

My Open Jobs

#### RECENT PAGES

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40L

Assignment Editor

Arjun Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeanie Guzman

Untitled

Karina Cuevas

Untitled

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link  
View More



Ref# 34233  
Date 04-Jun-2019

# Associate Digital Line Producer

Details: **closed** - not published

kathleen.kelly [Edit Tags](#)

## PINNED PAGES

Open Jobs

## RECENT PAGES

- Associate Digital Line Pro...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Andari Thomhill
- Untitled
- Advanced Search
- Charlie Seaborn
- Untitled
- Kathleen Guzman
- Untitled
- Karina Cuevas

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Associate Digital Line Producer.Non Exempt
Job ID *	1726969
Job Title *	Associate Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02

Drag up to pin

Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

Job

Recruitment

Matthew Gideon

PINNED PAGES

My Open Jobs

RECENT PAGES

Associate Digital Line Pro...

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Cornie Seabrook

Untitled

Jeannie Guzman

Untitled

Karina Cuevas

Title of Employee Replaced \*

Associate Digital Line Producer  
Hourly Wage

Salary Type \*

Full-Time Staff  
Full-Time

Hourly Wage (Budget)

Job Type \*

Schedule \*

Union/Talent Status \*

N/A

Job Description / Requisition Details \*

CBSN New York is looking for an Associate Digital Line Producer to work on CBSN New York's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- \* Assist with timing in a control room environment.
- \* Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- \* Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- \* Helping to coordinate with the senior and line producers during live news programs.
- \* Assist with building show rundowns.

[...Less](#)

Qualifications \*

Required:

- \* Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- \* Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- \* Thorough knowledge of social media and the competitive digital news environment.
- \* Familiarity with Avid editing systems and ENPS and iNews.
- \* Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- \* Experience with Crispin and iNews is a huge plus.
- \* Understanding of SEO.

[...Less](#)

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager
Nicole Tindiglia 000010829

[add another](#)

(Sat/0)



Kathleen Kelly



- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

PINNED PAGES

My Open Jobs

RECENT PAGES

- Associate Digital Line Pro...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Cornie Seabrook
- Untitled
- Jeanne Guzman
- Untitled
- Karina Cuevas

Position Summary Approval Guidelines

Following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver
Hakim, Lisa

[add another](#)

### HireRight Information

[Less](#)

### Journal

Filter

Simple

Full

### Linked People

- 1 Hired
- 102 Rejected
- 1 Inactive Steps
- 104 Total

### Settings

Linked people workflow  
 Requisition (ATS - United States)  
 Form when applying  
 No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
 Added on 04-Jun-2019 by System Administrator

Drag up to pin

Kathleen Kelly

Chat(0)



Note File Calendar Form Link person Build Link  
View More



Ref# 34663  
Date 16-Jul-2019

# Maintenance Technician 403(g)

Details: **closed** - not published

kathleen.kelly [Edit Tags](#)

## Job Workflow

### Job Workflow (use only for Requisitions)

[Filled - Close Req](#)

[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Maintenance Technician 403(g).Non Exempt
Job ID *	839562
Job Title *	Maintenance Technician 403(g)
Job Function *	Engineering
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Technicians
Department Name *	CTS-New York / WCBS-TV Engineering 0401
Org ID *	3808
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-401--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNy-TV
TV Bldg/ Floor	513/02

### PINNED PAGES

[My Open Jobs](#)

### RECENT PAGES

- Maintenance Technician ...
- Associate Digital Line Prod ...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Arcan Thornhill
- Untitled
- Advanced Search
- Comic Sessions
- Untitled
- Jeanne Guzman
- Untitled

Drag up to pin

Kathleen Kelly

Note File Calendar Form Link person Build Link



View More



Administrative Replacement

Name of Employee Replaced \* Tracy Emory / Nick Fischer

Title of Employee Replaced \* Photographer

Salary Type \* Annual Salary

Bonus (STIP/SLSB) Edit

LTIP Edit

Job Type \* Full-Time Staff

Schedule \* Full-Time

Union/Talent Status \* Union

Job Description / Requisition Details \* CBS 2 / WLNY-TV is looking for an experienced television maintenance technician. This position deals primarily with the live studio/control room, graphics, newsroom and ingest, but can also be called upon for computer networking, transmitter and microwave troubleshooting. This is a fast-paced environment that requires fast accurate thinking during times of high pressure.

The successful candidate must be familiar with all forms of TV and data signal propagation, including baseband analog NTSC, SDi and HDSdi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities. [...Less](#)

Qualifications \* Required:

Computer networking is a requirement. Cisco certification is a plus.

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected; Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam). [...Less](#)

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.). [...Less](#)

EEO Statement \* Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \* Kelly, Kathleen

TA Lead \* Edit

Hiring Manager \*

Hiring Manager
Jeffrey Birch 000116155

[add another](#)

HR Generalist \* Hurst, Jessica

Compensation McCardle, Michelle

PINNED PAGES

My Open Jobs

RECENT PAGES

Maintenance Technician ...

Associate Digital Line Prod...

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40...

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Untitled

Jeannie Guzman

Untitled

Drag up to pin

Kathleen Kelly



Note File Calendar Form Link person Build Link  
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Job

PINNED PAGES

My Open Jobs

RECENT PAGES

- Maintenance Technician ...
- Associate Digital Line Prod...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Cornie Seabrook
- Untitled
- Jeanie Guzman
- Untitled

1: Local HR Representative

2: Local Station Controller

For any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver
Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

28 Rejected

1 Withdrew

2 Active

32 Total

Settings

Linked people workflow  
Requisition (ATS - United States)  
Form when applying  
No form selected

Forms

Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 18-Jul-2019 by System Administrator

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Kathleen Kelly

Question

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Ref# 34901  
Date 13-Aug-2019

# Associate Digital Line Producer

Details: **closed** - not published

kathleen.kelly [Edit Tags](#)

- Job
- PINNED PAGES
- My Open Jobs
- RECENT PAGES

- Associate Digital Line Pro...
- Untitled
- Maintenance Technician 4...
- Associate Digital Line Pro...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40 ...
- Assignment Editor
- Araan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook
- Untitled

## Job Workflow

### Job Workflow (use only for Requisitions)

[Filled - Close Req](#)

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Associate Digital Line Producer.Non Exempt
Job ID *	1726969
Job Title *	Associate Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
...	...

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Kathleen Kelly





Note File Calendar Form Link person Build Link



View More

Job

Name or Employee Replaced \* Miraya Vargas

PINNED PAGES

My Open Jobs

RECENT PAGES

Title of Employee Replaced \* Associate Digital Line Producer

Associate Digital Line Pro...

Salary Type \* Hourly Wage

Untitled

Hourly Wage (Budget)

Maintenance Technician 4..

Job Type \* Full-Time Staff

Associate Digital Line Prod...

Schedule \* Full-Time

Accountant

Union/Talent Status \* N/A

Assignment Editor

Job Description / Requisition Details \* CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

Web Producer

The role requires close coordination with DLPs, Senior and Broadcast Live Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Reporter

Responsibilities include:

Maintenance Engineer 40..

- \* Assisting with timing in a control room environment.
- \* Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- \* Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- \* Helping to coordinate with the senior and line producers during live news programs.
- \* Assist with building show rundowns.

Assignment Editor

...Less

Ardian Thornhill

Qualifications \*

Required:

Untitled

- \* Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- \* Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- \* Thorough knowledge of social media and the competitive digital news environment.
- \* Familiarity with Avid editing systems and ENPS and iNews.
- \* Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- \* Experience with Crispin and iNews is a huge plus.
- \* Understanding of SEO.

Advanced Search

...Less

Corrie Seabrook

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

Untitled

...Less

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

add another

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager
Nicole Tindiglia 000010829

add another

Drag up to pin

Kathleen Kelly

CPM001



- Note
- File
- Calendar
- Form
- Link person
- Build Link
- View
- More



Job

following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver
Hakim, Lisa

[add another](#)

### HireRight Information

[Less](#)

### Journal

Filter

Simple

Full

### Linked People

- 1 Hired
- 98 Rejected
- 1 Withdrew
- 2 Inactive Steps
- 102 Total

### Settings

Linked people workflow  
 Requisition (ATS - United States)  
 Form when applying  
 No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
 Added on 13-Aug-2019 by System Administrator

#### PINNED PAGES

My Open Jobs

#### RECENT PAGES

- Associate Digital Line Pro...
- Untitled
- Maintenance Technician 4...
- Associate Digital Line Prod.
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook
- Untitled

Drag up to pin

Kathleen Kelly



Note File Calendar Form Link person Build Link View More



Ref# 31748

Job

PINNED PAGES

My Open jobs

RECENT PAGES

- Producer/Writer
- Associate Digital Line Prod...
- Untitled
- Maintenance Technician 4 ...
- Associate Digital Line Prod...
- Accountant
- Assignment Editor
- Web Producer
- Reporter
- Maintenance Engineer 40 ...
- Assignment Editor
- Ardan Thornhill
- Untitled
- Advanced Search
- Corrie Seabrook

Drag up to pin



Kathleen Kelly

# Producer/Writer

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Writer/Producer.Non Exempt
Job ID *	13321
Job Title *	Writer/Producer
Job Function *	Marketing/Promotions
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	2
Positions Remaining	0

Print



Note File Calendar Form Link person Build Link  
View More



Ref# 31748

# Producer/Writer

## PINNED PAGES

My Open Jobs

## RECENT PAGES

Producer/Writer

Associate Digital Line Prod .

Untitled

Maintenance Technician 4 .

Associate Digital Line Prod .

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40 .

Assignment Editor

Ardan Thornhill

Untitled

Advanced Search

Corrie Seabrook

Title of Employee Replaced \*

Producer

Annual Salary

Annual Salary

Annual Salary (Budget) \*

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type \*

Full-Time Staff

Schedule \*

Full-Time

Union/Talent Status \*

Union

Job Description / Requisition Details \*

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- \* Produce 30 or 60 minute newscasts.
- \* Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- \* Time programs and segments with a good sense of pacing, energy and urgency.
- \* Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- \* Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- \* Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- \* Ability to update and create news posts for our social media pages keeping on top of trending news.
- \* Writing newscast teases.
- \* Constantly monitor wires and feed sources for updated information.
- \* Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- \* Position includes news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- \* Must be able to work overnights, weekends and holidays when necessary.

[...Less](#)

Qualifications \*

Required:

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

[...Less](#)

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO- (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter
Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

[Print\(0\)](#)

Kathleen Kelly



Note File Calendar Form Link person Build Link  
View More



Ref# 31748



# Producer/Writer

Job  
Pinned Pages

My Open Jobs

Recent Pages

Producer/Writer

Associate Digital Line Prod

Untitled

Maintenance Technician 4

Associate Digital Line Prod

Accountant

Assignment Editor

Web Producer

Reporter

Maintenance Engineer 40

Assignment Editor

Araan Thornhill

Untitled

Advanced Search

Corrie Seabrook

HR Generalist \* Hurst, Jessica  
Compensation Approver \* McCardle, Michelle

Station Stations Approval Guidelines

3 following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver

Hakim, Lisa

[add another](#)

## HireRight Information

[Less](#)

## Journal

Filter

Simple

Full

## Linked People

2 Hired

293 Rejected

7 Withdrew

1 Inactive Steps

303 Total

## Settings

Linked people workflow  
Requisition (ATS - United States)

Form when applying  
No form selected

## Forms

### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 02-Aug-2018 by System Administrator

Drag up to pin



Kathleen Kelly

Cancel



# Executive Producer

Job

PROVIDED PAGES

Executive Producer

RECENT PAGES

Executive Producer

Executive Producer

Executive Producer

Executive

Executive

Executive

Executive Producer

Executive Producer

Executive

Executive Producer

Executive Producer

Executive

Executive Producer

Executive

Executive

## Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Executive Producer.Exempt
Job ID *	12660
Job Title *	Executive Producer
Job Function *	Production
Job Level *	Director 1
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Executive Producer

Note File Calendar Form Link person Build Link

Views More



Job

### Executive Producer

Ref# 36064

PINNED PAGES

My Open Jobs

RECENT PAGES

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sh Yensamala

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP Human Resources

Renée Balducci

Untitled

Graphic Artist (freelance)

Untitled

Reporter

Salary Type \*

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type \*

Full-Time Staff

Schedule \*

Full-Time

Union/Talent Status \*

N/A

Job Description / Requisition Details \*

Oversee the editorial content, production and planning for various newscasts from story selection to on-air. Dynamic leadership, great editorial judgment and creativity necessary to manage team of producers and writers in sophisticated breaking news environment; must know how to present complex stories on broadcast, digital and streaming platforms. Ensure accuracy, quality and viewer appeal of newscasts. Maintain high standards in accordance with station and FCC regulations and requirements.

Work with production staff to ensure high quality, creative and error-free on-air look. Evaluate staff members, recruiting and hiring talented editorial staff. Interact with and manage anchors and reporters. Generate great story ideas and assist in production of "enterprise" reporting. Oversee high quality teases and promotion for newscasts.

[...Less](#)

Qualifications \*

Required:

Minimum 5-7 years' experience as a producer or news manager preferred, with at least 2 of those years, preferably, in a large market. Must understand how to use social media as a promotional tool to extend viewership. Familiarity with New York market a big plus. Bachelor's degree in Broadcast Journalism or related field preferred. Excellent oral and written communication skills required.

[...Less](#)

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNJ-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter

Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager

Nicole Tindiglia 000010829

[add another](#)

HR Generalist \*

Hurst, Jessica

Compensation Approver \*

McCardle, Michelle

Drag up to pin

sion Stations Approval Guidelines

: following approvers:

1: Local HR Representative



Note File Calendar Form Link person Build Link  
View More



Ref# 36064

Job

# Executive Producer

Hakim, Lisa

[add another](#)

## PINNED PAGES

My Open Jobs

## RECENT PAGES

Executive Producer

Producer/NewsWriter

Production Search

Untitled

Prj Yamahall

Untitled

Digital Sales Specialist

Carlye Connolly

Untitled

HR Human Resources

Renew Budget

Untitled

Digital Artist Placement

Untitled

Report

## HireRight Information

[Less](#)

Journal

Filter

Simple

Full

## Linked People

1 Hired

58 Rejected

59 Total

## Settings

Linked people workflow  
Requisition (ATS - United States)

Form when applying  
No form selected

## Forms

### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 06-Jan-2020 by System Administrator

Drag up to pin



Rashawn Kelly





# Assignment Editor

Job

RECENT PAGES

Job Details

RECENT PAGES

Assignment Editor

Internal Position

Internal Position ID

Internal Email

Job

Job Mode

Job ID

Original Source Specific

Original Company

Job ID

Internal Human Resources

Job ID

Job ID

Internal Position (Internal)

Job ID

## Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Assignment Editor.Non Exempt
Job ID *	12892
Job Title *	Assignment Editor
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining	0

Drag up to pin



Authentic Self



# Assignment Editor

## PINNED PAGES

My Open jobs:

## RECENT PAGES

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sri Venamala

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP Human Resources

Renier Baldoni

Untitled

Graphic Artist (freelance)

Untitled

## Assignment Editor

Salary Type \* Annual Salary

Bonus (STIP/SLSB) Edit

LTIP Edit

Job Type \* Full-Time Staff

Schedule \* Full-Time

Union/Talent Status \* Union

Job Description / Requisition Details \* WCBS-TV / WLNy-TV currently has an opening for an Assignment Editor.

Responsibilities include:

Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news.

Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use.

Monitoring scanners and emergency services agencies.

Taking incoming calls and determining news worthiness.

Taking direction from assignment manager and upper news management.

Assigning editing duties and rolling feed tape numerous times each day.

Maintaining regular and predictable attendance.

[...Less](#)

Qualifications \*

Required:

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under tight deadlines.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Must be able and willing to work overnights and/or weekend shifts.

[...Less](#)

About Us \*

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNy-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

EEO Statement \* Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter

Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Drag up to pin



Kathleen Kelly

Note File Calendar Form Link person Build Link

View More



Ref# 35808

Job

# Assignment Editor

### PINNED PAGES

Any Open Items

### RECENT PAGES

Assignment Editor

Executive Producer

Producer/Newscenter

Advanced Search

Untitled

St. Manonella

Untitled

Digital Sales System

Category Controller

Untitled

DVR Human Resources

Article Manager

Untitled

Graphic Artist (Freelance)

Untitled

HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardle, Michelle

Station Stations Approval Guidelines

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver
	Hakim, Lisa

[add another](#)

### HireRight Information

[Less](#)

### Journal

Filter

[Summary](#)

[Full](#)

### Linked People

1 Hired

62 Rejected

63 Total

### Settings

Linked people workflow  
 Requisition (ATS - United States)  
 Form when applying  
 No form selected

### Forms

#### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
 Added on 03-Dec-2019 by System Administrator

Drag up to pin

Kathleen Kelly



# Reporter

Job

RECOMMENDED

My Connections

RECENT PAGES

Reporter

Workgroup Manager

Workgroup Manager

Workgroup Manager

Workgroup Manager

Job Title

Job Title

Job Title

Job Title

Job Title

Job Title

Job Title

Job Title

Job Title

Job Title

## Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Reporter.Exempt
Job ID *	14209
Job Title *	Reporter
Job Function *	Editorial/Publishing/Content
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	2
Positions Remaining	0

Drag up to pin



Kochinski, Kelly

Note File Calendar Form Link person Build Link



View More

Ref# 36152

Job

# Reporter

## LINKED PAGES

## RECENT PAGES

Reporter

Executive Proc

Producer/Newsr

Union/Prof

al Sales Spe

Sup

ee Balducc

Job Desc

Graphical

Title of Employee  
Replaced \*

Photographer

Salary Type \*

Annual Salary  
(Budget) \*

Edit

Bonus (STIP/SLSB)

Edit

LTIP

Full-Time Staff

Job Type \*

Full-Time

Schedule \*

Union

Union/Talent Status \*

Responsibilities include, but are not limited,

Job Description /  
Requisition Details \*

to:

- \* Covering news events, writing stories and preparing for newscasts.
- \* Researching information for accuracy, generating enterprising and relevant story ideas and following through the production and report of the same.
- \* Shooting stories in the field with camera and tripod (equipment weighs up to 35 pounds).
- \* Traveling to and reporting live from various locations and gathering sound for stories as needed (travel could be anywhere, typically, in the NY/NJ/CT area).
- \* Presenting well-documented stories in an interesting manner while maintaining a high degree of professionalism and accuracy, sometimes covering stories under difficult work and weather conditions, doing whatever is necessary (within ethical guidelines) to obtain a story.

[...Less](#)

Qualifications \*

Required:

Three to five years of experience as a television reporter, handling a wide array of stories, in a large market preferred. Bachelor's degree in Journalism, Communications and/or Broadcasting preferred.

About Us \*

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[...Less](#)

EEO Statement \*

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Recruiter \*

Recruiter

Kelly, Kathleen

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager

David Friend 000153501

[add another](#)

HR Generalist \*

Hurst, Jessica

Compensation  
Approver \*

McCardle, Michelle

### Station Stations Approval Guidelines

following approvers:

- 1: Local HR Representative
- 2: Local Station Controller

Drag up to pin



Note File Calendar Form Link person Build Link

View More



Ref# 36152

Job



# Reporter

### PINNED PAGES

My Open jobs

### RECENT PAGES

Reporter

Assignment Editor

Executive Producer

Director/NewsWriter

Advanced Search

Unfiled

Unfiled

Unfiled

Digital Sales Specialist

Employee Directory

Unfiled

HR Human Resources

Renee Balducci

Unfiled

Graphic Artist (Haitian)

## HireRight Information

[Less](#)

### Journal

Filter

Summary

Full

## Linked People

2 Hired

167 Rejected

169 Total

## Settings

Linked people workflow  
Requisition (ATS - United States)  
Form when applying  
No form selected

## Forms

### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 16-Jan-2020 by System Administrator

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link

View More



Ref# 37380

# Digital Line Producer

## PICKET PAGES

My Dashboard

## RECENT PAGES

Digital Line Producer

Requisition

Requisition Form

Executive Workflow

My My Job Information

My Job Info (Self)

Unfilled

Unfilled

Unfilled

Digital Sign Production

Division Summary

Unfilled

My Human Resources

Unfilled

Unfilled

Drag up to pin



Kathleen Kelly

## Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Digital Line Producer.Exempt
Job ID *	1712964
Job Title *	Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Exempt
EEO Category *	Professionals
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Edit
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02
Number of Positions *	1
Positions Remaining (positions left to fill) *	0
Addition/Replacement *	Replacement

[Home](#)
[Note](#)
[File](#)
[Calendar](#)
[Form](#)
[Link person](#)
[Build Link](#)

[View](#)
[More](#)



Ref# 37380

# Digital Line Producer

## FINISHED PAGES

[My Open Jobs](#)

## RECENT PAGES

[Digital Line Producer](#)

[Reporter](#)

[Assignment Editor](#)

[Executive Producer](#)

[Productivity/NewsWriter](#)

[Advanced Search](#)

[Untitled](#)

[Sri Yanamala](#)

[Untitled](#)

[Digital Sales Specialist](#)

[Carolyn Connolly](#)

[Untitled](#)

[SVP, Human Resources](#)

[Renée Balducci](#)

[Untitled](#)

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[Jobs](#)

[Jobs](#)

Annual Salary (Budget) \*

Bonus (STIP/SLSB)

LTIP

Job Type \*

Schedule \*

Union/Talent Status \*

Job Description / Requisition Details \*

Digital Line Producer

Digital Line Producer

Digital Line Producer

Digital Line Producer

Edit

Edit

Full-Time Staff

Full-Time

N/A

CBSNewYork.com is looking for a Digital Line Producer to work on the CBS NY local live streaming network. The DLP will work with the control room teams managing, optimizing and timing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with Senior and Broadcast Producers during live news programs, but the DLP takes on many responsibilities from writing headlines to maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include, but are not limited, to:

- \* Demonstrating expertise in timing in a control room environment.
- \* Coding/stacking rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- \* Anticipating the needs of the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- \* Coordinating with the senior and line producers during live news programs.
- \* Building show rundowns.

[...Less](#)

Qualifications \*

Required:

2+ years experience in creating and building show rundowns in cable, broadcast or digital environment.

Demonstrated success operating in a fast-paced control room.

Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.

Thorough knowledge of social media and the competitive digital news environment.

Familiarity with Avid editing systems and ENPS and iNews.

Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.

Experience with Crispin and iNews a BIG plus.

Understanding of SEO.

[...Less](#)

About Us \*

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[...Less](#)

EEO Statement \*

ViacomCBS is an equal opportunity employer (EOE) including disability/vet.

At ViacomCBS, the spirit of inclusion feeds into everything that we do, on-screen and off. From the programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.

If you are a qualified individual with a disability or a disabled veteran, y

03/12/21

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Kathleen Kelly



Note File Calendar Form Link person Build Link



View More

# Digital Line Producer

Ref# 37380

- 1. [https://hrdefense.proofpoint.com/vzroute=https%3A\\_\\_www.viacom.com\\_careersob-lwvmba4oc-1GUuvAdBXp\\_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSMsc&m-1NftZuOqeme5j7SACq1hjz7sfeyPUS5nV9bsvzRrwjg&s=GlahUfjDyoqT4TO7UGi3YzkRQMbwVgrF5K2XkcDpiE4&e=](https://hrdefense.proofpoint.com/vzroute=https%3A__www.viacom.com_careersob-lwvmba4oc-1GUuvAdBXp_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSMsc&m-1NftZuOqeme5j7SACq1hjz7sfeyPUS5nV9bsvzRrwjg&s=GlahUfjDyoqT4TO7UGi3YzkRQMbwVgrF5K2XkcDpiE4&e=)
  - 2. <mailto:viacomaccommodations@viacom.com>
- [...Less](#)

Recruiter *	Recruiter Kelly, Kathleen Agnello, Rosa <a href="#">add another</a>
Main Recruiter *	Kelly, Kathleen
TA Lead *	Edit
Hiring Manager *	Hiring Manager Nicole Tindiglia 000010829 <a href="#">add another</a>
HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardle, Michelle

### Station Stations Approval Guidelines

following approvers:

1: Local HR Representative

2: Local Station Controller

For any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver Hakim, Lisa <a href="#">add another</a>
-----------------	--

### HireRight Information

[Less](#)

### Journal

Filter

### Linked People

1 Hired

52 Rejected

53 Total

### Settings

Linked people workflow  
Requisition (ATS - United States)

Form when applying  
No form selected

#### PINNED PAGES

[My Other Jobs](#)

#### RECENT PAGES

[Digital Line Producer](#)

[Recruiter](#)

[Assignment Editor](#)

[Executive Producer](#)

[Producer/News/Weather](#)

[Advanced Search](#)

[Untitled](#)

[SP: Yehonalla](#)

[Untitled](#)

[Digital Sales Stations](#)

[Station Controller](#)

[Untitled](#)

[SP: Human Resources](#)

[Renae Balducci](#)

[Untitled](#)

Drag up to pin



Note File Calendar Form Link person Build Link

View More



Ref# 37380



# Digital Line Producer

Job

## PINNED PAGES

My Open jobs

## RECENT PAGES

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/News/ITM

Advanced Search

Untitled

Shi Yamamoto

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

S/P Human Resources

Renee Balducci

Untitled

Drag up to pin



Kathleen Kelly



# News Business Manager

Job  
RELATED PAGES

Open Job

RECENT PAGES

News Business Manager

Human Resources

Recruiter

Assignment Steps

Executive Function

Recruiter Knowledge

Suspended Search

Profile

System Admin

Profile

Digital Sales Specialist

Executive Career

Insights

HR Human Resources

Times Ballroom

<

Drag up to pin



Kathleen Kelly

## Job Workflow

Job Workflow (use only for Requisitions)

Filled - Close Req

### Current Step

CBS Corporate - Hiring Manager Recruitment Experience Survey Invitation (FCR) (pending) [Send now](#)  
[Workflow History](#)

## Tasks & Events

### Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Business Manager News.Exempt
Job ID *	9906
Job Title *	Business Manager News
Job Function *	Finance/Accounting
Job Level *	Other
Job Status *	Exempt
EEO Category *	First/Mid Level Officials and Managers
Department Name *	CTS-New York / WCBS-TV News 0406
Org ID *	3812
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1011-406--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black Journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance, The New York Urban League
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/03

Note File Calendar Form Link person Build Link



View More

# News Business Manager

Ref# 37079

Job

### PINNED PAGES

My Open jobs

### RECENT PAGES

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

Sri Yenamala

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP, Human Resources

Renee Balducci

Title of Employee Replaced \*

News Business Manager

Salary Type \*

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type \*

Full-Time Staff

Schedule \*

Full-Time

Union/Talent Status \*

N/A

Job Description / Requisition Details \*

WCBS-TV and WLNY-TV is seeking an accounting professional to join our team as a News Business Manager. This full-time permanent position serves our stations located in New York, NY, reporting to the Director of Planning and Operations. This role is focused on financial activities of the station's news department including budgeting and forecasting the costs of news related activities. Payroll is the most significant cost in a news operation so the News Business Manager will be involved in reviewing newsroom payroll. The News Business Manager is expected to be able to maintain analysis summarizing news related costs vs both budget, current forecast and prior years to assist both News and Station management in controlling news expenditures.

Some responsibilities include, but are not limited, to:

\*

Helping to create the annual budgets for the news and related production departments and to prepare monthly forecasts, working with the department managers of those areas.

\*

Analyzing data and creating reports to communicate with News management and other station management, streamlining and tracking the current news related payroll process to identify opportunities that will create greater operational efficiency.

\*

Assist with annual budgeting process and continuous payroll forecasting including headcount analysis.

\*

The candidate will also be required to help process payroll for news and production employees including various union payments and payroll overrides.

\*

This person will also need to interface with the central Controller's organization at Television Stations for any adjustments necessary in the general ledger relating to the News and production operation.

[...Less](#)

Qualifications \*

Required:

Qualifications:

- \* Degree in Accounting or Finance is preferred or equivalent work experience.
- \* Minimum 2 years experience in finance environment
- \* Strong proficiency with Microsoft Office software tools, specifically Excel and Word.
- \* Be well organized with a high degree of accuracy and attention to detail.
- \* Possess ability to quality review own work.
- \* Possess strong analytical and problem solving skills.
- \* Demonstrated ability to communicate verbally and in writing throughout all levels of organization, both internally and externally.
- \* Must be a team player who works well with a group.
- \* Ability to work with minimal supervision while fulfilling all obligations.

#LI-CW1

[...Less](#)

About Us \*

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Drag up to pin





# News Business Manager

## PINNED PAGES

My Open Jobs

## RECENT PAGES

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

See Resumes

Untitled

Digital Sales Solutions

Salary Comply

Untitled

SVP Human Resources

Bonnie Banducci

programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to use or access [1] [www.viacbs.com/careers](http://www.viacbs.com/careers) as a result of your disability. You can request reasonable accommodations by calling 212.846.5500 or by sending an email to [2] [viacomaccommodations@viacom.com](mailto:viacomaccommodations@viacom.com). Only messages left for this purpose will be returned.

### References

### Visible links

1. [https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_www.viacbs.com\\_careers&d=DwMGaQ&c=|GUUvAdBXp\\_VqD6t0yah2g&r=-SqAs4dayWdXq5h31RT03DkcMFNF6F3rv-hrvK25Msc&m=|NFTZuOqeme5j75ACq1hj?7sFeyPU5SnV9bsvzRrWjg&s=-GLahUfDyoqT4TG7UGi3YzRQMbwVgrP5K2XKcDplE4&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.viacbs.com_careers&d=DwMGaQ&c=|GUUvAdBXp_VqD6t0yah2g&r=-SqAs4dayWdXq5h31RT03DkcMFNF6F3rv-hrvK25Msc&m=|NFTZuOqeme5j75ACq1hj?7sFeyPU5SnV9bsvzRrWjg&s=-GLahUfDyoqT4TG7UGi3YzRQMbwVgrP5K2XKcDplE4&e=)

2. <mailto:viacomaccommodations@viacom.com>

...Less

Recruiter *	Recruiter Winkler, Casey <a href="#">add another</a>
Main Recruiter *	Winkler, Casey
TA Lead *	Edit
Hiring Manager *	Hiring Manager Lisa Hakim 000328850 <a href="#">add another</a>
HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardle, Michelle

### Station Approvals

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver Hakim, Lisa <a href="#">add another</a>
-----------------	--

### HireRight Information

[Less](#)

## Journal

Filter

Summary

Full

## Linked People

1 Hired

135 Rejected

Drag up to pin



Kathleen Kelly



Note File Calendar Form Link person Build Link

View More



Job

# News Business Manager

Ref# 37079

## PINNED PAGES

My Open Jobs

## RECENT PAGES

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

SP/Performer

Untitled

Digital Sales Specialist

Control Console

Untitled

SVP Human Resources

Renee Bulducci

Form when applying.  
No form selected

## Notes



**Casey Winkler**

Edited on 28-Sep-2020 by Casey Winkler

Finance Note

Finalist Identified

## Forms

### Job Req Approval Form

After reviewing the position details, please approve or decline: Approved  
Added on 31-Aug-2020 by System Administrator

Drag up to pin



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Note File Calendar Form Link person Build Link

View More



# Associate Digital Line Producer

Ref# 37505

Date 05-Nov-2020

Details: **closed** - not published

kathleen.kelly

[Edit Tags](#)

## WINNED PAGES

Multi-Cover Jobs

## RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/NewsWriter

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced System

Specialist

Senior Specialist

Specialist

Digital Sales Specialist

Creative Community

## Job Workflow

### Job Workflow (use only for Requisitions)

Filled - Close Req

[Workflow History](#)

## Tasks & Events

## Record Data

Pipeline / Requisition *	Requisition
Job Posting Careers Site *	CBS Internal/Corporation/Divisional Sites
Division *	CTS
Country *	United States
CBS Business Unit *	CBS Television Stations
Job Code *	CTS.Associate Digital Line Producer.Non Exempt
Job ID *	1726969
Job Title *	Associate Digital Line Producer
Job Function *	Production
Job Level *	Other
Job Status *	Non Exempt
EEO Category *	Administrative Support Workers
Department Name *	CTS-New York / WCBS-TV - CBSN Local 0452
Org ID *	25537
Department Business Unit *	CTS New York
Department Sub-Business Unit *	CTS New York WCBS-TV - CBSN Local
Department Segment *	Local Business
Department Diversity Executive *	Dunn, Peter
Department Budget Code *	1012-452--0000-00000000-000000----
Office Location *	NY025-NY-New York-524 W 57th St
Market *	New York
Organizations to Reach	Asian American Journalists Federation-New York, Black United Fund of New Jersey, Bronxnet, Job Path, National Lesbian & Gay Journalist Association, New York Association of Black journalists, Statewide Hispanic Chamber of Commerce of New Jersey, The Bridge to Independence & Career Opportunity, The Harlem Business Alliance
TV Station *	WCBS-TV / WLNY-TV
TV Bldg/ Floor	513/02

Drag up to pin



kathleen.kelly



[Note](#)
[File](#)
[Calendar](#)
[Form](#)
[Link person](#)
[Build Link](#)

[View](#)
[More](#)



Job

PINNED PAGES

My Open jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/Newswriter

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/Newswriter

Advanced Search

Untitled

Sn Yamamata

Untitled

Digital Sales Specialist

Carolyn Connolly

Replacement

Replacement

Replacement

Replacement

Replacement

Title of Employee Replaced \* Associate Digital Line Producer

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**Salary Type \*** Annual Salary

**Bonus (STIP/SLSB)** Edit

**LTIP** Edit

**Job Type \*** Full-Time Staff

**Schedule \*** Full-Time

**Union/Talent Status \*** N/A

**Job Description / Requisition Details \*** CBSN New York is looking for an Associate Digital Line Producer to work on CBSN NY's groundbreaking local live streaming network. This is an invaluable opportunity to work with seasoned journalists within a newsroom in the #1 market in the country, helping to innovate a-first-of-its-kind local digital streaming service. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams to create, manage and optimize live and on demand video content for mobile, desktop and OTT platforms.

The role requires close work with a news team, including strategizing with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

**Responsibilities include:**

- \* Managing live and playback elements of continuous digital stream available on multiple platforms across the country.
- \* Assisting with production, timing and guidance within a live control room environment.
- \* Assisting with building show rundowns.
- \* Helping to form and code rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- \* Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- \* Helping to coordinate with the senior and line producers during live news programs.

[...Less](#)

**Qualifications \*** Required:

- \* Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- \* Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- \* Thorough knowledge of social media and the competitive digital news environment.
- \* Familiarity with Avid editing systems and ENPS and iNews.
- \* Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- \* Experience with Crispin and iNews a big plus.
- \* Understanding of SEO.

[...Less](#)

**About Us \*** CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

[...Less](#)

**EEO Statement \*** ViacomCBS is an equal opportunity employer (EOE) including disability/vet.

At ViacomCBS, the spirit of inclusion feeds into everything that we do, on-screen and off. From the programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citi

[...Less](#)

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Kathleen Kelly

Note File Calendar Form Link person Build Link  
View More



Job

be returned.  
References

PINNED PAGES

My Open jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/NewsWriter

News Business Manager

Digital Line Producer

Reporter

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

United

Search results

United

Digital Sales Specialist

Carlynn Connelly

Recruiter \*

Recruiter

Kelly, Kathleen

Agnello, Rosa

[add another](#)

Main Recruiter \*

Kelly, Kathleen

TA Lead \*

Edit

Hiring Manager \*

Hiring Manager

Nicole Tindiglia 000010829

[add another](#)

HR Generalist \*

Hurst, Jessica

Compensation Approver \*

McCardle, Michelle

Station Stations Approval Guidelines

Following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers \*

Approver

Hakim, Lisa

[add another](#)

HireRight Information

[Less](#)

Journal

Filter

Simple

Full

Linked People

1 Hired

154 Rejected

1 Withdrew

156 Total

Settings

Linked people workflow  
Requisition (ATS - United States)

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Job



15

PINNED PAGES

My Open Jobs

RECENT PAGES

Associate Digital Line Pro...

Web Producer

Producer/NewsWriter

News Business Manage

Digital Line Producer

Recorder

Assignment Editor

Executive Producer

Producer/NewsWriter

Advanced Search

Untitled

St. Yoramala

Untitled

Digital Sales Specialist

Cathryn Connolly

Job Req Approval Form

After reviewing the position details, please approve or decline: **Approved**

Added on 06-Nov-2020 by System Administrator

Drag up to pin



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Job

# Producer/Newswriter

Ref# 37245

## PINNED PAGES

My Open Jobs

## RECENT PAGES

Executive Producer

Producer/Newswriter

Advanced Search

Untitled

Sri Venkatesh

Untitled

Digital Sales Specialist

Carolyn Connolly

Untitled

SVP Human Resources

Renee Balducci

Untitled

Graphic Artist (freelance)

Untitled

Reporter

Title of Employee Replaced \*

Producer/Newswriter

Salary Type \*

Annual Salary

Bonus (STIP/SLSB)

Edit

LTIP

Edit

Job Type \*

Full-Time Staff

Schedule \*

Full-Time

Union/Talent Status \*

Union

Job Description / Requisition Details \*

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- \* Produce 30 or 60 minute newscasts
- \* Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- \* Time programs and segments with a good sense of pacing, energy and urgency.
- \* Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- \* Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- \* Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- \* Ability to update and create news posts for our social media pages keeping on top of trending news.
- \* Write newscast teases.
- \* Constantly monitor wires and feed sources for updated information.
- \* Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- \* Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- \* Must be able to work overnights, weekends and holidays when necessary.

[...Less](#)

Qualifications \*

Required:

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

[...Less](#)

About Us \*

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[...Less](#)

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Chat(27)

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Ref# 37245

# Producer/NewsWriter

- Job
- PINNED PAGES
  - My Open Jobs
- RECENT PAGES
  - Executive Producer
  - Producer/NewsWriter
  - Advanced Search
  - Unlimited
  - Screenwriter
  - Unlimited
  - Digital Sales Executive
  - Carolyn Connolly
  - Unlimited
  - SVP Human Resources
  - Renee Balazs
  - Unlimited
  - Graphic Artist (Freelance)
  - Unlimited
  - Reporter

### VISITED LINKS

- [https://urldefense.proofpoint.com/v2/url?u=http-3A\\_\\_www.viacbs.com\\_careers&d=DwMGaQ&c=jGUJuvAdBXp\\_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSM4c&m=jNftZuOqeme5j7SACq1hjz7sFeyPUSsnV9bsvzRwJg&s=GLahUfjDyoqT4TO7UG3YzkRQMowVgrP5K2XKcDpIE4&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.viacbs.com_careers&d=DwMGaQ&c=jGUJuvAdBXp_VqQ6t0yah2g&r=SqAs4dayWdXqSh31RT03DkcMFNF6F3rv-hrvKzSM4c&m=jNftZuOqeme5j7SACq1hjz7sFeyPUSsnV9bsvzRwJg&s=GLahUfjDyoqT4TO7UG3YzkRQMowVgrP5K2XKcDpIE4&e=)
  - <mailto:viacomaccommodations@viacom.com>
- ...Less

Recruiter *	Recruiter
	Kelly, Kathleen
	Agnello, Rosa
	<a href="#">add another</a>
Main Recruiter *	Agnello, Rosa
TA Lead *	Edit
Hiring Manager *	Hiring Manager
	David Friend 000153501
	<a href="#">add another</a>
HR Generalist *	Hurst, Jessica
Compensation Approver *	McCardie, Michelle

tion Stations Approval Guidelines

following approvers:

1: Local HR Representative

2: Local Station Controller

If you have any questions, please contact your local HR or Business Manager.

Job Approvers *	Approver
	Hakim, Lisa
	<a href="#">add another</a>

### HireRight Information

[Less](#)

### Journal

Filter

Settings

Full

### Linked People

2 Hired

138 Rejected

140 Total

### Settings

- Linked people workflow
- Requisition (ATS - United States)
- Form when applying
- No form selected

Drag up to pin



Note File Calendar Form Link person Build Link

View More



# Producer/Newsriter

Ref# 37245

Added on 29-Sep-2020 by System Administrator

Job

### PINNED PAGES

My Open jobs

### RECENT PAGES

Executive Producer

Producer/Newsriter

Advanced Search

Untitled

Shriyanamata

Untitled

Digital Sales Specialist

Courtyn Connolly

Untitled

SVP Human Resources

Rohini Balducci

Untitled

Graphic Artist (Freelance)

Untitled

Reprints

Drag up to pin



Nathleen Kelly



# DirectEmployers

## DirectEmployers Association Job Syndication Alliances

Revised October 29, 2018

**Please Note:** DirectEmployers Association, Inc. (hereinafter referred to as DE) can only assure that Member Company job content in our feed is provided correctly to "third party" alliance websites. Any and all alteration performed to said job feed by a "third party" alliance website is outside the scope and ability of control by DE. Consequently, DE shall not be liable for any damages, compensatory or punitive, that are incurred by Member Company due to changes or alterations done to Member Company's job feed by a "third party" alliance website.

### Diversity Sites

African American	<a href="https://africanamerican.dejobs.org/">https://africanamerican.dejobs.org/</a>	
AfricanAmericanJobsite.com	<a href="http://www.africanamericanjobsite.com/">http://www.africanamericanjobsite.com/</a>	(DE Member Jobs Only)
AsianAmericanJobsite.com	<a href="http://www.asianamericanjobsite.com/">http://www.asianamericanjobsite.com/</a>	(DE Member Jobs Only)
Asian American	<a href="https://asianamerican.dejobs.org/">https://asianamerican.dejobs.org/</a>	
BabyBoomerJobs.net	<a href="http://www.babyboomerjobs.net/">http://www.babyboomerjobs.net/</a>	(DE Member Jobs Only)
The Black Perspective	<a href="http://www.blackperspective.com/index.php/career-opportunities/job-listings/career-search-engine">http://www.blackperspective.com/index.php/career-opportunities/job-listings/career-search-engine</a>	
Campus Pride	<a href="http://campuspride.jobs">http://campuspride.jobs</a>	
DirectEmployers Diversity	<a href="https://diversity.dejobs.org">https://diversity.dejobs.org</a>	
Diversityjobs.ca	<a href="http://www.diversityjobs.ca/">http://www.diversityjobs.ca/</a>	(DE Member Jobs Only)
DiversityJobsite.com	<a href="http://www.diversityjobsite.com/">http://www.diversityjobsite.com/</a>	(DE Member Jobs Only)
Diversityworkers.com	<a href="http://www.diversityworkers.com/">http://www.diversityworkers.com/</a>	(DE Member Jobs Only)
Father and Families Center	<a href="http://fatherresource.jobs/">http://fatherresource.jobs/</a>	(DE Member Jobs & Indiana Locations Only)
Hispanic American	<a href="https://hispanicamerican.dejobs.org/">https://hispanicamerican.dejobs.org/</a>	
HispanicJobsite.com	<a href="http://www.hispanicjobsite.com/">http://www.hispanicjobsite.com/</a>	(DE Member Jobs Only)
Hispanic Today	<a href="http://www.hispanic-today.com/index.php/career-opportunities/job-listings/career-search-engine/listings/career-search-engine/">http://www.hispanic-today.com/index.php/career-opportunities/job-listings/career-search-engine/listings/career-search-engine/</a>	

Jobs4Women.net	<a href="http://www.jobs4women.net/">http://www.jobs4women.net/</a>	(DE Member Jobs Only)
Latino American	<a href="https://latinoamerican.dejobs.org/">https://latinoamerican.dejobs.org/</a>	
Lgbtjobsite.com	<a href="http://www.lgbtjobsite.com">http://www.lgbtjobsite.com</a>	(DE Member Jobs Only)
LGBTQ	<a href="https://lgbtq.dejobs.org/">https://lgbtq.dejobs.org/</a>	
Minority	<a href="https://minority.dejobs.org/">https://minority.dejobs.org/</a>	
MinorityJobsite.com	<a href="http://www.minorityjobsite.com/">http://www.minorityjobsite.com/</a>	(DE Member Jobs Only)
Native American	<a href="https://nativeamerican.dejobs.org/">https://nativeamerican.dejobs.org/</a>	
New Start Career Network	<a href="http://newstartcareernetwork.jobs/">http://newstartcareernetwork.jobs/</a> (Jobs in New Jersey, New York, Pennsylvania - Long-term unemployed mature workers)	
RetiredStars.com	<a href="http://www.retiredstars.com/">http://www.retiredstars.com/</a>	(DE Member Jobs Only)
SeniorJobsNetwork.com	<a href="http://www.seniorjobsnetwork.com/">http://www.seniorjobsnetwork.com/</a>	(DE Member Jobs Only)
Way Finders Careers	<a href="http://wayfinderscareers.com/">http://wayfinderscareers.com/</a>	
Women	<a href="https://women.dejobs.org/">https://women.dejobs.org/</a>	
Women For Hire	<a href="http://jobs.womenforhire.com/">http://jobs.womenforhire.com/</a>	
Women in Business and Industry	<a href="http://www.wib-i.com/index.php/career-opportunities/job-listings/career-search-engine">http://www.wib-i.com/index.php/career-opportunities/job-listings/career-search-engine</a>	

### Disability Sites

Allsup Employment Services	<a href="https://disability.dejobs.org/allsup-disability-partner/new-jobs/?vs=553&amp;utm_source=Allsup-DE&amp;utm_medium=Disability&amp;utm_campaign=Allsup">https://disability.dejobs.org/allsup-disability-partner/new-jobs/?vs=553&amp;utm_source=Allsup-DE&amp;utm_medium=Disability&amp;utm_campaign=Allsup</a>	
Bosma Enterprises	<a href="http://bosma.jobs/">http://bosma.jobs/</a>	(Indiana Located Jobs Only)
Deaf To Work	<a href="http://deaftowork.jobs/">http://deaftowork.jobs/</a>	
DirectEmployers Disability	<a href="https://disability.dejobs.org">https://disability.dejobs.org</a>	
Disabled Veterans	<a href="https://disabledveterans.dejobs.org/">https://disabledveterans.dejobs.org/</a>	
Easter Seals	<a href="http://easterseals.jobs/">http://easterseals.jobs/</a>	
Enable America	<a href="http://enableamerica.jobs">http://enableamerica.jobs</a>	
Indiana Career Connect (Indiana State Workforce)	<a href="http://indianacareerconnect-disability.jobs">http://indianacareerconnect-disability.jobs</a>	(Indiana Located Jobs Only)
Land A Job	<a href="http://jobs.landajob.org/">http://jobs.landajob.org/</a>	
Maryland Works, Inc	<a href="http://mdworks.jobs/">http://mdworks.jobs/</a>	(Maryland Located Jobs Only)
National Multiple Sclerosis Society	<a href="http://nationalmssociety.jobs/">http://nationalmssociety.jobs/</a>	(DE Member Jobs Only)
Options Unlimited Inc.	<a href="http://optionsunlimitedinc.jobs/">http://optionsunlimitedinc.jobs/</a>	(Louisville, KY Located Jobs Only)
Our Ability	<a href="http://www.ourability.com/">http://www.ourability.com/</a>	
Quest	<a href="http://questinc.jobs/">http://questinc.jobs/</a>	(Entry Level & Orlando, FL Located Jobs Only)
The Career Index Plus	<a href="http://thecareerindex.com">http://thecareerindex.com</a>	
Think Beyond The Label	<a href="http://www.thinkbeyondthelabel.com/Job-Board/Job-Board.aspx">http://www.thinkbeyondthelabel.com/Job-Board/Job-Board.aspx</a>	
United Spinal Association	<a href="http://spinalcord.jobs/">http://spinalcord.jobs/</a>	
VetCentral – Disabled Veteran Outreach Program Representatives (DVOPs)	Jobs are emailed by geographic location, consult your Compliance Reporting Tool in your Member Desktop.	
Workforce Recruitment Program	<a href="http://wrp.jobs/">http://wrp.jobs/</a>	
Work In Iowa Disability (Iowa State Workforce)	<a href="http://workiniowa-disability.jobs/">http://workiniowa-disability.jobs/</a>	

### Military Network Sites

ArmedServicesJobs.com	<a href="http://www.armedservicesjobs.com/">http://www.armedservicesjobs.com/</a>	(DE Member Jobs Only)
CASY/National Guard Employment Program	<a href="http://casy.msccn.jobs/">http://casy.msccn.jobs/</a>	
DirectEmployers Veterans	<a href="https://veterans.dejobs.org">https://veterans.dejobs.org</a>	
MarineGigs.com	<a href="http://www.marinegigs.com/">http://www.marinegigs.com/</a>	(DE Member Jobs Only)
MarineJobsite.com	<a href="http://www.marinesjobsite.com/">http://www.marinesjobsite.com/</a>	(DE Member Jobs Only)
MilitaryGigs.com	<a href="http://www.militarygigs.com/">http://www.militarygigs.com/</a>	(DE Member Jobs Only)
Military Spouse Employment Program (MSEP)	<a href="https://msejobs.militaryonesource.mil/job-map">https://msejobs.militaryonesource.mil/job-map</a>  (Only jobs from companies that have membership with BOTH MSEP and DirectEmployers Association are posted here.)	
Military Spouse	<a href="https://militaryspouse.dejobs.org/">https://militaryspouse.dejobs.org/</a>	
Military Spouse Connections	<a href="http://militaryspouseconnection.jobs">http://militaryspouseconnection.jobs</a>	
Military Spouse Corporate Career Network (MSCCN)	<a href="http://casy.msccn.jobs/">http://casy.msccn.jobs/</a>	
MOC2SOC	<a href="https://www.moc2soc.com">https://www.moc2soc.com</a>	
My Next Move for Veterans – U.S. DOL/ETA	<a href="http://www.mynextmove.org/vets/find/browse?c=0">http://www.mynextmove.org/vets/find/browse?c=0</a>  Choose an Industry; Access 'Job Outlook' at bottom of page  Choose 'Find Jobs'	
NYWorks Veterans (New York State Workforce)	<a href="http://nyworks-veterans.jobs/">http://nyworks-veterans.jobs/</a>	
Save Our Veterans	<a href="http://board.jobcentral.com/saveourveterans">http://board.jobcentral.com/saveourveterans</a>	
SDWorks Veterans (South Dakota State Workforce)	<a href="http://sdworks-veterans.jobs/">http://sdworks-veterans.jobs/</a>	
Student Veterans Of America	<a href="http://studentveteransofamerica.jobs">http://studentveteransofamerica.jobs</a>	
USA Cares	<a href="https://careers.usacares.org/">https://careers.usacares.org/</a>	
US Military Pipeline	<a href="https://usmilitarypipeline.com/">https://usmilitarypipeline.com/</a>	
Vet720.com	<a href="http://vet720.com/vetjobs720/directjobsdatabase.aspx">http://vet720.com/vetjobs720/directjobsdatabase.aspx</a>	

VetCentral /Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives (LVERS & DVOP's)	Jobs are emailed by geographic location, consult your OFCCP Compliance Reporting Tool in your Member Desktop Jobs also appear on <a href="https://veterans.usnlx.com">https://veterans.usnlx.com</a>
Veteran's Enterprise	<a href="http://www.veteransenterprise.com/index.php/career-opportunities">http://www.veteransenterprise.com/index.php/career-opportunities</a>
Veterans Job Bank	<a href="https://www.vets.gov/employment/job-seekers/search-jobs">https://www.vets.gov/employment/job-seekers/search-jobs</a>
VeteranJobSite.com	<a href="http://www.veteranjobsite.com/">http://www.veteranjobsite.com/</a> (DE Member Jobs Only)
<b>State Workforce Agency Veteran/Military Sites</b>	
Arizona Workforce Connection (Arizona State Workforce)	<a href="http://workinaz-veterans.jobs/">http://workinaz-veterans.jobs/</a>
Connecting Colorado (Colorado State Workforce)	<a href="http://coworkforce-veterans.jobs">http://coworkforce-veterans.jobs</a>
IndianaCareerConnect (Indiana State Workforce)	<a href="http://indianacareerconnect-veterans.jobs/">http://indianacareerconnect-veterans.jobs/</a>
KansasWorks Veterans (Kansas State Workforce)	<a href="http://kansasworks-veterans.jobs/">http://kansasworks-veterans.jobs/</a>
Mass Veterans (Massachusetts State Workforce)	<a href="http://mass-veterans.jobs/">http://mass-veterans.jobs/</a>
MO Veterans (Missouri State Workforce)	<a href="http://mo-veterans.jobs/">http://mo-veterans.jobs/</a>
Nevada Veterans (Nevada State Workforce)	<a href="http://employnevadavets.jobs/">http://employnevadavets.jobs/</a>
NYWorks Veterans (New York State Workforce)	<a href="http://nyworks-veterans.jobs/">http://nyworks-veterans.jobs/</a>
SCWorks (South Carolina State Workforce)	<a href="http://SCWorks-veterans.jobs/">http:// SCWorks-veterans.jobs/</a>
SDWorks Veterans (South Dakota State Workforce)	<a href="http://sdworks-veterans.jobs/">http://sdworks-veterans.jobs/</a>
WorkInIllinois Veterans (Illinois State Workforce)	<a href="http://workinillinois-veterans.jobs/">http://workinillinois-veterans.jobs/</a>

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WorkInIowa Veterans (Iowa State Workforce)	<a href="http://workiniowa-veterans.jobs/">http://workiniowa-veterans.jobs/</a>
WorkInMichigan (Michigan State Workforce)	<a href="http://workinmichigan-veterans.jobs/">http://workinmichigan-veterans.jobs/</a>
MontanaWorks (Montana State Workforce)	<a href="http://workinmontana-veterans.jobs/">http://workinmontana-veterans.jobs/</a>
WorkInOregon Veterans (Oregon State Workforce)	<a href="http://workinoregon-veterans.jobs/">http://workinoregon-veterans.jobs/</a>
WorkInTexas Veterans (Texas State Workforce)	<a href="http://workintexas-veterans.jobs/">http://workintexas-veterans.jobs/</a>
WorkInWashington Veterans (WA State Workforce)	<a href="http://workinwashington-veterans.jobs/">http://workinwashington-veterans.jobs/</a>

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### Federal Government Sites

American Job Center (USDOL)	<a href="https://www.careeronestop.org/JobSearch/job-search.aspx">https://www.careeronestop.org/JobSearch/job-search.aspx</a>
CareerOneStop (USDOL/ETA)	<a href="http://www.careeronestop.org/JobSearch/JobSearch.aspx">http://www.careeronestop.org/JobSearch/JobSearch.aspx</a>
My Next Move (USDOL/ETA)	<a href="http://www.mynextmove.org">http://www.mynextmove.org</a>  Access 'Job Outlook' at bottom of the page  Choose 'Find Jobs'
My Next Move for Veterans (USDOL/ETA)	<a href="http://www.mynextmove.org/vets/find/browse?c=0">http://www.mynextmove.org/vets/find/browse?c=0</a>  Access 'Job Outlook' and 'Find Jobs'
My Skills My Future (USDOL/ETA)	<a href="http://www.myskillsmyfuture.org">http://www.myskillsmyfuture.org</a>
Summer Jobs (White House Sponsored Initiative)	<a href="http://www.whitehouse.gov/economy/jobs/youthjobs/">http://www.whitehouse.gov/economy/jobs/youthjobs/</a>
Virtual Career Network Healthcare (USDOL/ETA)	<a href="https://www.vcn.org/healthcare/findwork">https://www.vcn.org/healthcare/findwork</a>

### State Government Sites

The National Labor Exchange (operated through a public-private partnership between NASWA and DirectEmployers Association)	<a href="https://usnlx.com">https://usnlx.com</a>
VetCentral /Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives (LVERS & DVOP's) (State)	Jobs are emailed by geographic location, consult your OFCCP Compliance Reporting Tool in your <u>Member Desktop</u>  Jobs also appear on VetCentral  <a href="http://vetcentral.usnlx.com/vet_index.asp?styp=loc">http://vetcentral.usnlx.com/vet_index.asp?styp=loc</a>  <a href="http://veterans.usnlx.com">http://veterans.usnlx.com</a>
Pennsylvania Career Connect – Pittsburgh/Allegheny County, PA	<a href="https://3rivers.rescaretalentmarket.com/">https://3rivers.rescaretalentmarket.com/</a>
Rescare Workforce Services - Indiana	<a href="https://indiana.rescaretalentmarket.com/">https://indiana.rescaretalentmarket.com/</a>
State & US Territory Workforce Agency Job Banks	All DE member jobs are delivered to over 3000+ appropriate State Workforce Agencies (ESDS), Local Veterans Employment Representatives (LVER's) or Disabled Veterans Outreach Program Representatives (DVOP's) and through the appropriate Wagner-Peyser



	funded Career One Stop Centers to assure VEVRAA compliance. All 50 States, DC, Puerto Rico and Guam have signed data sharing agreements with DirectEmployers Association. Electronic exchange of job data varies by State Workforce Agencies' technical capabilities. Members access your VEVRAA Compliance Reporting through the <u>Member Desktop</u> for confirmation of job listing delivery
State of Alabama	<a href="https://joblink.alabama.gov/ada/">https://joblink.alabama.gov/ada/</a>
State of Alaska	<a href="http://www.jobs.state.ak.us/jobseeker.htm">http://www.jobs.state.ak.us/jobseeker.htm</a>
State of Arizona	<a href="https://www.azjobconnection.gov/ada/r/">https://www.azjobconnection.gov/ada/r/</a>
State of Arkansas	<a href="https://www.arjoblink.arkansas.gov/ada/">https://www.arjoblink.arkansas.gov/ada/</a>
State of California	<a href="http://www.caljobs.ca.gov/">http://www.caljobs.ca.gov/</a>
State of Colorado	<a href="http://www.connectingcolorado.com/">http://www.connectingcolorado.com/</a>
State of Connecticut	<a href="https://www.cthires.com/vosnet/Default.aspx">https://www.cthires.com/vosnet/Default.aspx</a>
State of Delaware	<a href="https://joblink.delaware.gov/ada/">https://joblink.delaware.gov/ada/</a>
District of Columbia	<a href="https://www.dcnetworks.org/vosnet/Default.aspx">https://www.dcnetworks.org/vosnet/Default.aspx</a>
State of Florida	<a href="https://www.employflorida.com/vosnet/Default.aspx">https://www.employflorida.com/vosnet/Default.aspx</a>
State of Georgia	<a href="http://employgeorgia.com/">http://employgeorgia.com/</a>
Guam Job Bank	<a href="https://www.hireguam.com/vosnet/Default.aspx">https://www.hireguam.com/vosnet/Default.aspx</a>
State of Hawaii	<a href="https://www.hirenethawaii.com/vosnet/Default.aspx">https://www.hirenethawaii.com/vosnet/Default.aspx</a>
State of Idaho	<a href="http://labor.idaho.gov/">http://labor.idaho.gov/</a>
State of Illinois	<a href="https://illinoisjoblink.illinois.gov/ada/r/">https://illinoisjoblink.illinois.gov/ada/r/</a>
State of Indiana	<a href="https://www.indianacareerconnect.com/">https://www.indianacareerconnect.com/</a>
State of Iowa	<a href="https://www1.iowajobs.org/jobs/login.seek">https://www1.iowajobs.org/jobs/login.seek</a>
State of Kansas	<a href="https://www.kansasworks.com/ada/r/">https://www.kansasworks.com/ada/r/</a>
State of Kentucky	<a href="http://kcc.ky.gov/">http://kcc.ky.gov/</a>
State of Louisiana	<a href="https://www.louisianaworks.net/hire/vosnet/Default.aspx/">https://www.louisianaworks.net/hire/vosnet/Default.aspx/</a>
State of Maine	<a href="http://www.mainecareercenter.com/">http://www.mainecareercenter.com/</a>
State of Maryland	<a href="https://mwejobs.maryland.gov/vosnet/Default.aspx">https://mwejobs.maryland.gov/vosnet/Default.aspx</a>

State of Massachusetts	<a href="https://jobquest.detma.org/JobQuest/Default.aspx">https://jobquest.detma.org/JobQuest/Default.aspx</a>
State of Michigan	<a href="http://www.mitalent.org/">http://www.mitalent.org/</a>
State of Minnesota	<a href="https://www.minnesotaworks.net/">https://www.minnesotaworks.net/</a>
State Of Mississippi	<a href="https://wings.mdes.ms.gov/wings/welcome.jsp">https://wings.mdes.ms.gov/wings/welcome.jsp</a>
State of Missouri	<a href="http://jobs.mo.gov/">http://jobs.mo.gov/</a>
State of Montana	<a href="https://jobs.mt.gov/">https://jobs.mt.gov/</a>
State of Nebraska	<a href="https://networks.nebraska.gov/vosnet/Default.aspx">https://networks.nebraska.gov/vosnet/Default.aspx</a>
State of Nevada	<a href="http://nevada.us.jobs/">http://nevada.us.jobs/</a>
State of New Hampshire	<a href="https://nhworksjobmatch.nhes.nh.gov/">https://nhworksjobmatch.nhes.nh.gov/</a>
State of New Jersey	<a href="http://careerconnections.nj.gov/">http://careerconnections.nj.gov/</a>
State of New Mexico	<a href="https://www.jobs.state.nm.us/vosnet/Default.aspx">https://www.jobs.state.nm.us/vosnet/Default.aspx</a>
State of New York	<a href="http://newyork.us.jobs/">http://newyork.us.jobs/</a>
State of North Carolina	<a href="https://www.ncworks.gov/vosnet/Default.aspx">https://www.ncworks.gov/vosnet/Default.aspx</a>
State of North Dakota	<a href="http://www.jobsnd.com/">http://www.jobsnd.com/</a>
State of Ohio	<a href="https://ohiomeansjobs.com/omj/">https://ohiomeansjobs.com/omj/</a>
State of Oklahoma	<a href="https://okjobmatch.com/ada/">https://okjobmatch.com/ada/</a>
State of Oregon	<a href="http://www.oregon.gov/employ/pages/default.aspx">http://www.oregon.gov/employ/pages/default.aspx</a>
State of Pennsylvania	<a href="https://www.cwds.pa.gov/">https://www.cwds.pa.gov/</a>
Puerto Rico Job Bank	<a href="http://puertorico.us.jobs/">http://puertorico.us.jobs/</a>
State of Rhode Island	<a href="https://www.employri.org/vosnet/Default.aspx">https://www.employri.org/vosnet/Default.aspx</a>
State of South Carolina	<a href="https://jobs.scworks.org/vosnet/Default.aspx">https://jobs.scworks.org/vosnet/Default.aspx</a>
State of South Dakota	<a href="http://dlr.sd.gov/">http://dlr.sd.gov/</a>
State of Tennessee	<a href="https://www.jobs4tn.gov/vosnet/Default.aspx">https://www.jobs4tn.gov/vosnet/Default.aspx</a>
State of Texas	<a href="https://wit.twc.state.tx.us/">https://wit.twc.state.tx.us/</a>
State of Utah	<a href="https://jobs.utah.gov/">https://jobs.utah.gov/</a>
State of Vermont	<a href="https://www.vermontjoblink.com/ada/">https://www.vermontjoblink.com/ada/</a>

State of Virginia	<a href="https://www.vawc.virginia.gov/vosnet/Default.aspx?plang=E">https://www.vawc.virginia.gov/vosnet/Default.aspx?plang=E</a>
State of Washington	<a href="https://seeker.worksourcewa.com/">https://seeker.worksourcewa.com/</a>
State of West Virginia	<a href="http://www.wvcommerce.org/business/workforcew/default.aspx">http://www.wvcommerce.org/business/workforcew/default.aspx</a>
State of Wisconsin	<a href="http://www.wisconsinjobcenter.org/">http://www.wisconsinjobcenter.org/</a>
State of Wyoming	<a href="https://www.wyomingatwork.com/vosnet/Default.aspx">https://www.wyomingatwork.com/vosnet/Default.aspx</a>
<b>State Workforce Agency Microsites</b> (See list of specific state microsites below).	<b>Several State Workforce Agencies have added .jobs microsites to target specific recruiting populations, allowing states to drive more jobseeker traffic to their niche microsites and state job banks (see below).</b>
Arizona Workforce Connection (Arizona State Workforce)	<a href="http://workinaz-veterans.jobs/">http://workinaz-veterans.jobs/</a>
California Employment Development Dept. (EDD)	<a href="http://ca-veterans.jobs/">http://ca-veterans.jobs/</a>
Colorado Department of Labor & Employment	<a href="http://coworkforce-veterans.jobs/">http://coworkforce-veterans.jobs/</a>
EmployNevada (Nevada State Workforce)	<a href="http://employnevadavets.jobs">http://employnevadavets.jobs</a>
IndianaCareerConnect Veterans (IN State Workforce)	<a href="http://indianacareerconnect-veterans.jobs/">http://indianacareerconnect-veterans.jobs/</a>
KansasWorks Veterans (Kansas State Workforce)	<a href="http://kansasworks-veterans.jobs/">http://kansasworks-veterans.jobs/</a>
Mass Veterans (Massachusetts State Workforce)	<a href="http://mass-veterans.jobs/">http://mass-veterans.jobs/</a>
Missouri Veterans (Missouri State Workforce)	<a href="http://mo-veterans.jobs/">http://mo-veterans.jobs/</a>
NYWorks Veterans (New York State Workforce)	<a href="http://nyworks-veterans.jobs/">http://nyworks-veterans.jobs/</a>
SDWorks Veterans (South Dakota State Workforce)	<a href="http://sdworks-veterans.jobs/">http://sdworks-veterans.jobs/</a>
WorkInIllinois Veterans (Illinois State Workforce)	<a href="http://workinillinois-veterans.jobs/">http://workinillinois-veterans.jobs/</a>

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WorkInIowa Veterans (Iowa State Workforce)	<a href="http://workiniowa-veterans.jobs/">http://workiniowa-veterans.jobs/</a>
WorkInOregon Veterans (Oregon State Workforce)	<a href="http://workinoregon-veterans.jobs/">http://workinoregon-veterans.jobs/</a>
WorkInTexas Veterans (Texas State Workforce)	<a href="http://workintexas-veterans.jobs/">http://workintexas-veterans.jobs/</a>
WorkInWashington Veterans (WA State Workforce)	<a href="http://workinwashington-veterans.jobs/">http://workinwashington-veterans.jobs/</a>

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Other Sites		
Azuna	<a href="https://www.adzuna.com/">https://www.adzuna.com/</a>	(UK and Canada located jobs only)
Nexxt	<a href="http://www.nexxt.com/">http://www.nexxt.com/</a>	(DE Member Jobs Only)
Career Bliss	<a href="http://www.careerbliss.com/jobs/">http://www.careerbliss.com/jobs/</a>	
Facebook Social Jobs Partnership	<a href="https://www.facebook.com/socialjobs/app_417814418282098">https://www.facebook.com/socialjobs/app_417814418282098</a>	
Flexjobs	<a href="https://www.flexjobs.com">https://www.flexjobs.com</a>	(only remote positions)
Internships	<a href="https://internships.dejobs.org/">https://internships.dejobs.org/</a>	
Info.com	<a href="http://info.com/">http://info.com/</a>	
Jobalot	<a href="http://www.jobalot.com/">http://www.jobalot.com/</a>	
Job Inventory	<a href="http://www.jobinventory.com/">http://www.jobinventory.com/</a>	
Juju	<a href="http://www.job-search-engine.com/">http://www.job-search-engine.com/</a>	
The Ladders	<a href="http://TheLadders.com/">http://TheLadders.com/</a>	
Mitula	<a href="http://www.mitula.com/">http://www.mitula.com/</a>	
Nevada Career Explorer	<a href="https://nv.headed2.com/">https://nv.headed2.com/</a>	(Nevada located jobs only)
Servant@Heart Christian Business Directory	<a href="http://jobs.servantatheart.org/">http://jobs.servantatheart.org/</a>	
St. Christopher Parish	<a href="http://jobs.saintchristopherparish.org/">http://jobs.saintchristopherparish.org/</a>	
TalentPlanet	<a href="http://talentplanet.com/index.php">http://talentplanet.com/index.php</a>	
Trovit	<a href="http://job.trovit.com/">http://job.trovit.com/</a>	
Universal Technical Institute	<a href="http://uti.jobs/">http://uti.jobs/</a>	*Automotive Industry Related Job Content
Zippia.com	<a href="https://www.zippia.com">https://www.zippia.com</a>	
Ziprecruiter.com	<a href="https://www.ziprecruiter.com/">https://www.ziprecruiter.com/</a>	

Global Sites	
Australia.recruit.net	Jobrapido.de – Germany
China.recruit.net	Jobrapido.nl – Holland
HongKong.recruit.net	Jobrapido.ie – Ireland
India.recruit.net	Jobrapido.it – Italy
Japan.recruit.net	Jobrapido.mx – Mexico
Malaysia.recruit.net	nz.jobrapido.com – New Zealand
NewZealand.recruit.net	Jobrapido.pl – Poland
Singapore.recruit.net	Jobrapido.es – Spain
Jobespresso.net – Italy	Jobrapido.se – Sweden
Jobrapido.com.ar – Argentina	Jobrapido.ch – Switzerland
Jobrapido.at – Austria	Jobrapido.co.uk – UK
Jobrapido.com.au – Australia	Jobrapido.com – USA
Jobrapido.br – Brazil	Jumpstation.com.au
Jobrapido.cl – Chile	
Jobrapido.fr – France	
Wowjobs.ca – Jobs in Canada and Australia Only	



### Metro Areas on USNLx.com

#### STATES: METRO AREAS:

<b>Alabama:</b>	Birmingham	Huntsville	Mobile	Montgomery	
<b>Alaska:</b>	Anchorage	Fairbanks	Juneau		
<b>Arizona:</b>	Flagstaff	Phoenix	Tucson		
<b>Arkansas:</b>	Fayetteville	Little Rock			
<b>California:</b>	Bakersfield	Fresno	Lancaster	Los Angeles	Modesto
	Oakland	Sacramento	Salinas	San Bernardino	San Diego
	San Francisco	San Jose	Santa Clara	Stockton	Vellejo
<b>Colorado:</b>	Colorado Springs	Denver	Fort Collins	Pueblo	
<b>Connecticut:</b>	Bridgeport	Hartford	New Haven	Stamford	Waterbury
<b>Delaware:</b>	Dover	Wilmington			
<b>District of Columbia:</b>	Washington				
<b>Florida:</b>	Clearwater	Fort Lauderdale	Jacksonville	Miami	Orlando
	St. Petersburg	Tallahassee	Tampa		
<b>Georgia:</b>	Athens	Atlanta	Augusta	Columbus	Savannah
<b>Hawaii:</b>	Hilo	Honolulu			
<b>Idaho:</b>	Boise	Pocatello			
<b>Illinois:</b>	Aurora	Chicago	Joliet	Peoria	Rockford
	Springfield				
<b>Indiana:</b>	Evansville	Fort Wayne	Gary	Indianapolis	South Bend
<b>Iowa:</b>	Cedar Rapids	Des Moines			
<b>Kansas:</b>	Kansas City	Topeka	Wichita		
<b>Kentucky:</b>	Frankfort	Lexington	Louisville		

<b>Louisiana:</b>	Baton Rouge	Lafayette	New Orleans	Shreveport	
<b>Maine:</b>	Augusta	Portland			
<b>Maryland:</b>	Annapolis	Baltimore			
<b>Massachusetts:</b>	Boston	Springfield	Worcester		
<b>Michigan:</b>	Ann Arbor	Battle Creek	Detroit	Grand Rapids	Lansing
<b>Minnesota:</b>	Minneapolis	St. Paul			
<b>Mississippi:</b>	Gulfport	Jackson			
<b>Missouri:</b>	Independence	Jefferson City	Kansas City	Springfield	St. Louis
<b>Montana:</b>	Billings	Helena			
<b>Nebraska:</b>	Lincoln	Omaha			
<b>Nevada:</b>	Carson City	Las Vegas	Reno		
<b>New Hampshire:</b>	Concord	Manchester			
<b>New Jersey:</b>	Elizabeth	Jersey City	Newark	Patterson	Trenton
<b>New Mexico:</b>	Albuquerque	Santa Fe			
<b>New York:</b>	Albany Syracuse	Buffalo	Elmira	New York	Rochester
<b>North Carolina:</b>	Asheville Durham	Charlotte Winston-Salem	Fayettesville	Greensboro	Raleigh
<b>North Dakota:</b>	Bismarck	Fargo			
<b>Ohio:</b>	Akron Toledo	Cincinnati	Cleveland	Columbus	Dayton
<b>Oklahoma:</b>	Oklahoma City	Tulsa			
<b>Oregon:</b>	Eugene	Portland	Salem		
<b>Pennsylvania:</b>	Allentown	Erie	Philadelphia	Pittsburgh	
<b>Rhode Island:</b>	Providence				
<b>South Carolina:</b>	Charleston	Columbia			

<b>South Dakota:</b>	<i>Pierre</i>	<i>Sioux Falls</i>			
<b>Tennessee:</b>	<i>Chattanooga</i>	<i>Clarksville</i>	<i>Knoxville</i>	<i>Memphis</i>	<i>Nashville</i>
<b>Texas:</b>	<i>Abilene</i>	<i>Amarillo</i>	<i>Austin</i>	<i>Beaumont</i>	<i>Brownsville</i>
	<i>Corpus Christi</i>	<i>Dallas</i>	<i>El Paso</i>	<i>Fort Worth</i>	<i>Houston</i>
	<i>Laredo</i>	<i>Longview</i>	<i>Lubbock</i>	<i>San Antonio</i>	<i>Tyler</i>
	<i>Waco</i>	<i>Wichita Falls</i>			
<b>Utah:</b>	<i>Provo</i>	<i>Salt Lake City</i>			
<b>Vermont:</b>	<i>Burlington</i>	<i>Montpelier</i>			
<b>Virginia:</b>	<i>Alexandria</i>	<i>Norfolk</i>	<i>Richmond</i>	<i>Virginia Beach</i>	
<b>Washington:</b>	<i>Olympia</i>	<i>Seattle</i>	<i>Spokane</i>	<i>Tacoma</i>	
<b>West Virginia:</b>	<i>Charleston</i>	<i>Huntington</i>			
<b>Wisconsin:</b>	<i>Green Bay</i>	<i>Madison</i>	<i>Milwaukee</i>		
<b>Wyoming:</b>	<i>Casper</i>	<i>Cheyenne</i>			

### College Network

Academy of Art University  
 ADA University  
 Ain Shams University  
 Alabama State University  
 Albany Law School  
 Albertus Magnus College  
 Alcorn State University  
 Alfred State, SUNY College of Technology  
 American College of Greece  
 American University of Sharjah  
 American University of Sharjah, School of Business Administration  
 American University, School of Professional & Extended Studies (SPExS)  
 American University, Washington College of Law  
 Amherst College  
 Amridge University  
 Anne Arundel Community College  
 Appalachian State University  
 Arkansas State University

Assumption College  
Athens State University  
Atlanta's John Marshall Law School  
Augsburg College  
Augusta Technical College  
Augusta University  
Australian Graduate School of Management  
Ave Maria School of Law  
Azusa Pacific University  
Ball State University  
Baylor Law School  
Bellevue College (WA)  
Belmont Abbey College  
Belmont University, College of Law  
Beloit College  
Bennington College  
Bentley University  
Berklee College of Music  
Bethel University (MN)  
Black River Technical College  
Blackburn College  
Bloomfield College  
Bloomsburg University of Pennsylvania (PASSHE)  
Blue Mountains International Hotel Management School  
Bob Jones University  
Bond University  
Boston Architectural College  
Boston College  
Boston University, School of Law  
Bowdoin College  
Bowie State University  
Bowling Green State University  
Brigham Young University  
Brigham Young University, Idaho  
Brigham Young University, Marriott School of Management  
Brooklyn Law School  
Bucknell University  
Bucks County Community College  
Cabrillo College  
Cairn University  
Calhoun Community College  
California Baptist University  
California Lutheran University

California State Polytechnic University, Pomona  
California State University Channel Islands  
California State University Fullerton  
California State University Long Beach  
California State University Monterey Bay  
California State University Northridge  
California State University Sacramento  
California University of Pennsylvania (PASSHE)  
California Western School of Law  
Campbell University, Wiggins School of Law  
Canada College  
Cape Fear Community College  
Capella University  
Capital University Law School  
Capitol Technology University  
Carleton College  
Carnegie Mellon University, Tepper School of Business  
Case Western Reserve University, School of Law  
Case Western Reserve University, Weatherhead School of Management  
Cass Business School  
Catholic University of America, Columbus School of Law  
Catholic University of Portugal  
Catholic University of Portugal, School of Business  
Central Arizona College  
Central College  
Central New Mexico Community College  
Central Oregon Community College  
Central State University  
Central Washington University  
Centre College  
Chaffey College  
Champlain College  
Chapman University, Dale E. Fowler School of Law  
Charleston School of Law  
Chattahoochee Technical College  
Chattanooga State Community College  
Cheyney University of Pennsylvania (PASSHE)  
Chicago-Kent College of Law  
China Europe International Business School (CEIBS)  
Christian Brothers University  
Cincinnati State Technical and Community College  
City Colleges of Chicago  
Clarion University of Pennsylvania (PASSHE)

Clark University  
Clarkson University  
Clayton State University  
Clemson University  
Clemson University, Alumni Association  
Cleveland State University  
Cleveland State University, Cleveland-Marshall College of Law  
Coastline Community College  
Colgate University  
College of Coastal Georgia  
College of Idaho  
College of Southern Nevada  
College of St. Benedict & St. John's University  
College of the Bahamas  
College of the Holy Cross  
College of Western Idaho  
Collin College  
Columbia Law School, Columbia University  
Columbia Southern University  
Columbia University, The Earth Institute  
Columbus College of Art & Design  
Community College of Vermont  
Concordia College (NY)  
Concordia University at Irvine  
Concordia University, School of Law  
Connecticut College  
Cornell College  
Cornell University Law School  
Cranfield University, School of Management  
Creighton University School of Law  
Cuesta College  
Cumberland University  
CUNY Baruch College  
CUNY Baruch College, School of Public and International Affairs  
CUNY Baruch College, Weissman School of Arts & Sciences  
CUNY Baruch College, Zicklin School of Business  
CUNY Borough of Manhattan Community College  
CUNY Bronx Community College  
CUNY Brooklyn College  
CUNY College of Staten Island  
CUNY Graduate School of Journalism  
CUNY Hostos Community College  
CUNY Hunter College

CUNY John Jay College of Criminal Justice  
CUNY Kingsborough Community College  
CUNY Lehman College  
CUNY Macaulay Honors College  
CUNY Medgar Evers College  
CUNY New York City College of Technology  
CUNY Queens College  
CUNY School of Law  
CUNY The City College of New York  
CUNY York College  
Dallas County Community College District  
Daniel Webster College  
Dartmouth College, Thayer School of Engineering  
Dean College  
Delaware Valley University  
Delta State University  
Demo University of Symplicity  
DePaul University College of Law  
DeSales University  
Dickinson School of Law  
Dominican College  
Drake University  
Drake University, School of Law  
Drew University  
Drexel University  
Drexel University, School of Public Health  
Drexel University, Thomas R. Kline School of Law  
Duke University, Sanford School of Public Policy  
Duke University, School of Law  
Dunwoody College of Technology  
Duquesne University  
Duquesne University, School of Law  
Earlham College  
East Georgia State College  
East Stroudsburg University of Pennsylvania (PASSHE)  
Eastern Connecticut State University  
Eastern Illinois University  
Eastern University  
Eckerd College  
Edinboro University of Pennsylvania (PASSHE)  
Elizabeth City State University  
Elmhurst College  
Elon University School of Law



Emily Griffith Technical College  
Emmanuel College  
Emory University, School of Law  
Erie Huron Ottawa Vocational Education (EHOVE)  
ESADE  
Excelsior College  
Fairfield University  
Fairleigh Dickinson University  
Fairmont State University  
Fashion Institute of Design & Merchandising (FIDM)  
Faulkner University, Jones School of Law  
Florida A&M University, College of Law  
Florida A&M University, School of Business and Industry  
Florida Coastal School of Law  
Florida Gulf Coast University  
Florida International University, Chaplin School of Hospitality  
Florida International University, College of Business  
Florida International University, College of Law  
Florida State College at Jacksonville  
Florida State University  
Florida State University, College of Law  
Fordham University  
Fordham University, Gabelli School of Business (Graduate Programs)  
Fordham University, Gabelli School of Business (Undergrad Programs)  
Fordham University, Graduate School of Social Service  
Fordham University, School of Law  
Fort Lewis College  
Fort Valley State University  
Full Sail University  
Fullerton College  
Fundacion Empresa, Universidad de Navarra  
Furman University  
Gallaudet University  
Gateway Community College  
George Mason University  
George Mason University, Schar School of Policy & Government  
George Mason University, School of Law  
George Washington University, Career Services  
Georgetown College  
Georgetown University, Edmund A. Walsh School of Foreign Service  
Georgetown University, Law Center  
Georgetown University, McCourt School of Public Policy  
Georgia State University, College of Law

Georgia Tech  
Georgia Tech, Scheller College of Business  
Gettysburg College  
Golden Gate University  
Golden Gate University School of Law  
Gonzaga University, School of Law  
Goucher College  
Governors State University  
Grambling State University  
Grand Canyon University  
Green Mountain College  
Grinnell College  
Gwinnett Technical College  
H. Councill Trenholm State Technical College  
Hamline University  
Hampden-Sydney College  
Hampshire College  
Hampton University  
Hanover College  
Harper College  
Harvard University  
Harvard University, Graduate School of Design  
Harvard University, Graduate School of Education & Harvard Divinity School  
Harvard University, Kennedy School of Government  
Harvard University, Law School  
Harvard University, T.H. Chan School of Public Health  
Hawaii Pacific University  
Hendrix College  
Henry Ford College  
Hofstra University, School of Law  
Hong Kong Polytechnic University  
Hood College  
Howard University  
Howard University, School of Law  
Hult International Business School  
IE Business School  
IESE Business School, University of Navarra  
Illinois State University  
IMD Business School  
Imperial College London, Business School  
iNav (Metro Atlanta Chamber)  
Independent Colleges of Indiana  
Indiana Tech Law School

Indiana University Bloomington, College of Arts & Sciences  
Indiana University Bloomington, Jacobs School of Music  
Indiana University Bloomington, Kelley School of Business-MBA  
Indiana University Bloomington, Kelley School of Business-Undergraduate  
Indiana University Bloomington, Maurer School of Law  
Indiana University Bloomington, School of Education  
Indiana University Bloomington, School of Informatics, Computing, and Engineering  
Indiana University Bloomington, School of Public & Environmental Affairs  
Indiana University Bloomington, School of Public Health  
Indiana University East  
Indiana University Northwest  
Indiana University School of Optometry  
Indiana University South Bend  
Indiana University Southeast  
Indiana University, Kokomo  
Indiana University-Purdue University, Columbus  
Indiana University-Purdue University, Fort Wayne  
Indiana Wesleyan University  
iNet Internship Network  
INSEAD  
Institute of International Education  
Iona College  
Iowa Central Community College  
Iowa College Recruiting Network (ICoRN)  
Iowa State University  
IST Tecnico Lisboa  
IUPUI, Herron School of Art and Design  
IUPUI, Kelley School of Business  
IUPUI, Lilly Family School of Philanthropy  
IUPUI, Office of Student Employment  
IUPUI, Richard M. Fairbanks School of Public Health  
IUPUI, Robert H. McKinney School of Law  
IUPUI, School of Education  
IUPUI, School of Engineering and Technology  
IUPUI, School of Health and Rehabilitation Sciences  
IUPUI, School of Informatics and Computing  
IUPUI, School of Liberal Arts  
IUPUI, School of Physical Education and Tourism Management  
IUPUI, School of Public and Environmental Affairs  
IUPUI, School of Science  
IUPUI, School of Social Work  
IUPUI, Talent

Ivy Tech Community Colleges  
Jackson State University  
Jacksonville State University  
James Madison University  
John Marshall Law School  
Johns Hopkins University, Advanced Academic Programs Office  
Johns Hopkins University, Bloomberg School of Public Health  
Johns Hopkins University, Carey Business School  
Johns Hopkins University, School of Advanced International Studies (SAIS)  
Johnson C. Smith University  
Johnson University  
Juniata College  
Kansas City Kansas Community College  
Kendall College  
Kendall College of Art and Design, Ferris State University  
Kenyon College  
King Abdullah University of Science and Technology (KAUST)  
Koc University  
Kutztown University of Pennsylvania (PASSHE)  
La Salle University  
Lafayette College  
Lake Land College  
Lake Superior State University  
Laney College  
Langara College  
Lanier Technical College  
Lansing Community College  
Lehigh Carbon Community College  
Les Roches International School of Hotel Management, Switzerland  
Liberal Arts Career Network (LACN)  
Liberty University  
Liberty University, School of Law  
LIM College (Laboratory Institute of Merchandising)  
Lincoln Memorial University, Duncan School of Law  
Linfield College  
Lingnan College, Sun Yat-sen University  
Lock Haven University of Pennsylvania (PASSHE)  
London Business School  
Los Angeles Film School  
Louisiana State University  
Louisiana Tech University  
Lower Columbia College  
Loyola Law School, Los Angeles

Loyola Marymount University  
Loyola Marymount University, School of Film and Television  
Loyola University Chicago  
Loyola University Chicago, School of Law  
Loyola University New Orleans, College of Law  
Luther College  
Lycoming College  
Lynchburg College  
Madonna University  
Maharishi University of Management  
Mansfield University of Pennsylvania (PASSHE)  
Marian University  
Marist College  
Marlboro College  
Marquette University Law School  
Marshall University  
Marymount California University  
Marymount Manhattan College  
Maryville University of St. Louis  
Massasoit Community College  
McDaniel College  
Memphis College of Art  
Mercer University School of Law  
Mercy College  
Merrimack College  
MetroLink Consortium  
Metropolitan Community College of Kansas City  
Middlebury Institute of International Studies at Monterey  
Mississippi College  
Mississippi College, School of Law  
Mississippi State University  
Missouri Baptist University  
Mitchell Hamline School of Law  
Monroe College  
Montgomery College  
Moore College of Art & Design  
Moorpark College  
Morehead State University  
Morgan International  
Morgan State University  
Mount Holyoke College  
Mount Ida College  
Mount St. Mary's University (CA)

Mt. San Antonio College  
Mt. San Jacinto College  
Murray State University  
National Park Community College  
Nazarbayev University  
Nebraska College Recruiting Consortium  
New England School of Law  
New Horizons Computer Learning Center  
New Jersey Institute of Technology  
New York Law School  
New York University  
New York University, Abu Dhabi  
New York University, School of Law  
New York University, Shanghai  
New York University, SPS Noncredit Program  
New York University, Stern School of Business  
Newbury College  
Norco College  
Norfolk State University  
North Carolina A&T State University  
North Carolina Central University  
North Carolina Central University, School of Law  
North Carolina State University  
North Central University  
North Dakota State University  
North Park University  
Northeast Alabama Community College  
Northeastern University, School of Law  
Northern Alberta Institute of Technology  
Northern Essex Community College  
Northern Illinois University  
Northern Kentucky University, Chase College of Law  
Northern State University  
Northshore Technical Community College  
Northwest Missouri State University  
Northwestern University  
Northwestern University, Medill School of Journalism  
Northwestern University, School of Law  
Northwood University  
Norwalk Community College  
Norwich University  
Notre Dame de Namur University  
Nova Southeastern University, Shepard Broad Law Center

NYC Department of Small Business Services  
Oberlin College  
Occidental College  
Ohio Christian University  
Ohio Northern University  
Ohio Northern University, Pettit College of Law  
Ohio State University  
Ohio State University, College of Arts & Sciences  
Ohio State University, College of Engineering  
Ohio State University, College of Food, Agriculture & Environmental Sciences  
Ohio State University, Moritz College of Law  
Ohio University  
Oklahoma City University School of Law  
Oral Roberts University  
Orange Coast College  
Ouachita Baptist University  
Ozyegin University  
Pace University, School of Law  
Palm Beach Atlantic University  
Palomar College  
Park University  
Pasadena City College  
Peirce College  
Peking University, School of Transnational Law  
Penn State, Alumni  
Penn State, College of Agricultural Sciences  
Penn State, College of Engineering  
Penn State, College of Information Sciences & Technology  
Penn State, College of the Liberal Arts  
Penn State, Consortia  
Penn State, Harrisburg  
Penn State, School of Law  
Penn State, Smeal College of Business  
Penn State, Supply Chain & Information Systems  
Penn State, The Behrend College  
Penn State, University Park  
Pennsylvania College of Technology  
Pensacola State College  
Pepperdine University School of Law  
Philadelphia University  
Piedmont Virginia Community College  
Pikes Peak Community College  
Pima Community College



Pittsburgh Technical College  
Prairie View A&M University  
Pratt Institute  
Pueblo Community College  
Purdue University  
Purdue University, Krannert School of Management  
Queen's University, Belfast  
Queen's University, Faculty Of Law  
Quinnipiac University  
Quinnipiac University, School of Law  
Ranken Technical College  
Rasmussen College  
Reed College  
Regent University  
Regent University, School of Law  
Regis College  
Rensselaer Polytechnic Institute  
Renton Technical College  
Resurrection University, College of Nursing and Allied Health  
Rhodes College  
Riverside City College  
Roane State Community College  
Rochester Institute of Technology  
Rockhurst University  
Rocky Mountain College  
Rocky Mountain College of Art and Design  
Roger Williams University School of Law  
Roosevelt University  
Rose-Hulman Institute of Technology  
Rowan College at Burlington County  
Rowan College at Gloucester County  
Rowan University  
Royal Roads University  
Russell Sage College  
Rutgers University Camden  
Rutgers University Camden, School of Law  
Rutgers University New Brunswick  
Rutgers University New Brunswick, Undergraduate Business  
Rutgers University Newark  
Rutgers University Newark, Executive MBA  
Rutgers University Newark, Graduate Business School  
Rutgers University Newark, Quantitative Finance (MQF)  
Rutgers University Newark, School of Law

Saddleback College  
Saginaw Valley State University  
Salus University  
Samford University, Cumberland School of Law  
San Diego State University  
San Juan College  
Santa Barbara City College  
Santa Clara University, School of Law  
Santa Fe Community College  
Savannah College of Art and Design  
Savannah State University  
Savannah Technical College  
SDA Bocconi School of Management  
Seattle University, School of Law  
Service Academy Career Central (SACCentral)  
Seton Hall University  
Seton Hall University, School of Law  
Sewanee, The University of the South  
Shippensburg University of Pennsylvania (PASSHE)  
Siena College  
Simmons College, School of Management  
Singapore Management University  
Singapore Management University, Centre for Social Responsibility  
Singapore Management University, Dato Kho Hui Postgraduate  
SIT Graduate Institute  
Skidmore College  
Slippery Rock University of Pennsylvania (PASSHE)  
Smith College  
Sonoma State University  
South Central College  
South Texas College of Law Houston  
Southeast Missouri State University  
Southeast Technical Institute  
Southeastern Baptist Theological Seminary  
Southeastern Louisiana University  
Southeastern Technical College  
Southern Connecticut State University  
Southern Crescent Technical College  
Southern Illinois University, College of Business  
Southern Methodist University, Dedman School of Law  
Southern Regional Technical College  
Southern Union State Community College  
Southern University Law Center

Southwestern Law School  
Southwestern University  
Spokane Community College  
St. Ambrose University  
St. Bonaventure University  
St. Clair County Community College  
St. Francis College  
St. John's University, School of Law  
St. Joseph's University  
St. Leo University  
St. Louis University, School of Law  
St. Mary's College of Maryland  
St. Mary's University, Sobey School of Business  
St. Michael's College (VT)  
St. Peter's University  
St. Thomas Aquinas College  
St. Thomas University, School of Law  
St. Xavier University  
Stanford University, Graduate School of Education  
Stanford University, Law School  
Stetson University, College of Law  
Stratford University  
Suffolk University Law School  
SUNY College at Oneonta  
SUNY College of Optometry  
SUNY Cortland  
SUNY Farmingdale State College  
SUNY Fredonia  
SUNY Hudson Valley Community College  
SUNY Jefferson Community College  
SUNY New Paltz  
SUNY Oswego  
SUNY Purchase College  
SUNY University at Buffalo, Law School  
SUNY University at Buffalo, School of Management  
Susquehanna University  
Swiss Education Group  
Syracuse University  
Syracuse University, College of Law  
Tallahassee Community College  
Temple University  
Temple University, Fox School of Business  
Temple University, School of Media and Communication

Temple University, School of Tourism and Hospitality Management  
Texas A&M University, Bush School of Government & Public Service  
Texas A&M University, College Station  
Texas Southern University, Thurgood Marshall School of Law  
Texas Tech University, School of Law  
Texas Wesleyan University  
The American University in Cairo  
The College of New Rochelle  
The College of William & Mary  
The College of William & Mary, Law School  
The College of William & Mary, Mason School of Business  
The College of Wooster  
The Master's Seminary  
The National Society of Leadership and Success  
The Southern Baptist Theological Seminary  
The Universities at Shady Grove  
The University of Manchester Worldwide Limited  
The University of the Arts  
Thomas Jefferson School of Law  
Thomas Jefferson University  
Thompson Rivers University  
Tidewater Community College  
Touro College  
Touro College, Jacob D. Fuchsberg Law Center  
Trident Technical College  
Trident University International  
Trine University  
Trinity Christian College  
Trinity College (CT)  
Trinity University  
Trinity Washington University  
Trinity Western University  
Troy University  
Truckee Meadows Community College  
Tufts University, Fletcher School of Law and Diplomacy  
Tufts University, Office of Public Health  
Tufts University, School of Dental Medicine  
Tulane University, Law School  
UCAN, University Career Action Network  
UCLA  
UCLA LLM Interview Program  
UCLA, Luskin School of Public Affairs  
UCLA, School of Law

Union University  
United States International University, Africa  
Universidad de Monterrey  
Universidad del Sagrado Corazon  
University of Akron, School of Law  
University of Alabama  
University of Alabama in Huntsville  
University of Alabama School of Law  
University of Arizona, Lundgren Center for Retailing  
University of Arizona, Rogers College of Law  
University of Arkansas at Fort Smith  
University of Arkansas at Pine Bluff  
University of Baltimore  
University of Baltimore, School of Law  
University of Birmingham, Business School  
University of British Columbia Vancouver  
University of British Columbia, Law School  
University of California Berkeley, Goldman School of Public Policy  
University of California Berkeley, School of Law  
University of California Berkeley, School of Public Health  
University of California Berkeley, School of Social Welfare  
University of California Davis  
University of California Davis, School of Law  
University of California Irvine, School of Law  
University of California Merced  
University of California Riverside  
University of California San Diego  
University of California San Diego, Academic Internship Program  
University of California San Diego, School of Global Policy and Strategy  
University of California Santa Cruz  
University of California, Hastings College of the Law  
University of California, Washington Center  
University of Chicago, Financial Mathematics  
University of Chicago, Graduate Schools and Divisions  
University of Chicago, Harris School of Public Policy  
University of Chicago, Law School  
University of Cincinnati College of Law  
University of Colorado at Boulder, School of Law  
University of Connecticut, School of Law  
University of Dallas  
University of Denver, Graduate School of International Studies  
University of Denver, Sturm College of Law  
University of Evansville

University of Florida  
University of Florida, Levin College of Law  
University of Florida, Warrington/Hough Business  
University of Georgia, School of Law  
University of Hawaii at Manoa, Shidler College of Business  
University of Houston  
University of Houston, Bauer College of Business  
University of Houston, College of Technology  
University of Houston, Conrad Hilton College  
University of Houston, Cullen College of Engineering  
University of Houston, Health and Human Performances  
University of Houston, Law Center  
University of Idaho, College of Law  
University of Illinois at Chicago  
University of Illinois at Springfield  
University of Illinois at Urbana-Champaign, College of Law  
University of Iowa  
University of Iowa, College of Law  
University of Johannesburg  
University of Kansas  
University of Kansas, School of Law  
University of Kentucky, College of Law  
University of La Verne  
University of Louisville, Brandeis School of Law  
University of Louisville, College of Business  
University of Louisville, Speed School of Engineering  
University of Maine  
University of Maine at Augusta  
University of Maine, School of Law  
University of Manitoba, Asper School of Business  
University of Maryland Baltimore County  
University of Maryland Baltimore, Francis King Carey School of Law  
University of Maryland College Park  
University of Maryland College Park, Clark School of Engineering  
University of Maryland College Park, School of Public Policy  
University of Massachusetts Amherst  
University of Massachusetts Dartmouth, School of Law  
University of Massachusetts, Amherst, Isenberg School of Management  
University of Memphis  
University of Memphis, Cecil C. Humphreys School of Law  
University of Miami, School of Law  
University of Miami, Ziff School of Business  
University of Michigan Ann Arbor, College of Engineering

University of Michigan Ann Arbor, College of Literature, Science & the Arts  
University of Michigan Ann Arbor, Law School  
University of Michigan Ann Arbor, School of Education  
University of Michigan Ann Arbor, School of Information  
University of Michigan Ann Arbor, School of Natural Resources & Environment  
University of Michigan Ann Arbor, School of Public Health  
University of Michigan Dearborn  
University of Michigan, Gerald R. Ford School of Public Policy  
University of Michigan-Flint  
University of Minnesota at Minneapolis, School of Law  
University of Missouri Kansas City  
University of Missouri Kansas City, School of Law  
University of Nebraska Lincoln  
University of Nebraska Lincoln, College of Law  
University of Nevada Las Vegas  
University of Nevada Las Vegas, William S. Boyd School of Law  
University of New Hampshire  
University of New Hampshire, School of Law  
University of New Haven  
University of North Alabama  
University of North Carolina at Chapel Hill, Kenan-Flagler Executive MBA  
University of North Carolina at Chapel Hill, School of Law  
University of North Carolina at Charlotte  
University of North Carolina at Greensboro  
University of North Texas at Dallas, College of Law  
University of Northern Iowa  
University of Notre Dame  
University of Notre Dame, Law School  
University of Oklahoma College of Law  
University of Oregon, School of Law  
University of Ottawa's Common Law  
University of Oxford, Said Business School  
University of Pennsylvania, School of Law  
University of Pittsburgh at Bradford  
University of Pittsburgh, Graduate School of Education  
University of Pittsburgh, Graduate School of Public and International Affairs  
University of Pittsburgh, Katz Graduate School of Business  
University of Puget Sound  
University of Richmond  
University of Richmond, School of Law  
University of Rochester, Simon Graduate School of Business  
University of San Francisco, School of Law  
University of South Carolina Upstate



University of South Carolina, School of Law  
University of Southern California  
University of Southern California, Gould School of Law  
University of Southern California, Marshall School of Business-Undergraduate  
University of Southern California, Price School of Public Policy  
University of Southern California, Rossier School of Education  
University of Southern California, School of Cinematic Arts  
University of Southern California, Viterbi School of Engineering  
University of Southern California, Annenberg School for Communication & Journalism  
University of Southern Indiana  
University of Southern Maine  
University of St. Joseph  
University of St. Thomas  
University of St. Thomas, Opus College of Business  
University of St. Thomas, School of Law  
University of Strathclyde, Graduate School of Business  
University of Sydney, Graduate School of Business  
University of Tennessee at Chattanooga  
University of Tennessee at Knoxville, College of Law  
University of Texas at Austin, Jackson School of Geosciences  
University of Texas at Austin, Lyndon B. Johnson School of Public Affairs  
University of Texas at Austin, School of Architecture  
University of Texas at Austin, School of Information  
University of Texas at Austin, School of Law  
University of the District of Columbia, David A. Clarke School of Law  
University of the Fraser Valley  
University of the Pacific  
University of the Pacific, McGeorge School of Law  
University of Toledo  
University of Toledo, College of Law  
University of Toronto at Scarborough  
University of Toronto, Faculty of Law  
University of Tulsa, College of Law  
University of Virginia, Alumni Association  
University of Virginia, School of Law  
University of Waikato  
University of Washington, Evans School of Public Policy & Governance  
University of Washington, Foster School of Business MBA Program  
University of Washington, Information School  
University of Washington, School of Law  
University of West Georgia  
University of Western Ontario, Faculty of Law

University of Windsor, Faculty of Law  
University of Wisconsin at Madison, College of Agricultural & Life Sciences  
University of Wisconsin at Madison, College of Letters & Science  
University of Wisconsin at Madison, Department of Athletics  
University of Wisconsin at Madison, Law School  
University of Wisconsin at Madison, School of Education  
University of Wisconsin at Madison, School of Pharmacy  
University of Wisconsin at Madison, Undergraduate School of Business  
University of Wyoming, College of Law  
Valparaiso University Law School  
Vanderbilt University  
Vanderbilt University, Law School  
Vanderbilt University, Owen Graduate School of Management  
Vanguard University  
Ventura College  
Vermont Law School  
Villanova University, School of Law  
Vincennes University  
Virginia International University  
Virginia State University  
Virginia Union University  
Virginia Wesleyan College  
Virginia Western Community College  
Wabash College  
Wade College  
Wagner College  
Wake Forest University School of Law  
Walsh College of Accountancy and Business  
Wartburg College  
Warwick Business School  
Washburn University School of Law  
Washington University in St. Louis  
Washington University in St. Louis, George Warren Brown School of Social Work  
Washington University in St. Louis, Olin Undergrad Business School  
Washington University in St. Louis, School of Law  
Washtenaw Community College  
Wayne State University, Graduate School  
Wayne State University, Law School  
Wayne State University, School of Business Administration  
Webster University  
West Chester University of Pennsylvania (PASSHE)  
West Georgia Technical College  
West Kentucky Community and Technical College

West Virginia State University  
West Virginia University  
West Virginia University, College of Law  
Western Illinois University  
Western Kentucky University  
Western Michigan University Cooley Law School  
Western New England University School of Law  
Western State University College of Law  
Western Washington University  
Westmont College  
Whittier Law School  
Whitworth University  
Widener University, Commonwealth Law School  
Widener University, Delaware Law School  
Willamette University, College of Law  
William James College  
William Jewell College  
William Paterson University of New Jersey  
Wilmington College  
Winthrop University  
Wiregrass Georgia Technical College  
Xavier University  
Yale University  
Yale University, Divinity School  
Yale University, Law School  
Yale-NUS College  
Yeshiva University  
Yeshiva University, Benjamin N. Cardozo School of Law  
York College of Pennsylvania  
York Technical College  
York University  
Youngstown State University



## **JOB POSTING**

### **MAINTENANCE TECHNICIAN 403(g) (requisition #34663)**

#### **RESPONSIBILITIES :**

CBS 2 / WLNY-TV is looking for an experienced television maintenance technician. This position deals primarily with the live studio/control room, graphics, newsroom and ingest, but can also be called upon for computer networking, transmitter and microwave troubleshooting. This is a fast-paced environment that requires fast accurate thinking during times of high pressure.

The successful candidate must be familiar with all forms of TV signal propagation, including baseband analog NTSC, SDi and HDSDi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities.

#### **QUALIFICATIONS:**

Computer networking is a requirement; Cisco certification is a plus.

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected: Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam).

#### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**  
**Search for jobs in the CBS Television Stations business unit in New York, NY.**  
**A list of jobs will appear and click on the job you want to apply for.**

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity  
22 Eagle Road  
Danbury, CT 06810  
203-743-6695 (phone)  
203-743-6816 (fax)  
Contact: Carole DeRoberts  
[Tbico1@aol.com](mailto:Tbico1@aol.com)

Black United Fund of New Jersey  
~~132 South Harrison Street~~ 403 West 7th Street  
East Orange, NJ 07018 Plainfield, NJ 07060  
973-676-5283 (phone) x102  
973-672-5030 (fax)  
Contact: Sondra Clark  
[sclark@aafnj.org](mailto:sclark@aafnj.org)

African American  
Fund of NJ  
132 Harrison Street East  
Orange, NJ 07017.

Community Resource Database of Long Island  
101 Eastwood Boulevard  
Centereach, NY 11720-2745  
631-585-9393 (phone)  
631-585-xxxx (fax)  
Contact: Loretta Piscatella  
[www.crdli@mcpl.lib.ny.us](http://www.crdli@mcpl.lib.ny.us)

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The New York Urban League  
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212-926-8000 (phone)  
212-926-8661 (fax)  
Contact: Diana Coleman  
[dcoleman@nyul.org](mailto:dcoleman@nyul.org)

One Hundred Black Men of New York  
299 Park Avenue  
New York, NY 10171  
212-777-7070 (phone)  
212-995-5145 (fax)  
Contact: Steven Board  
[www.ohbm.org](http://www.ohbm.org)

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One Hundred Black Men of New Jersey, Inc.  
~~3587 Highway 9, Unit 529~~ P.O. Box 1206  
Freehold, NJ 7728- Newark, NJ 07101  
732-735-0412 (phone)  
Contact: Jerrid Douglas  
<http://www.100bmj.org>

*Mailed  
7/18/14.*

Statewide Hispanic Chamber of Commerce of New Jersey  
One Gateway Center  
Suite 903  
Newark, NJ 07102  
973-900-5886 (phone)  
866-226-1828 (fax)  
Contact: Erica Horton  
[chamber@shccnj.org](mailto:chamber@shccnj.org)

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212-252-5332 (phone)  
Contact: Michael Fenney  
[nyabj@yahoo.com](mailto:nyabj@yahoo.com)

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they now charge  
a fee to  
post open  
jobs*

National Association of Hispanic Journalists-New York [genymca@gmail.com](mailto:genymca@gmail.com)  
New York, NY  
<http://nahjnyc.tumblr.com/tagged/jobs> Geraldine Cois Azocar

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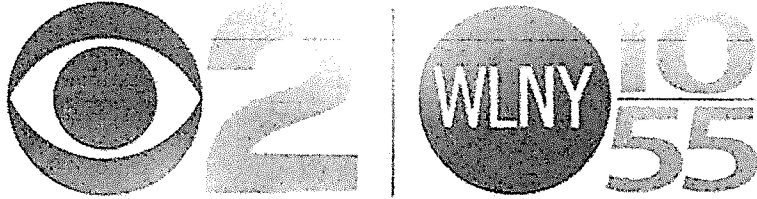
Bronxnet  
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720 Northern Boulevard  
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516-299-2259 (phone)  
Contact: Jason Cascone  
[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

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7/18/19*



## **JOB POSTING**

### **MAINTENANCE TECHNICIAN 403(g) (requisition #31825)**

#### **RESPONSIBILITIES :**

CBS 2 / WLNY-TV is looking for an experienced television maintenance technician. This position deals primarily with the live studio/control room, graphics, newsroom and ingest, but can also be called upon for computer networking, transmitter and microwave troubleshooting. This is a fast-paced environment that requires fast accurate thinking during times of high pressure.

The successful candidate must be familiar with all forms of TV signal propagation, including baseband analog NTSC, SDi and HDSDi, ASI, IP and ATSC transport streams.

Methodical troubleshooting techniques are required as is the ability to design and construct video/audio/computer subsystems.

Live TV is a 24/7 environment and all candidates must be able to work all shifts and overtime as required. Individual must also be very customer support driven to support all different levels of personalities.

#### **QUALIFICATIONS:**

Computer networking is a requirements; Cisco certification is a plus.

Candidate should be very familiar with the following equipment as it will need to be maintained and/or interconnected; Non-linear editing (GVG Aurora), Newsroom production (iNews), Production control (Sony ELC), Switchers, Audio consoles, Graphics equipment (Chyron, Apple, Dell), Routing switcher (Harris Platinum), Satellite/microwave ingest (Sencore, Harris), Intercom/IFB (Adam).

#### **HOW TO APPLY:**

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[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

*Mailed  
8/13/18*

**Kelly, Kathleen M**

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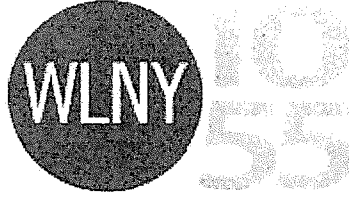
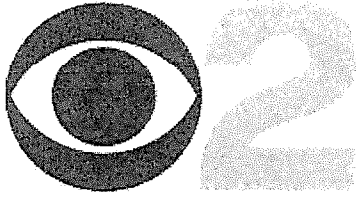
**From:** Kelly, Kathleen M  
**Sent:** Monday, August 13, 2018 11:17 AM  
**To:** 'gerymca@gmail.com'  
**Subject:** Job Posting  
**Attachments:** Maintenance Technician 403(g) job posting.docx

Hi Geraldine –

One more job posting for CBS 2 / WLNY-TV.

Can you please post this for your members?

Thanks!  
Kathleen



## **JOB POSTING**

### **Producer/Writer (requisition #31748)**

CBS 2 is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- Produce 30 or 60 minute newscasts
- Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- Time programs and segments with a good sense of pacing, energy and urgency.
- Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- Ability to update and create news posts for our social media pages keeping on top of trending news.
- Write newscast teases.
- Constantly monitor wires and feed sources for updated information.
- Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- Must be able to work overnights, weekends and holidays when necessary.

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**

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8/2/18

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516-299-2259 (phone)  
Contact: Jason Cascone  
[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

*Mailed  
8/21/18*



## Kelly, Kathleen M

---

**From:** Kelly, Kathleen M  
**Sent:** Thursday, August 02, 2018 12:40 PM  
**To:** 'gerymca@gmail.com'  
**Subject:** Job posting  
**Attachments:** WCBS Producer Job Posting.doc

Hi Geraldine –

Sorry for all the recent e-mails, but I have another open job that I hope you can post for your members.

Thanks!!  
Kathleen



## **JOB POSTING**

### **Web Producer (requisition # 33168)**

CBSNewYork.com is looking for a strong multi-media producer to join our dynamic team at the CBS 2 / WLNY-TV 10/55 station studios with the CBS Broadcast Center in New York. We feature the latest local news, politics, sports, traffic and weather as well as “The Best of New York.”

The ideal candidate will be a passionate news junkie with his/her finger on the pulse of NYC. We are looking for someone who:

- Thrives under unrelenting deadline pressure.
- Can quickly and accurately report on a variety of platforms.
- Writes engaging, sticky, creative copy that is also SEO friendly.
- Is a social media addict and very comfortable using Instagram, Facebook, Twitter, Reddit and more.
- Generates attention-grabbing headlines with speed and ease.
- Produces copy on a wide variety of topics that you just know will go viral.
- Has an interest/deep knowledge of our local sports teams.
- Has the ability to wear at least 6 hats at once and enjoys working in a fast-paced newsroom environment.

Individuals must have:

- A Bachelor’s degree in Journalism or related field
- Photoshop
- Web Publishing
- At least 2 years working in a newsroom or for a news website
- Excellent writer with a working knowledge of AP writing style

Ideal candidates will also have experience with WordPress, iNews and video editing software.

### **HOW TO APPLY:**

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## **JOB POSTING**

### **Accountant (requisition # 33498)**

#### **Main Responsibilities:**

- Manages accounts payable, which includes customer vendor relations and handling all check disbursements, W9, S121, 1099 and tax related matters. Ensures that all invoices match up with appropriate and approved Purchase Orders (POs).
- Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- Assists with monthly closing of financial records and posting of month-end information; ensures accuracy of financial statements.
- Reconciles intercompany account at month end and books journal entries to clear out balances.
- Prepares and posts various journal entries.
- Performs monthly AP reconciliations.
- Provides accounting assistance to project managers and operations staff; responds to financial questions/concerns to meet business needs.
- Acts as liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.
- Monitors operating and capital spending for adherence to budget.

#### **Qualifications:**

- Bachelor's degree in Accounting, Finance or related field or equivalent combination of education and experience.
- Minimum of 5 years of accounting experience, which includes 1099 filing.
- One or more years of leadership experience included.
- Experience working with generally accepted accounting principles and Oracle accounting software.
- Strong personal computer and business solutions software skills.
- Strong interpersonal skills for interacting with personnel both inside and outside of the Company.
- Strong analytical and problem solving skills.
- Good planning and organizational skills and good communications skills.

#### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**

**Search for jobs in the CBS Television Stations business unit in New York, NY.**

**A list of jobs will appear and click on the job you want to apply to and follow the instructions to apply.**

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity  
22 Eagle Road  
Danbury, CT 06810  
203-743-6695 (phone)  
203-743-6816 (fax)  
Contact: Carole DeRoberts  
[Tbico1@aol.com](mailto:Tbico1@aol.com)

Black United Fund of New Jersey  
~~132 South Harrison Street~~ 403 West 7th Street  
East Orange, NJ 07018 Plainfield, NJ 07060  
973-676-5283 (phone) x102  
973-672-5030 (fax)  
Contact: Sondra Clark  
[sclark@aafnj.org](mailto:sclark@aafnj.org)

African American  
Fund of NJ  
132 Harrison Street East  
Orange, NJ 07017

Community Resource Database of Long Island  
101 Eastwood Boulevard  
Centereach, NY 11720-2745  
631-585-9393 (phone)  
631-585-xxxx (fax)  
Contact: Loretta Piscatella  
[www.crdli@mcpl.lib.ny.us](http://www.crdli@mcpl.lib.ny.us)

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The New York Urban League  
204 West 136<sup>th</sup> Street  
New York, NY 10030  
212-926-8000 (phone)  
212-926-8661 (fax)  
Contact: Diana Coleman  
[dcoleman@nyul.org](mailto:dcoleman@nyul.org)

One Hundred Black Men of New York  
299 Park Avenue  
New York, NY 10171  
212-777-7070 (phone)  
212-995-5145 (fax)  
Contact: Steven Board  
[www.ohbm.org](http://www.ohbm.org)

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Contact: Jerrid Douglas  
<http://www.100bmnj.org>

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Contact: Michael Fenney  
[nyabj@yahoo.com](mailto:nyabj@yahoo.com)

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[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

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### **JOB POSTING**

#### **Assignment Editor (requisition # 33966)**

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

- Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news
- Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use
- Monitoring scanners and emergency services agencies
- Taking incoming calls and determining news worthiness
- Taking direction from assignment managers and upper news management
- Assigning editing duties and rolling feed tape numerous times each day
- Maintaining regular and predictable attendance

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under tight deadlines.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Must be willing and able to work overnights and/or weekends and holidays.

#### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**

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New York, NY  
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[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

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5/9/2019*



## **JOB POSTING**

### **Assignment Editor (requisition # 32770)**

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

- Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news
- Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use
- Monitoring scanners and emergency services agencies
- Taking incoming calls and determining news worthiness
- Taking direction from assignment managers and upper news management
- Assigning editing duties and rolling feed tape numerous times each day
- Maintaining regular and predictable attendance

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under deadline.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

### **HOW TO APPLY:**

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National Association of Hispanic Journalists-New York [gerymca@gmail.com](mailto:gerymca@gmail.com)  
New York, NY  
<http://nahinyc.tumblr.com/tagged/jobs> *Geraldine Cois Azocar*

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720 Northern Boulevard  
Brookville, NY 11548  
516-299-2259 (phone)  
Contact: Jason Cascone  
[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

*Mailed  
12/20/18*

**Kelly, Kathleen M**

---

**From:** Kelly, Kathleen M  
**Sent:** Thursday, December 20, 2018 10:31 AM  
**To:** 'gerymca@gmail.com'  
**Subject:** Job Posting  
**Attachments:** WCBS-WLNY Assignment Editor Job Posting.doc

Geraldine –

Please post the attached job for your members.

Thanks!  
Kathleen



## **JOB POSTING**

### **Associate Digital Line Producer (requisition # 34901)**

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

#### **Responsibilities include:**

- Assisting with timing in a control room environment.
- Helping to code/stack rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.
- Assist with building show rundowns.

#### **Required skills/qualifications:**

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

#### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**

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## **JOB POSTING**

### **Associate Digital Line Producer (requisition # 34233)**

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's local live streaming network. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams managing and optimizing live and on demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

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- Assisting with timing in a control room environment.
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- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.
- Assist with building show rundowns.

#### **Required skills/qualifications:**

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
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Contact: Jerrid Douglas  
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## **JOB POSTING**

### **Assignment Editor (requisition # 35808)**

WCBS-TV / WLNY-TV currently has an opening for an Assignment Editor.

Responsibilities include:

- Helping to generate, research and assign news stories to reporters, photographers and editors on a daily basis to ensure timely and consistent coverage of local news
- Make outgoing phone calls to set up news stories and gather accurate information from multiple agencies for broadcast and online use
- Monitoring scanners and emergency services agencies
- Taking incoming calls and determining news worthiness
- Taking direction from assignment managers and upper news management
- Assigning editing duties and rolling feed tape numerous times each day
- Maintaining regular and predictable attendance

Bachelor's or technical degree in broadcast journalism or related field.

3-5 years of experience preferred with a minimum of 1 year as an Assignment Editor at a medium/large market television station.

Experience with Avid iNews computer system preferred.

Ability to work on multiple tasks under tight deadlines.

Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.

Must be willing and able to work overnights and/or weekends and holidays.

### **HOW TO APPLY:**

Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

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## **JOB POSTING**

### **Associate Digital Line Producer (requisition # 36464)**

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's groundbreaking local live streaming network. This is an invaluable opportunity to work with seasoned journalists within a newsroom in the #1 market in the country helping to innovate a first-of-its-kind local digital streaming service. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams to create, manage and optimize live and on demand video content for mobile, desktop and OTT platforms.

The role requires close work with a news team, including strategizing with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

#### **Responsibilities include:**

- Managing live and playback elements of continuous digital stream available on multiple platforms across the country.
- Assisting with production, timing and guidance within a live control room environment.
- Assisting with building show rundowns.
- Helping to form and code rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.

#### **Required skills/qualifications:**

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

#### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**

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*not sent;  
NAHJA now  
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fee*  
*gerymca@gmail.com  
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Contact: Jason Cascone  
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## **JOB POSTING**

### **Associate Digital Line Producer (requisition # 37505)**

CBSN-Local is looking for an Associate Digital Line Producer to work on CBSN-NY's groundbreaking local live streaming network. This is an invaluable opportunity to work with seasoned journalists within a newsroom in the #1 market in the country helping to innovate a first-of-its-kind local digital streaming service. The ADLP will work with the Digital Line Producers (DLPs) and the control room teams to create, manage and optimize live and on demand video content for mobile, desktop and OTT platforms.

The role requires close work with a news team, including strategizing with DLPs, Senior and Broadcast Line Producers during live news programs, but the ADLP will assist with writing headlines and maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

#### **Responsibilities include:**

- Managing live and playback elements of continuous digital stream available on multiple platforms across the country.
- Assisting with production, timing and guidance within a live control room environment.
- Assisting with building show rundowns.
- Helping to form and code rundown content at the direction of the show producers with regard to video, graphics, scripts and other elements.
- Anticipate the needs of the DLP and the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Helping to coordinate with the senior and line producers during live news programs.

#### **Required skills/qualifications:**

- Recent college grad with 1+ years of experience preferred in helping to create and build show rundowns in cable, broadcast or digital environment.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews is a huge plus.
- Understanding of SEO.

#### **HOW TO APPLY:**

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## **JOB POSTING**

### **Digital Line Producer (requisition # 37380)**

CBSNewYork.com is looking for a Digital Line Producer to work on CBSN-NY's local live streaming network. The DLP will work with the control room teams managing, optimizing and timing live and on-demand video content for mobile, desktop and OTT platforms.

The role requires close coordination with Senior and Broadcast Producers during live news programs, but the DLP takes on many responsibilities from writing headlines to maximizing SEO and shareability and working with video editors and social media team to edit and publish out video.

Responsibilities include:

- Demonstrating expertise in timing in a control room environment.
- Coding/stacking rundown content at the direction of the show producers with regard to video graphics, scripts and other elements.
- Anticipating the needs of the show with regard to video, graphics, scripts and other elements while also taking direction from senior producers.
- Coordinating with the senior and the line producers during the live programs.
- Building show rundowns.

Required skills/qualifications:

- 2+ years experience in creating and building show rundowns in cable, broadcast or digital environment.
- Demonstrated success operating in a fast-paced control room.
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment.
- Familiarity with Avid editing systems and ENPS and iNews.
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service.
- Experience with Crispin and iNews a BIG plus.
- Understanding of SEO.

### **HOW TO APPLY:**

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## **JOB POSTING**

### **Executive Producer (requisition #36064 )**

Oversee the editorial content, production and planning for various newscasts from story selection to on-air. Dynamic leadership, great editorial judgment and creativity necessary to manage a team of producers and writers in sophisticated breaking news environment. Must know how to present complex stories on broadcast, digital and streaming platforms. Ensure accuracy, quality and viewer appeal of newscasts. Maintain high standards in accordance with station and FCC regulations and requirements.

Work with production staff to ensure high quality, creative and error-free on-air look. Evaluate staff members, recruiting and hiring talented editorial staff. Interact with and manage anchors and reporters. Generate great story ideas and assist in production of “enterprising” reporting. Oversee high quality teases and promotion for newscasts.

Minimum 5-7 years’ experience as a producer or news manager preferred, with at least 2 of those years, preferably, in a large market. Must understand how to use social media as a promotional tool to extend viewership. Familiarity with New York market a big plus. Bachelor’s degree in Broadcast Journalism or related field preferred. Excellent oral and written communication skills required.

#### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**  
**Search for jobs in the CBS Television Stations business unit in New York, NY.**  
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## **JOB POSTING**

### **News Business Manager (requisition # 37079)**

WCBS-TV and WLNY-TV is seeking an accounting professional to join our team as a News Business Manager. This full-time permanent position serves our stations located in New York, NY, reporting to the Director of Planning and Operations. This role is focused on financial activities of the station's news department including budgeting and forecasting the costs of news related activities. Payroll is the most significant cost in a news operation so the News Business Manager will be involved in reviewing newsroom payroll. The News Business Manager is expected to be able to maintain analysis summarizing news related costs vs. both budget, current forecast and prior years to assist both News and Station management in controlling news expenditures.

Some responsibilities include, but are not limited, to:

- Helping to create the annual budgets for the news and related production departments and to prepare monthly forecasts, working with the department managers of those areas.
- Analyzing data and creating reports to communicate with News management and other station management, streamlining and tracking the current news related payroll process to identify opportunities that will create greater operational efficiency.
- Assist with annual budgeting process and continuous payroll forecasting including headcount analysis.
- The candidate will also be required to help process payroll for news and production employees including various union payments and payroll overrides.
- This person will also need to interface with the central Controller's organization at Television Stations for any adjustments necessary in the general ledger relating to the News and production operation.

Required skills/qualifications:

- Degree in Accounting or Finance is preferred or equivalent work experience.
- Minimum 2 years experience in finance environment.
- Strong proficiency with Microsoft Office software tools, specifically Excel and Word.
- Be well organized with a high degree of accuracy and attention to detail.
- Possess ability to quality review own work.
- Possess strong analytical and problem solving skills.
- Demonstrated ability to communicate verbally and in writing throughout all levels of organization, both internally and externally.
- Must be a team player who works well with a group.
- Ability to work with minimal supervision while fulfilling all obligations.

### **HOW TO APPLY:**

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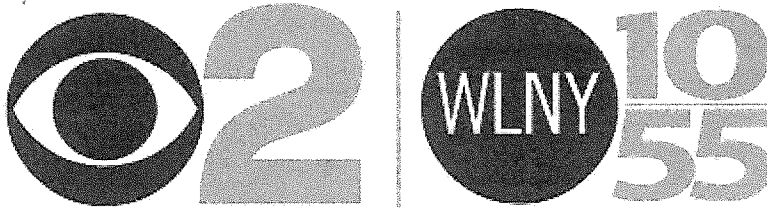
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## **JOB POSTING**

### **Producer/Writer (requisition #36283)**

CBS 2 / WLNY-TV is seeking a strong newscast producer with major market experience and proven leadership skills. The ideal candidate will thrive on breaking news; has a strong understanding of social media and how to drive content to and from various social media platforms; has high journalistic standards and will bring fresh, innovative ideas to a vibrant newsroom. Ultimately, we are looking for a creative producer who understands how to present complex stories, use social media platforms to drive viewership to our broadcasts and serve a diverse audience.

Responsibilities include:

- Produce 30 or 60 minute newscasts
- Responsible for story selection and editorial content of stories, requires an eye for stories that can be used in newscasts that have both a relevance to the viewer as well as an appeal to a larger social media audience.
- Time programs and segments with a good sense of pacing, energy and urgency.
- Must have the ability, understanding and forethought to use social media as a promotional platform to drive viewers to watch our news programs.
- Continuously gathering, evaluating, writing and assembling stories into newscast form in order to provide complete, accurate and compelling newscasts.
- Working with anchors, executive producers, reporters and editors in refining, graphically enhancing and adding production value to stories to produce the best possible newscast.
- Ability to update and create news posts for our social media pages keeping on top of trending news.
- Write newscast teases.
- Constantly monitor wires and feed sources for updated information.
- Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
- Position includes some news writing. Must be able to create compelling, succinct and clear news stories from raw material such as unedited video, reporter notes, telephone conversations and desk notes.
- Must be able to work overnights, weekends and holidays when necessary.

Candidate must have a minimum of 4 years of producing experience in a major market and at least 2 years of television news writing in a major market. Individual must be an excellent journalist, writer and leader willing to express and support his/her editorial ideas at editorial meetings. Must be a bold thinker. Must have control room experience with live breaking news coverage. Must also have experience writing news stories for broadcast.

### **HOW TO APPLY:**

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- Ability to update and create news posts for our social media pages keeping on top of trending news.
- Write newscast teases.
- Constantly monitor wires and feed sources for updated information.
- Respond aggressively to breaking news, and also updating our social media pages with video and written content to help drive viewership to our on-air produced newscasts.
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212-252-5332 (phone)  
Contact: Michael Fenney  
[nyabj@yahoo.com](mailto:nyabj@yahoo.com)

~~National Association of Hispanic Journalists-New York  
New York, NY  
<http://nahjnyc.tumblr.com/tagged/jobs>~~ *gerymca@gmail.com  
Geraldine Coles Azocar*

Asian American Journalists Federation-New York  
[aajanyjobs@googlegroups.com](mailto:aajanyjobs@googlegroups.com)

National Lesbian & Gay Journalist Association  
New York, NY  
[info@nlgja.org](mailto:info@nlgja.org)

The Harlem Business Alliance  
275 Lenox Avenue  
New York, NY 10027  
212-665-7010 (phone)  
866-429-6319 (fax)  
Contact: Regina Smith  
[rsmith@hbany.org](mailto:rsmith@hbany.org)

Job Path  
22 West 38th Street #11  
New York, NY 10018  
212-944-0564 (phone)  
212-921-5342 (fax)  
Contact: Aimee Althoff  
[aalthoff@jobpathnyc.org](mailto:aalthoff@jobpathnyc.org)

Native American Journalists Association  
395 W. Lindsey St.  
Norman OK, 73019-4201  
405-325-1649 (phone)  
405-325-6945 (fax)

*Mailed  
9/29/2020.*

Bronxnet  
250 Bedford Park Boulevard West  
Bronx, NY 10468  
718-960-8769 (phone)  
718-960-7150 (fax)  
Contact: Marisa White  
[marisa@bronxnet.org](mailto:marisa@bronxnet.org)

Community Association of Progressive Dominicans  
3940 Broadway  
2<sup>nd</sup> Floor  
New York, NY 10032  
212-781-5500 (phone)  
212-927-6089 (fax)  
[www.acdp.org](http://www.acdp.org)

*Mailed  
9/29/2020*

Long Island University-CW Post  
720 Northern Boulevard  
Brookville, NY 11548  
516-299-2259 (phone)  
Contact: Jason Cascone  
[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

*Mailed  
9/29/2020*



## **JOB POSTING**

### **Reporter (requisition # 36152)**

Responsibilities include, but are not limited, to:

- Covering news events, writing stories and preparing for newscasts.
- Researching information for accuracy, generating enterprising and relevant story ideas and following through the production and report of the same.
- Shooting stories in the field with camera and tripod (equipment weighs up to 35 pounds).
- Traveling to and reporting live from various locations and gathering sound for stories as needed (travel could be anywhere, typically, in the NY/NJ/CT area).
- Presenting well-documented stories in an interesting manner while maintaining a high degree of professionalism and accuracy, sometimes covering stories under difficult work and weather conditions, doing whatever is necessary (within ethical guidelines) to obtain a story.

Three to five years of experience as a television reporter, handling a wide array of stories, in a large market preferred. Bachelor's degree in Journalism, Communications and/or Broadcasting preferred.

### **HOW TO APPLY:**

Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).

Search for jobs in the CBS Television Stations business unit in New York, NY.

A list of jobs will appear and click on the job you want to apply for.

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

The Bridge to Independence & Career Opportunity  
22 Eagle Road  
Danbury, CT 06810  
203-743-6695 (phone)  
203-743-6816 (fax)  
Contact: Carole DeRoberts  
[Tbico1@aol.com](mailto:Tbico1@aol.com)

Black United Fund of New Jersey  
~~132 South Harrison Street~~ 403 West 7th Street  
East Orange, NJ 07018 Plainfield, NJ 07060  
973-676-5283 (phone) x102  
973-672-5030 (fax)  
Contact: Sondra Clark  
[sclark@aafnj.org](mailto:sclark@aafnj.org)

African American  
Fund of NJ  
132 Harrison Street East  
Orange, NJ 07017

Community Resource Database of Long Island  
101 Eastwood Boulevard  
Centereach, NY 11720-2745  
631-585-9393 (phone)  
631-585-xxxx (fax)  
Contact: Loretta Piscatella  
[www.crdli@mcpl.lib.ny.us](http://www.crdli@mcpl.lib.ny.us)

Mailed  
1/16/20.

The New York Urban League  
204 West 136<sup>th</sup> Street  
New York, NY 10030  
212-926-8000 (phone)  
212-926-8661 (fax)  
Contact: Diana Coleman  
[dcoleman@nyul.org](mailto:dcoleman@nyul.org)

One Hundred Black Men of New York  
299 Park Avenue  
New York, NY 10171  
212-777-7070 (phone)  
212-995-5145 (fax)  
Contact: Steven Board  
[www.ohbm.org](http://www.ohbm.org)

Mailed  
1/16/20.

One Hundred Black Men of New Jersey, Inc.  
~~3587 Highway 9, Unit 529~~ P.O. Box 1206  
~~Freehold, NJ 7728~~ Newark, NJ 07101  
732-735-0412 (phone)  
Contact: Jerrid Douglas  
<http://www.100bmj.org>

*Mailed  
1/16/20*

Statewide Hispanic Chamber of Commerce of New Jersey  
One Gateway Center  
Suite 903  
Newark, NJ 07102  
973-900-5886 (phone)  
866-226-1828 (fax)  
Contact: Erica Horton  
[chamber@shccnj.org](mailto:chamber@shccnj.org)

New York Association of Black Journalists  
P.O. Box #234  
2214 Frederick Douglass Blvd.  
New York, NY 10026  
212-252-5332 (phone)  
Contact: Michael Fenney  
[nyabj@yahoo.com](mailto:nyabj@yahoo.com)

*not sent -  
cost associated  
with printing*

National Association of Hispanic Journalists-New York [genymca@gmail.com](mailto:genymca@gmail.com)  
New York, NY  
<http://nahjnyc.tumblr.com/tagged/jobs> Geraldine Cols Azocar

Asian American Journalists Federation-New York  
[aajanyjobs@googlegroups.com](mailto:aajanyjobs@googlegroups.com)

National Lesbian & Gay Journalist Association  
New York, NY  
[info@nlqja.org](mailto:info@nlqja.org)

The Harlem Business Alliance  
275 Lenox Avenue  
New York, NY 10027  
212-665-7010 (phone)  
866-429-6319 (fax)  
Contact: Regina Smith  
[rsmith@hbany.org](mailto:rsmith@hbany.org)

Job Path  
22 West 38th Street #11  
New York, NY 10018  
212-944-0564 (phone)  
212-921-5342 (fax)  
Contact: Aimee Althoff  
[aalthoff@jobpathnyc.org](mailto:aalthoff@jobpathnyc.org)

*Mailed  
1/14/20.*

Native American Journalists Association  
395 W. Lindsey St.  
Norman OK, 73019-4201  
405-325-1649 (phone)  
405-325-6945 (fax)

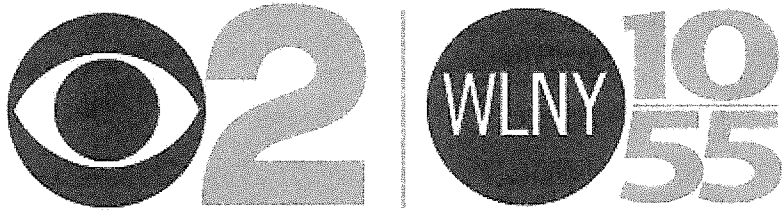
Bronxnet  
250 Bedford Park Boulevard West  
Bronx, NY 10468  
718-960-8769 (phone)  
718-960-7150 (fax)  
Contact: Marisa White  
[marisa@bronxnet.org](mailto:marisa@bronxnet.org)

Community Association of Progressive Dominicans  
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New York, NY 10032  
212-781-5500 (phone)  
212-927-6089 (fax)  
[www.acdp.org](http://www.acdp.org)

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1/14/20*

Long Island University-CW Post  
720 Northern Boulevard  
Brookville, NY 11548  
516-299-2259 (phone)  
Contact: Jason Cascone  
[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

*Mailed  
1/16/20*



## **JOB POSTING**

### **Web Producer (requisition # 36281)**

CBSNewYork.com is looking for a strong multi-media producer to join our dynamic team at the CBS 2 / WLNY-TV 10/55 station studios with the CBS Broadcast Center in New York. We feature the latest local news, politics, sports, traffic and weather as well as “The Best of New York.”

The ideal candidate will be a passionate news junkie with his/her finger on the pulse of NYC. We are looking for someone who:

- Thrives under unrelenting deadline pressure.
- Can quickly and accurately report on a variety of platforms.
- Writes engaging, sticky, creative copy that is also SEO friendly.
- Is a social media addict and very comfortable using Instagram, Facebook, Twitter, Reddit and more.
- Generates attention-grabbing headlines with speed and ease.
- Produces copy on a wide variety of topics that you just know will go viral.
- Has an interest/deep knowledge of our local sports teams.
- Has the ability to wear at least 6 hats at once and enjoys working in a fast-paced newsroom environment.

Individuals must have:

- A Bachelor’s degree in Journalism or related field
- Photoshop
- Web Publishing
- At least 2 years working in a newsroom or for a news website
- Excellent writer with a working knowledge of AP writing style

Ideal candidates will also have experience with WordPress, iNews and video editing software.

### **HOW TO APPLY:**

**Go to the CBS Corporation website ([www.cbscorporation.com/careers](http://www.cbscorporation.com/careers)).**

**Search for jobs in the CBS Television Stations business unit in New York, NY.**

**A list of jobs will appear and click on the job you want to apply to and follow the instructions to apply.**

WCBS-TV / WLYN-TV CURRENT SOURCES FOR JOB POSTINGS

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Danbury, CT 06810  
203-743-6695 (phone)  
203-743-6816 (fax)  
Contact: Carole DeRoberts  
[Tbico1@aol.com](mailto:Tbico1@aol.com)

Black United Fund of New Jersey  
~~132 South Harrison Street~~ 403 West 7th Street  
East Orange, NJ 07018 Plainfield, NJ 07060  
973-676-5283 (phone) x102  
973-672-5030 (fax)  
Contact: Sondra Clark  
[sclark@aafnj.org](mailto:sclark@aafnj.org)

African American  
Fund of NJ  
132 Harrison Street East  
Orange, NJ 07017

Community Resource Database of Long Island  
101 Eastwood Boulevard  
Centereach, NY 11720-2745  
631-585-9393 (phone)  
631-585-xxxx (fax)  
Contact: Loretta Piscatella  
[www.crdli@mcpl.lib.ny.us](http://www.crdli@mcpl.lib.ny.us)

Mailed  
1/31/2020

The New York Urban League  
204 West 136<sup>th</sup> Street  
New York, NY 10030  
212-926-8000 (phone)  
212-926-8661 (fax)  
Contact: Diana Coleman  
[dcoleman@nyul.org](mailto:dcoleman@nyul.org)

Mailed  
1/31/2020

One Hundred Black Men of New York  
299 Park Avenue  
New York, NY 10171  
212-777-7070 (phone)  
212-995-5145 (fax)  
Contact: Steven Board  
[www.ohbm.org](http://www.ohbm.org)



One Hundred Black Men of New Jersey, Inc.  
3587 Highway 9, Unit 529 P.O. Box 1206  
Freehold, NJ 7728 Newark, NJ 07101  
732-735-0412 (phone)  
Contact: Jerrid Douglas  
<http://www.100bmnj.org>

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1/31/2020*

Statewide Hispanic Chamber of Commerce of New Jersey  
One Gateway Center  
Suite 903  
Newark, NJ 07102  
973-900-5886 (phone)  
866-226-1828 (fax)  
Contact: Erica Horton  
[chamber@shccnj.org](mailto:chamber@shccnj.org)

New York Association of Black Journalists  
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2214 Frederick Douglass Blvd.  
New York, NY 10026  
212-252-5332 (phone)  
Contact: Michael Fenney  
[nyabi@yahoo.com](mailto:nyabi@yahoo.com)

*-not sent;  
they charge  
a fee for  
job  
posts*

National Association of Hispanic Journalists-New York [gerymca@gmail.com](mailto:gerymca@gmail.com)  
New York, NY  
<http://nahjnyc.tumblr.com/tagged/jobs> Geraldine Cois Azcar

Asian American Journalists Federation-New York  
[aajanyjobs@googlegroups.com](mailto:aajanyjobs@googlegroups.com)

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New York, NY  
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Contact: Regina Smith  
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Job Path  
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[aalthoff@jobpathnyc.org](mailto:aalthoff@jobpathnyc.org)

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395 W. Lindsey St.  
Norman OK, 73019-4201  
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Bronxnet  
250 Bedford Park Boulevard West  
Bronx, NY 10468  
718-960-8769 (phone)  
718-960-7150 (fax)  
Contact: Marisa White  
[marisa@bronxnet.org](mailto:marisa@bronxnet.org)

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3940 Broadway  
2<sup>nd</sup> Floor  
New York, NY 10032  
212-781-5500 (phone)  
212-927-6089 (fax)  
[www.acdp.org](http://www.acdp.org)

*Mailed  
1/31/2020*

Long Island University-CW Post  
720 Northern Boulevard  
Brookville, NY 11548  
516-299-2259 (phone)  
Contact: Jason Cascone  
[jason.cascone@liu.edu](mailto:jason.cascone@liu.edu)

*Mailed  
1/31/2020*

<b>Job Title</b>	<b>Job Type</b>	<b>New Application</b>	<b>Specific recruitment source:</b>
Assignment Editor	Full-Time Staff	20-Dec-2019	CBS News Career Site
Associate Digital Line Producer	Full-Time Staff	08-Nov-2020	
Associate Digital Line Producer	Full-Time Staff	29-Feb-2020	
Business Manager News	Full-Time Staff	15-Sep-2020	LinkedIn
Business Manager News	Full-Time Staff	28-Sep-2020	
Desk Assistant	Full-Time Staff	20-Jan-2020	ViacomCBS Career Site
Digital Line Producer	Full-Time Staff	04-Nov-2020	
Digital Line Producer	Full-Time Staff	27-Oct-2020	
Executive Producer	Full-Time Staff	11-Feb-2020	
Reporter	Full-Time Staff	31-Jan-2020	
Reporter	Full-Time Staff	16-Jan-2020	CBS Television Stations Career Site
Web Producer	Full-Time Staff	07-Feb-2020	LinkedIn
Writer/Producer	Full-Time Staff	18-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	21-Oct-2020	CBS Interactive Career Site
Writer/Producer	Full-Time Staff	13-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	18-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	09-Mar-2020	ViacomCBS Career Site
Writer/Producer	Full-Time Staff	04-Feb-2020	
Writer/Producer	Full-Time Staff	08-Oct-2020	Contacted by CBS HR/Recruiter
Writer/Producer	Full-Time Staff	12-Oct-2020	
Writer/Producer	Full-Time Staff	26-Feb-2020	
Writer/Producer	Full-Time Staff	11-Dec-2020	
Writer/Producer	Full-Time Staff	04-Feb-2020	Indeed
Writer/Producer	Full-Time Staff	09-Nov-2020	



# EXHIBIT C

WCBS Applicant Interview Logs:

1. 2019-2020
2. 2020-2021

# 1. 2019-2020 Interview Log

## CBS APPLICANTFLOW

Department: WCBS-TV/WLNY-TV News  
Division: CTS  
Requisition Title: Assignment Editor  
Requisition Number: 32770  
Building/Floor: 513/02

Grade:

Exempt/Non-Exempt: Non-Exempt  
Recruiter : K. Kelly  
Hire Date: 3/19/2019

NAME	SOURCE	
Dan Verello	Internal Employee	
2	Per Diem to Staff	
3	CBS Website	
4	Job Board (lcrunchdata)	

# CBS APPLICANT FLOW

Department: WCBS-TV/WLNY-TV Engineering  
Division: CTS  
Requisition Title: Maintenance Engineer 403g  
Requisition Number: 31825  
Building/Floor: 513/02

Grade:  
Exempt/Non-Exempt: Non-Exempt  
Recruiter : K. Kelly  
Hire Date: 4/8/2019

NAME	SOURCE
F. Nick Distasi	Employee Referral
2	Internal Employee
3	Employee Referral
4	CBS Website
5	CBS Website

## CBS APPLICANT FLOW

Department: WCBS/WLNY News  
 Division: CTS  
 Requisition Title: Reporter (3 positions)  
 Requisition Number: 33587  
 Building/Floor: 513/02

Exempt/Non-Exempt: Exempt  
 Recruiter: K. Kelly  
 Hire Date: 4/29/2019

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Jenna DeAngelis	Per diem to Staff		
Aundrea Cline-Thomas	Per diem to Staff		
Lisa Rozner (Voyticki)	Per diem to Staff		



Exempt/Non-Exempt: Exempt  
Recruiter: K. Kelly  
Hire Date: 5/26/2019

NAME	SOURCE	SIGHT RACE/ETHNICITY	SIGHT	DN CODE
Katherine Houlis	Internal Employee	White	Female	H1
2	CBS Website	White	Female	D3
3	Indeed.com	White	Female	D3
4	Indeed.com	Black or African American	Male	D15
5	LinkedIn.com	Black or African American	Female	D15
6	CBS Website	White	Male	D15
7	ICBS Website	White	Male	D15
8	CBS Website	Black or African American	Female	D15
9	CBS Website	Black or African American	Male	D15
10	ITVJobs.com	(phone interview)	Male	D15

# CBS APPLICANT FLOW

Department: WCBS-TV News  
Division: CTS  
Requisition Title: Media Manager  
Requisition Number: 33739  
Building/Floor: 513/02

Exempt/Non-Exempt: Exempt  
Recruiter: K. Kelly  
Hire Date: 6/3/2019

NAME	SOURCE
William Lind	Internal Employee
2	Internal Employee

# CBS APPLICANT FLOW

Department: CBS 2 / WLNY-TV News  
Division: CTS  
Requisition Title: Assignment Editor  
Requisition Number: 33966  
Building/Floor: 513/02

Exempt/Non-Exempt: Non-Exempt  
Recruiter: K. Kelly  
Hire Date: 7/29/2019

NAME	SOURCE	
Katherine Falcon	CBS Website	
2	CBS Website	

# CBS APPLICANT FLOW

Department: CBS2/WLNY Controller  
Division: CTS  
Requisition Title: Accountant  
Requisition Number: 33498  
Building/Floor: 513/03

Exempt/Non-Exempt: Non-exempt  
Recruiter: K. Kelly  
Hire Date: 8/12/2019

NAME	SOURCE
Ann Alfaro	CBS Website
2	CBS Website
3	CBS Website
4	Indeed.com
5	CBS Website
6	CBS Website
7	CBS Website
8	Indeed.com
9	CBS Website
10	Internal <u>Employee</u>

## CBS APPLICANT FLOW

Department: WCBS/WLNY Digital Internet Content  
Division: CTS  
Requisition Title: Associate Digital Line Producer  
Requisition Number: 34233  
Building/Floor: 513/02

Grade:

Exempt/Non-Exempt: Non-exempt

Recruiter: K. Kelly

Hire Date: 8/26/2019

		!-
Ashley Nelson		
EIHajjmalik Deloach		



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## CBS APPLICANT FLOW

Department: WCBS-TV/WLNY-TV Engineering  
Division: CTS  
Requisition Title: Maintenance Engineer 403g (2 positions)  
Requisition Number: 34663  
Building/Floor: 513/02

Grade:  
Exempt/Non-Exempt: Non-Exempt  
Recruiter: K. Kelly  
Hire Date: 8/25/2019

NAME	SOURCE	
Gerard Gallagher	Per Diem to Staff	
2	CBS Website	
3	CBS Website	
4	Internal Employee	

## CBS APPLICANT FLOW

Department: WCBS/WLNY Digital Internet Content  
Division: CTS  
Requisition Title: Associate Digital Line Producer  
Requisition Number: 34901

Building/Floor: 513/02  
Exempt/Non-Exempt: Non-exempt  
Recruiter: K. Kelly  
Hire Date: 11/4/2019

NAME	SOURCE	
Imani Johnson	CBS Website	
2	CBS Website	
3	CBS Website	
4	Linked In	



## CBS APPLICANT FLOW

Department: WCBS/WLNY-TV News  
 Division: CTS  
 Requisition Title: Producer/Newswriter

Requisition Number: 31748 Building/Floor: 513/02  
 Exempt/Non-Exempt: Non-Exempt  
 Recruiter: K. Kelly  
 Hire Date: 12/9/2019

NAME	SO URCE
Brianti Downing	Employee Referral
2	Per diem to Staff
3	CBS Website
4	CBS Website
5	FIOS 1 Career Fair
6	CBS Website
7	CBS Website
8	CBS Website
9	TVJobs.com
10	CBS Website
11	CBS Website
12	CBS Website

## 2. 2020-2021 Interview Log

### CBS APPLICANT FLOW

Department: WCBS/WLNY News  
Division: CTS  
Title: **Executive Producer**  
Requisition Number: 36064  
Building/Floor: 513/02

:  
ExemptUNon-Exempt: Exempt  
Recruiter : K. Kelly  
Hire Date: 2/24/2020

NAME	SOURCE	
1 Patrisha Miller Antonaros	Internal Employee	
2	CBS Website	
3	Employee Referral	
4	CBS Website	
5	Internal Employee	
6	LinkedIn	

## CBS APPLICANT FLOW

Department: WCBS/WLNY News  
Division: CTS  
Requisition Title: Assignment Editor  
Requisition Number: 35808  
Building/Floor: 513/02

New/Replacement: Replace-S. **Kim**  
Grade:  
Exempt/Non-Exempt: Non-Exempt  
Recruiter: **K. Kelly**  
Hire Date: 3/9/2020

NAME	SOURCE	
Lena Asfour	CBS Website	
2	Per Diem to Staff	
3	CBS Website	
4	Internal Employee	
5	Employee Referral	

## CBS APPLICANT FLOW

Department: WCBS/WLNY News  
Division: CTS  
Requisition Title: Reporter (2 positions)  
Requisition Number: 36152  
Building/Floor: 513/02

ExempUNon-Exempt: Exempt  
Recruiter: K. Kelly  
Hire Date: 2/17/2020 & 3/16/2020

NAME	SOURCE
John Dias	Internal Employee
Cory James	CBS Website
3	CBS Website
4	CBS Website

## CBS APPLICANT FLOW

Department: WCBS/WLNY CBSN New York  
Division: CTS  
Requisition Title: Digital Line Producer  
Requisition Number: 37380  
Building/Floor: 513/02

New/Replacement: Replace-B. Billington  
Grade:  
Exempt/Non-Exempt: Exempt  
Recruiter: K. Kelly  
Hire Date: 11/9/2020

NAME	SOURCE	
Emma Pettersen	Internal Employee	

## CBS APPLICANT FLOW

Department: WCBS/WLNY News  
Division: CTS  
Requisition Title: News Business Manager  
Requisition Number: 37079  
Building/Floor: 513/03

Grade:  
Exempt/Non-Exempt: Exempt  
Recruiter: K. Kelly  
Hire Date: 11/23/2020

NAME	SOURCE	
Evette Torres	Employee Referral	
2	LinkedIn	

## CBS APPLICANT FLOW

Department: WCBS/WLNY Digital Internet Content  
Division: CTS  
Requisition Title: Web Producer  
Requisition Number: 36281  
Building/Floor: 513/02

Grade:  
ExempUNon-Exempt: Exempt  
Recruiter : K. Kelly  
Hire Date: Position cancelled

NAME	SOURCE	
Maya Rajamani	LinkedIn	

## CBS APPLICANT FLOW

Department: WCBS/WLNY News  
Division: CTS  
Requisition Title: Producer/Writer  
Requisition Number: 37245  
Building/Floor: 513/02

Grade:  
ExempUNon-Exempt: Non-Exempt  
Recruiter: K. Kelly  
Hire Date: 1/18/2021 & 1/25/2021

NAME	SOURCE
Allison Wahl	Internal Employee
Cecilia Wong	Internal Employee
3	Direct Contact
4	Direct Contact
5	CBS Website
6	Direct Contact
7	Direct Contact
8	LinkedIn



## EXHIBIT D

March 9, 2017 and April 2, 2018 Memos from the CEO of CBS Corporation and October 9, 2018 and September 20, 2019 Memos from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy; 2016 CBS Corporation Business Conduct Statement, page 10; August 14, 2020 memo from the Chief Compliance Officer, ViacomCBS and pages from the 2020 ViacomCBS Global Business Practices Statement.

March 9, 2017 Memo from the CEO of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

**From:** Leslie Moonves  
**Sent:** Thursday, March 09, 2017 10:01 AM  
**Subject:** CBS EEO Policy  
**Attachments:** CBS Non-Discrimination and Anti-Harassment Policy 2017.doc



**From:** Leslie Moonves  
**To:** ALL CBS CORPORATION EMPLOYEES  
**Date:** March 9, 2017

**Re: CBS EEO Policy**

Over the years, I have always been impressed with the caliber of employees that CBS has attracted and kept. Together we create great content, attract quality audiences, and maintain a forward-thinking, collaborative work environment. Without your loyalty and hard work, our Company simply could not be the leader in media that it is. We excel when all the pieces work together.

A diverse and happy workforce is crucial to our success. Every day, we strive to give you the tools to succeed. It's a major priority for senior management to provide the resources and support necessary for you to achieve your objectives. We want every employee to enjoy recognition for great work, be in a positive work setting, and have tolerance and respect for the backgrounds, experiences and perspectives of their coworkers.

We believe that it all starts with the basics: ensuring equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression, or any other characteristic protected by law.

Simply put, CBS has a zero-tolerance policy towards discrimination or sexual harassment in our company or related businesses. At every level of the organization, we are all responsible for treating each other in a fair, objective manner and for supporting the Company's Affirmative Action and EEO policies and practices. And I hold all our managers accountable in this regard. The overall responsibility for enforcing this policy falls on Tony Ambrosio, Senior Executive Vice President, Chief Administrative Officer and Chief Human Resources Officer.

Attached is the CBS Non-Discrimination and Anti-Harassment Policy, which underscores our commitment to provide all employees with a work environment free of discrimination and harassment. If you have questions regarding these policies, please find time to discuss them with your manager. If you need additional help, please contact the senior HR executive identified below as responsible for the business unit you work in:

Broadcast	Kevin Oldis	323-575-2743
Corporate and Network Sales	Linda Kalarchian	212-975-4491
Distribution, TV Studios and Films	Cassie Thomas	310-264-3330
Interactive	Trisha Stiles	415-344-1337
Publishing	Carolyn Connolly	212-698-1202
Radio	Mark Zulli	212-649-9612
Showtime	Elizabeth Casanas	212-708-1469
Sports	Bryn Berglund	212-975-5261

Television Stations

Robin Bona

212-975-5088

We have an incredible workforce at CBS, and I look forward to working with you to make it even stronger.

Leslie Moonves

## CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

### Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression or any other characteristic protected by law. CBS prohibits and will not tolerate any such discrimination or harassment.

Although the CBS Chief Human Resources Officer has the overall responsibility for the implementation of this policy, every CBS employee is expected to assist in the furtherance of this policy with responsibilities including:

- (1) Recruiting, hiring, training and promoting in all job classifications without regard to race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression or any other characteristic protected by law.
- (2) Basing decisions on employment so as to further the principle of equal employment opportunity.
- (3) Insuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- (4) Ensuring that all personnel actions and practices are administered in a fair, equal and consistent manner.

### Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.



- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Any employee who engages in such harassment by any means, including in person and/or through the use of e-mail, voicemail, telephone, audio or video devices and/or computer or hard-copy documents, will be subject to discipline, up to and including termination.

### **Retaliation Is Prohibited**

CBS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## **COMPLAINT PROCEDURE**

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, their local Human Resources representative, the CBS OpenLine which is the compliance telephone line at 1-877-CBS-0888 or 1-212-975-9913 (e-mail: CBSOpenline@cbs.com), the CBS Human Resources Department, or the CBS Chief Human Resources Officer *before* the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other CBS designated representatives identified above. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. CBS will

make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Each complainant will receive a written response following the completion of the investigation which will state whether corrective action was taken. In the usual course CBS will endeavor to complete investigations within two weeks. Where the circumstances are more complicated, CBS will endeavor to complete the investigation within forty-five days and will notify the complainant if they are unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action and applicable law.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

### **Additional Information About These Policies**

Individuals who have questions or concerns about these policies should talk with their local Human Resources representative or a member of the CBS Human Resources Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

March 2017



April 2, 2018 Memo from the CEO of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

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**From:** A Message from Leslie Moonves  
**Sent:** Monday, April 02, 2018 10:09 AM  
**Subject:** CBS EEO Policy  
**Attachments:** CBS Non-Discrimination and Anti-Harassment Policy 2018.pdf  
**Signed By:** messagelesliemoonves@cbs.com



**From:** Leslie Moonves  
**To:** ALL CBS CORPORATION EMPLOYEES  
**Date:** April 2, 2018

**Re: CBS EEO Policy**

At CBS, our most important asset is our people. I am extremely proud of the commitment to hard work, quality results and constant innovation that is characteristic of the employees we attract. Our collegial and collaborative spirit is what keeps us at the top as media industry leaders. Without your loyalty, skill and tireless diligence, our Company simply would not be what it is today.

It is CBS' goal to employ and retain a diverse workforce, and to provide a safe, positive work environment where employees can thrive. A place where we not only show tolerance for, but also fully appreciate and respect, a variety of diverse backgrounds, experiences and perspectives from our employees. A diverse workforce and inclusive workplace are integral to our success. Every day, senior management strives to provide you with the support you need as employees and managers to achieve these objectives.

CBS' support starts with the basics: ensuring equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran's status, gender identity or gender expression, or any other characteristic protected by law.

In other words, CBS has a zero-tolerance policy towards discrimination or sexual harassment in our company or related businesses. At every level of the organization, we are all responsible for treating each other in a fair, objective manner and for supporting the Company's Affirmative Action and EEO policies and practices. I hold everyone accountable for understanding our policies and reporting violations to Human Resources. The overall responsibility for enforcing this policy falls on Tony Ambrosio, Senior Executive Vice President, Chief Administrative Officer and Chief Human Resources Officer.

Take a few moments now to reacquaint yourself with the attached CBS Non-Discrimination and Anti-Harassment Policy. If you have questions regarding these policies, please find time to discuss them with your manager or your Human Resources contact. If you need additional help, please refer to the list below and contact the senior HR executive identified as responsible for the business unit you work in:

Broadcast	Kevin Oldis	323-575-2743
Corporate and Sports	Bryn Berglund	212-975-5261
Distribution, TV Studios and Films	Cassie Thomas	310-264-3330
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202

Showtime and Network/Digital Sales  
Television Stations

Elizabeth Casanas  
Robin Bona

212-708-1469  
212-975-5088

I look forward to your help in maintaining an environment in which our diverse workforce can thrive.

Leslie Moonves

## CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

### Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. CBS prohibits and will not tolerate any such discrimination or harassment.

Although the CBS Chief Human Resources Officer has the overall responsibility for the implementation of this policy, every CBS employee is expected to assist in the furtherance of this policy with responsibilities including:

- (1) Recruiting, hiring, training and promoting in all job classifications without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law.
- (2) Basing decisions on employment so as to further the principle of equal employment opportunity.
- (3) Insuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- (4) Ensuring that all personnel actions and practices are administered in a fair, equal and consistent manner.

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- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male

manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

#### Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Any employee who engages in such harassment by any means, including in person and/or through the use of e-mail, voicemail, telephone, audio or video devices and/or computer or hard-copy documents, will be subject to discipline, up to and including termination.

#### Retaliation Is Prohibited

CBS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### COMPLAINT PROCEDURE

#### Reporting an Incident of Harassment, Discrimination or Retaliation

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, their local Human Resources representative, the CBS OpenLine which is the compliance telephone line at 1-877-CBS-0888 or 1-212-975-9913 (e-mail: CBSOpenline@cbs.com), the CBS Human Resources Department, or the CBS Chief Human Resources Officer *before* the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other CBS designated representatives identified above. Supervisors who receive a



complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officer. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. CBS will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Each complainant will receive a written response following the completion of the investigation which will state whether corrective action was taken. In the usual course CBS will endeavor to complete investigations within two weeks. Where the circumstances are more complicated, CBS will endeavor to complete the investigation within forty-five days and will notify the complainant if they are unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action and applicable law.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

### **Additional Information About These Policies**

Individuals who have questions or concerns about these policies should talk with their local Human Resources representative or a member of the CBS Human Resources Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

April 2018

October 9, 2018 Memo from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

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**From:** CBS Eye on Ethics  
**Sent:** Tuesday, October 09, 2018 2:01 PM  
**Subject:** Updated 2018 CBS Non-Discrimination and Anti-Harassment Policy  
**Attachments:** Sexual Harassment Complaint Form.pdf; CBS Non-Discrimination and Anti-Harassment Policy.pdf  
**Signed By:** eyeonethics@cbs.com

At CBS, we have always been dedicated to maintaining a workplace that is free from discrimination, harassment and bullying. Each year, our employees receive a copy of the CBS Non-Discrimination and Anti-Harassment (EEO) policy, which describes our commitment to a harassment and discrimination-free environment, and the responsibility we share for it.

Today, our newly revised EEO policy is taking effect in accordance with recently enacted New York City and New York state laws. The policy describes our established internal reporting options, with instructions on how to report complaints to your supervisor, Human Resources, or the Compliance department, among others. Additionally, pursuant to the recently enacted New York laws, the policy outlines external reporting options and provides contact information for relevant government agencies. Finally, we are attaching a new Complaint Form that CBS employees may use to file a complaint of sexual harassment. This optional form does not need to be completed in order to file a complaint, but it is another avenue for reporting; it may be submitted to your Human Resources representative, a Compliance Officer, or the CBS Openline ([CBSEopenline@cbs.com](mailto:CBSEopenline@cbs.com)).

As always, should you have any questions, please do not hesitate to contact me or a member of the CBS Compliance team.

Best regards,  
Mark Engstrom

#### CBS Compliance Officers

Mark Engstrom      212-975-3808  
Sonya Cheney        212-975-1738

#### CBS Human Resources Contacts, by Business Unit:

Broadcast	Kevin Oldis	323-575-2743
Corporate and Sports	Bryn Berglund	212-975-5261
Distribution, TV Studios and Films	Cassie Thomas	310-264-3330
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202
Showtime and Network/Digital Sales	Elizabeth Casanas	212-708-1469
Television Stations	Robin Bona	212-975-5088



## CBS COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

If you believe that you have been subject to sexual harassment, you are encouraged to complete this form and submit it to a member of the Human Resources Department, a CBS Compliance Officer or the CBS OpenLine (CBSOpenline@cbs.com). Once you submit this form, CBS will follow its Non-Discrimination and Anti-Harassment Complaint Procedure to investigate any claims.

You may also report an allegation of sexual harassment verbally or using any other reporting method outlined in CBS's Non-Discrimination and Anti-Harassment Policy.

### Complainant Information

Name:

Job Title:

Work Location:

Work Phone:

Work Email:

Immediate Supervisor's Name:

Title:

Work Phone:

### Complaint Information

1. Your complaint of sexual harassment is made against:

Name:

Job Title:

Work Location:

Work Phone:

Relationship to You (circle one):

Supervisor   Subordinate   Co-worker   Other

2. Please describe the conduct or incident(s) that forms the basis of this complaint and how it is affecting you and your work. Please use additional sheets if necessary and attach any relevant documents or evidence.

3. Date(s) the conduct or incident occurred:

4. Is the conduct or incident continuing? (circle one)   Yes   No

5. Please list the name(s) and contact information of any witnesses or individuals that may have information related to your complaint.

6. (Optional) Have you previously complained of or provided any information about sexual harassment at CBS? If yes, when and to whom did you complain or provide information?

I request that CBS investigate this complaint of sexual harassment utilizing the procedure as outlined in CBS's Non-Discrimination and Anti-Harassment Policy, and that CBS advise me of the results of the investigation.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

## **CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment. CBS has zero tolerance for any type of harassment, discrimination or retaliation; therefore, any such behavior will lead to disciplinary action, up to and including termination.

### **Equal Employment Opportunity**

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. CBS prohibits and will not tolerate any such discrimination or harassment. Although the CBS Chief Human Resources Officer has the overall responsibility for the implementation of this policy, every individual working at CBS is expected to assist in the furtherance of this policy with responsibilities including:

1. Recruiting, hiring, training and promoting in all job classifications without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law.
2. Basing decisions on employment so as to further the principle of equal employment opportunity.
3. Ensuring that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. Ensuring that all personnel actions and practices are administered in a fair, equal and consistent manner.

### **Definitions of Harassment**

**a. Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances; requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based harassment* — that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — or sex stereotyping (meaning that an individual's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas and perceptions about how

individuals of either sex should act or look) — may also constitute discrimination or harassment if the conduct is severe or pervasive and directed at an individual *because of their sex*.

**b. Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including but not limited to through social media or e-mail).

### **Individuals and Conduct Covered**

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at CBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant, or customer). Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such harassment by any means, including, but not limited to, in person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on work or personal devices or during non-work hours, will be subject to discipline, up to and including termination.

### **Supervisory Responsibility**

Managers and supervisors are charged with additional responsibilities because of their positions of authority within CBS. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the CBS Human Resources Department or to the CBS Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported.

Managers and supervisors will be subject to discipline, up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

### **Retaliation Is Prohibited**

CBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual directly because they engaged in protected activity. Adverse action need not be job related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about harassment to a



manager or supervisor or other person designated to receive complaints; making a report of suspected harassment even where the individual is not the recipient; assisting another individual complaining of harassment; filing a formal complaint about harassment with a government agency; opposing discrimination; or providing information during an investigation of harassment or providing testimony in connection with a complaint of harassment. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

#### **What Retaliation is Not**

Negative employment actions do not rise to the level of retaliation simply because it occurs after an employee engages in protected activity. Individuals continue to be subject to all CBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of harassment.

### **Complaint Procedure**

#### **Reporting an Incident of Harassment, Discrimination or Retaliation**

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, their Human Resources representative, CBS Compliance Officers, the CBS OpenLine—the compliance telephone line at 1-877-CBS-0888 or 1-212-975-9913 (e-mail: CBSOpenline@cbs.com)—the CBS Human Resources Department or the CBS Chief Human Resources Officer *before* the conduct becomes severe or pervasive.

Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other CBS designated representatives identified above. Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officers.

CBS also has a Complaint Form (available from your Human Resources representative or at CBS & You) to report incidents of sexual harassment which individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a CBS Compliance Officer or can be e-mailed to the CBS OpenLine (CBSOpenline@cbs.com).

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subject to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. CBS will make every effort to stop alleged harassment, discrimination or retaliation before it becomes severe or pervasive, but can only do so with the cooperation of individuals working at CBS.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

#### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially by the Human Resources Department, CBS's Compliance Department, or another appropriate party. This procedure will apply regardless of the manner in which the individual made the complaint. Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation.

CBS's investigation will be documented in writing, which will include documents reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and their right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. CBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if they are unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action and applicable law.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/ or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

### **Additional Information About These Policies**

Individuals who have questions or concerns about these policies should talk with their Human Resources representative, any member of the CBS Human Resources Department or a CBS Compliance Officer.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **Other Avenues for Relief**

Aside from the internal complaint procedure available at CBS, individuals may also choose to pursue legal remedies with the following governmental entity:

- U.S. Equal Employment Opportunity Commission (EEOC) – employees have 300 days from the date of any harassment or discrimination to file a complaint with the EEOC. The EEOC does not award relief, but may take other action including pursuing cases in the federal courts, which may award remedies if unlawful behavior is found to have occurred.
  - Contact: [www.eeoc.gov](http://www.eeoc.gov), [info@eeoc.gov](mailto:info@eeoc.gov), 800-669-6820

Individuals in New York may choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (NYSDHR) – individuals have one (1) year from the date of any harassment or discrimination to file a complaint with the NYSDHR. Alternatively, a lawsuit may be brought within three (3) years of alleged discrimination. Remedies include injunctive relief as well as monetary damages, attorney's fees, and civil fines.
  - Contact: [www.dhr.ny.gov](http://www.dhr.ny.gov), 718-741-8400
- New York City Commission on Human Rights (NYCCHR) – individuals in New York City have one (1) year to file a complaint of discrimination and three (3) years to file a complaint of harassment with the NYCCHR. Alternatively, a lawsuit may be brought within three (3) years of the alleged event, instead of filing a complaint with the NYCCHR. Remedies include injunctive relief as well as monetary damages and civil fines paid to the City of New York.
  - Contact: [www.nyc.gov/humanrights](http://www.nyc.gov/humanrights), 311, 212-306-7450

Individuals in other CBS work locations may be subject to additional applicable state and local laws.

Where the conduct complained of involves physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.

September 20, 2019 Memo from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy



**From:** [Joe Ianniello and Hazel-Ann Mayers](#)  
**Subject:** Updated CBS Non-Discrimination and Anti-Harassment Policy  
**Date:** Monday, September 30, 2019 12:18:31 PM  
**Attachments:** [CBS Non-Discrimination and Anti-Harassment Policy.pdf](#)  
[Sexual Harassment Complaint Form.pdf](#)

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Dear Colleagues,

At CBS, we are dedicated to maintaining a workplace that is safe, fair, and inclusive, where every employee, regardless of position, is respected and given the opportunities to develop and thrive. This commitment is non-negotiable and, as such, it is crucial that our work environment be free from discrimination, harassment, and retaliation.

Our **CBS Non-Discrimination and Anti-Harassment Policy**, also known as the CBS Equal Employment Opportunity (EEO) Policy, has been revised and is attached here for you to review. The policy describes our shared commitment to a positive work environment for everyone, requiring all of us to display a high standard of ethics in every situation. Importantly, the policy also syncs squarely with our overall ongoing cultural transformation.

We ask that you review and understand the policy and be prepared for any related training. As you will see, the policy increases the avenues available for reporting complaints, explaining how to report concerns to several internal sources, including your supervisor, Human Resources Business Partner, Human Resources Production Partner, or the Compliance department. The policy also describes how to report complaints to the new **CBS Openline website and hotline**, which are operated through an independent third party, NAVEX Global.

We also remind you of the **Complaint Form** (attached) that you may use to file a complaint of sexual harassment. You do not need to complete this form to file a complaint, but it is another avenue for reporting; it may be submitted to your Human Resources Business Partner, Human Resources Production Partner, the Compliance department, or the CBS Openline website.

We value all our employees, and integral to that value is ensuring that every day working for CBS is a day where dignity is assured and speaking up is encouraged and supported. If you have any questions, please do not hesitate to contact us, a member of the CBS Compliance department, or your Human Resources Business Partner.

Thank you for all that you do to make CBS a safe, fair, and inclusive place to work.

Joe and Hazel

### **CBS Compliance Officers**

Hazel-Ann Mayers 212-975-2927  
Sonya Cheney 212-975-1738

### **CBS Human Resources Contacts, by Business Unit:**

Broadcast

Kevin Oldis

323-575-2743

Corporate and Sports	Bryn Berglund	212-975-5261
Global Television Distribution	Andrew Herrera	310-264-3335
Television Studios	Ellen Goldsmith	818-655-1741
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202
Showtime and Network/Digital Sales	Elizabeth Casanas	212-708-1469
Television Stations	Jessica Hurst	212-975-7545

# **CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment. CBS does not tolerate any type of harassment, discrimination or retaliation; therefore, any such behavior will lead to disciplinary action, up to and including termination.

## **Equal Employment Opportunity**

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law. In some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) are also protected characteristics. CBS prohibits and will not tolerate any such discrimination or harassment. Although the CBS Chief People Officer has the overall responsibility for the implementation of this policy, every individual working at CBS is expected to assist in the furtherance of this policy.

This means that it is each employee's responsibility to ensure that all personnel actions and practices are administered in a fair, equal and consistent manner that furthers the principles of equal employment opportunity. All recruiting, hiring, training, promotion, discipline and termination decisions in all job classifications must be based on valid and non-discriminatory criteria without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law.

## **Definitions of Harassment**

**a. Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based* harassment – that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) – or sex stereotyping (meaning that an individual's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas and perceptions about how individuals of

either sex should act or look) – may also constitute discrimination or harassment if the conduct is directed at an individual *because of that person's sex*.

**b. Harassment on the basis of all protected characteristics** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law – including, in some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) – or that of an individual's relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including, but not limited to, through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication).

### **Individuals and Conduct Covered**

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at CBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant, or customer).

With regard to non-employees, the protections and prohibitions against discrimination and harassment in this policy apply to non-employees who provide services to CBS (including contractors, subcontractors, vendors, and consultants) while they are on CBS premises and/or while engaged in conducting business for or on behalf of CBS ("covered non-employees"). Covered non-employees include persons commonly referred to as "gig" workers and temporary workers, as well as persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with CBS. Therefore, this policy: (i) prohibits discrimination and harassment engaged in by covered non-employees, whether directed at a fellow covered non-employee or an employee or intern of CBS; and (ii) prohibits discrimination and harassment directed at covered non-employees, whether engaged in by a fellow covered non-employee or by an employee or intern of CBS.

Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such harassment by any means, including, but not limited to, in person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on work or personal devices or during non-work hours, will be subject to discipline, up to and including termination.

### **Supervisory Responsibility**

Managers and supervisors are charged with additional responsibilities because of their positions of authority within CBS. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the CBS Human Resources Department or to the CBS Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported.

Managers and supervisors will be subject to discipline, up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

### **Retaliation Is Prohibited**

CBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual because that person engaged in protected activity. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment to a manager or supervisor or other person designated to receive complaints; making a report of suspected discrimination or harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint of discrimination or harassment. Retaliation is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination.

### **What Retaliation Is Not**

Negative employment actions do not rise to the level of retaliation simply because they occur after an employee engages in protected activity. Individuals continue to be subject to all CBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

## **Complaint Procedure**

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, the CBS Human Resources Department (Human Resources Business Partner or Human Resources Production Partner), the CBS Chief People Officer, CBS Compliance Officers, or the CBS Openline at (844) 238-9006 or [cbsopenline.ethicspoint.com](http://cbsopenline.ethicspoint.com). The Company has engaged NAVEX Global's EthicsPoint, an external vendor, to receive phone calls or online reports through our CBS Openline hotline and website.

Individuals should not feel obligated to file a complaint with their immediate supervisor before bringing the matter to the attention of one of the other CBS designated resources identified above. Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officers.

CBS also has a Complaint Form (available from your Human Resources representative or at CBS & You) to report incidents of sexual harassment which individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a CBS Compliance Officer or the CBS Openline website at [cbsopenline.ethicspoint.com](http://cbsopenline.ethicspoint.com).

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subjected to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. CBS will make every effort to stop alleged harassment, discrimination or retaliation, but can only do so with the cooperation of individuals working at CBS.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated fairly, promptly, thoroughly and impartially by the Human Resources Department, CBS's Compliance Department, or another appropriate party in a manner that provides all parties appropriate due process and reaches conclusions based on the evidence collected. This procedure will apply regardless of the manner in which the individual made the complaint. Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation. Individuals must respond truthfully, promptly and fully to all inquiries made by the designated investigator. Withholding responsive information, providing incomplete information or attempting to mislead or misdirect any investigation (or encouraging or pressuring others to do so) may result in disciplinary action up to and including termination. As part of its investigation, CBS will review relevant documents (if any), which may include e-mails and text messages.

Each investigation will be tracked for reasonable progress and documented in writing, which will include documents reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and the right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. CBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if it is unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action and applicable law.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/ or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

### **Additional Information About These Policies**

Individuals who have questions or concerns about these policies should talk with their Human Resources Business Partner, Human Resources Production Partner, any member of the CBS Human Resources Department or a CBS Compliance Officer.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination

## CBS COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

If you believe that you have been subject to sexual harassment, you are encouraged to complete this form and submit it to a member of the Human Resources Department, a CBS Compliance Officer or the CBS Openline website ([cbsopenline.ethicspoint.com](http://cbsopenline.ethicspoint.com)). Once you submit this form, CBS will follow the procedures in our Non-Discrimination and Anti-Harassment Policy to investigate. CBS prohibits retaliation against employees who submit reports of sexual harassment and/or who participate in investigations related to sexual harassment.

You may also report an allegation of sexual harassment verbally or using any other reporting method outlined in CBS's Non-Discrimination and Anti-Harassment Policy.

### Complainant Information

Name:

Job Title:

Work Location:

Work Phone:

Work Email:

Immediate Supervisor's Name:

Title:

Work Phone:

Preferred Communication Method (circle one):    Email    Phone    In Person

### Complaint Information

1. Your complaint of sexual harassment is made against:

Name:

Job Title:

Work Location:

Work Phone:

Relationship to You (circle one):

Supervisor    Subordinate    Co-worker    Other

2. Please describe the conduct or incident(s) that forms the basis of this complaint and how it is affecting you and your work. Please use additional sheets if necessary and attach any relevant documents or evidence.

3. Date(s) the conduct or incident occurred:



4. Is the conduct or incident continuing? (circle one)    Yes    No
5. Please list the name(s) and contact information of any witnesses or individuals that may have information related to your complaint.

6. (Optional) Have you previously complained of or provided any information about sexual harassment at CBS? If yes, when and to whom did you complain or provide information?

**I request that CBS investigate this complaint of sexual harassment using the procedures outlined in CBS's Non-Discrimination and Anti-Harassment Policy, and that CBS advise me of the results of the investigation.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

If you have retained legal counsel and would like us to work with them, please provide their contact information.







CBS & YOU!  YOUR COMPLIANCE PROGRAM

# 2016 Business Conduct Statement

CBS CORPORATION BUSINESS CONDUCT STATEMENT



- Using CBS assets, facilities or services for any improper purpose. You are personally responsible for all CBS funds and other assets over which you have control.
- Committing CBS assets for services, transactions, or liabilities if you do not have the appropriate level of approval or signatory authority.
- Fraud or falsification in the preparation, evaluation, review or audit of any financial statement of CBS or any document, record or information that is or may be used in any financial statement of CBS (for example, concealing or falsifying data given to internal or external auditors or used internally in the reporting of revenues).
- Fraud or misrepresentation in the preparation, recording, evaluation, review or audit of an employee's expense report or any other financial document related to reimbursement of business-related expenses.
- Any practice that results in customers or clients being charged for services that were not provided or being charged an inflated price or more than agreed upon for a service.
- Any practice that intentionally results in the inflation or exaggeration of reported sales or revenues.
- Fraud in the recording and maintaining of financial records of CBS (for example, intentionally recording sales or expenses in the wrong period, capitalizing items that should be expensed or recording personal expenses as business expenses).
- Noncompliance with CBS's internal accounting controls (for example, not obtaining required approvals).
- Misrepresentation to a senior officer or CBS's internal or external auditors or accountants regarding a matter contained in the financial records, financial reports or audit reports of CBS.
- Deviation from full and fair reporting of CBS's results of operations, financial condition or cash flows.
- Improperly influencing, coercing, manipulating or misleading any independent public or certified accountant engaged in the performance of an audit of CBS's financial statements.

You may not engage in any misleading or deceptive financial practice, whether or not it is listed here, and you are required to report any such practices if you become aware of them. Please refer to the Employee/Officer or Director Reporting Procedures described in the section entitled "Implementation of the CBS Business Conduct Statement" for procedures to report improper financial practices or financial misconduct matters that have come to your attention.

### **Improper Influence of Auditors**

You may not take any action (whether or not listed as an example below), directly or indirectly, to coerce, manipulate, mislead or influence any of our auditors, when you know, should know or intend, that your actions may render our financial statements misleading. For example, you may not influence an auditor to (i) issue a report on CBS's financial statements that is not warranted in the circumstances, (ii) refrain from performing audit, review or other procedures, (iii) refrain from issuing a report or withdrawing an issued report or (iv) refrain from communicating matters to CBS Corporation's Audit Committee.

As additional examples of prohibited conduct, you may not (i) offer money, gifts, financial incentives, future employment or contracts for nonaudit services, (ii) provide inaccurate or misleading legal analysis or other information, (iii) threaten to cancel an auditor's existing engagements, (iv) seek to have an audit partner removed from the engagement, (v) engage in blackmail or (vi) make physical or verbal threats.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

CBS places a high value on providing equal employment opportunity and maintaining a diverse workforce. We work hard to comply with all applicable laws prohibiting discrimination and we strive to make our workforce reflect the rich diversity of our society and our customers. CBS recruits and hires without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression,

transgender status or any other characteristic protected by law. We strive to administer all personnel actions such as hiring, compensation, promotions, benefits, transfers, layoffs, Company-sponsored training, education, tuition assistance, terminations and social and recreational programs in a manner consistent with equal employment opportunity.

All managers, directors and supervisory personnel are required to make a personal commitment to practice and enforce the principles of our equal employment opportunity policy.

## **VI. HARASSMENT-FREE WORKPLACE ENVIRONMENT**

CBS has a "zero tolerance" policy for sexual harassment or harassment based on race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. Discriminatory treatment, including sexual harassment and harassment based on a person's race, age or other protected status, is strictly prohibited. CBS will take all steps necessary and appropriate to stop such acts of harassment or discrimination of which it becomes aware.

Unlawful harassment may occur not only as a result of conduct by supervisors, but also due to conduct by directors and/or fellow employees, and, under some circumstances, conduct by customers, vendors, consultants, visitors and independent contractors. Unlawful harassment can take place in the office or in work-related settings outside the workplace, such as during business trips, business meetings and business-related social events. This Statement applies with equal force to conduct in all such settings.

Sexual harassment may exist where compensation or other employment benefits are conditioned on granting sexual favors. Sexual harassment also may exist where there is a hostile work environment caused by a pattern of unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature,

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are sexual harassment when:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of the individual's employment.
- Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual (such as a promotion or a bonus).
- Or the conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

CBS also believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category. Bullying or abusive conduct is conduct with malice that a reasonable person would find hostile or offensive. Examples of what constitutes abusive or bullying conduct includes repeated use of insults, derogatory remarks and epithets; threatening, intimidating or humiliating verbal or physical conduct; and the gratuitous sabotage of a person's work performance. It does not include a single act unless it is especially severe and egregious, but CBS strongly discourages such behavior at any time.

### **Specific Examples of Inappropriate Work-Related Conduct**

The following are examples of things you may not do, but the list is not exhaustive. CBS expects all directors, officers and employees to observe the spirit as well as the letter of the harassment-free workplace policy. For example, you may not do any of the following:

- Ask for dates, or make sexual advances, where it is clear, or becomes clear, that the overture is unwelcome.
- Threaten or engage in retaliation after an overture or inappropriate conduct is rejected or in response to the good faith reporting of such conduct.

and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **Other Avenues for Relief**

Aside from the internal complaint procedure available at CBS, individuals may also choose to pursue legal remedies with the following governmental entity:

- U.S. Equal Employment Opportunity Commission (EEOC) – employees have, depending upon jurisdiction, up to 300 days from the date of any harassment or discrimination to file a complaint with the EEOC. The EEOC does not award relief, but may take other action including pursuing cases in the federal courts, which may award remedies if unlawful behavior is found to have occurred.
  - Contact: [www.eeoc.gov](http://www.eeoc.gov) (website), [info@eeoc.gov](mailto:info@eeoc.gov) (e-mail), 800-669-4000 (voice)

Individuals in New York may choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (NYSDHR) – individuals in New York State have one (1) year from the date of any discrimination or harassment, and effective August 12, 2020, three (3) years from the date of any sexual harassment, to file a complaint with the NYSDHR. To file a complaint, individuals do not need an attorney. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or discrimination, instead of filing a complaint with the NYSDHR. Remedies include injunctive relief as well as monetary damages, attorney's fees, and civil fines.
  - Contact: [www.dhr.ny.gov](http://www.dhr.ny.gov), 718-741-8400
- New York City Commission on Human Rights (NYCCHR) – individuals in New York City have one (1) year to file a complaint of discrimination and three (3) years to file a complaint of gender-based harassment with the NYCCHR. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or discrimination, instead of filing a complaint with the NYCCHR. Remedies include injunctive relief as well as monetary damages and civil fines paid to the City of New York.
  - Contact: [www.nyc.gov/humanrights](http://www.nyc.gov/humanrights), 311, 212-306-7450

Individuals in California may also raise questions or report potential harassment, discrimination or retaliation to the following governmental agency:

- California Department of Fair Employment and Housing (DFEH).
  - Contact: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758 (by mail); [www.dfeh.ca.gov](http://www.dfeh.ca.gov) (website); [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov) (e-mail); 800-884-1684 (voice); 800-700-2320 (TTY)

Individuals in Massachusetts may also raise questions or report potential sexual harassment by filing a formal complaint with the following governmental entity:

- The Massachusetts Commission Against Discrimination (MCAD) – individuals in this state have 300 days to file a complaint.
  - Contact: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Individuals in other CBS work locations may be subject to additional applicable state and local laws.

Where the conduct complained of involves physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.



August 14, 2020, memo from the Executive Vice President, Chief Compliance Officer and Chief Audit Executive of ViacomCBS and relevant pages from the 2020 ViacomCBS Global Business Practices Statement



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**From:** Office of Henry Moniz  
**Sent:** Friday, August 14, 2020 8:36 AM  
**To:** (ViacomCBS) Office of Henry Moniz  
**Subject:** ViacomCBS' Business Practices Statement & Reporting Hotline  
**Attachments:** ViacomCBS' GLOBAL BUSINESS PRACTICES STATEMENT 2020.pdf



Team,

In the past few months we've lived through a series of extremely challenging events for the world, our country and the ViacomCBS community. Amidst these difficult times, we're heartened by our employees' ability to adapt, come together as a community and stand up for what is right.

With that in mind, The Office of Global Compliance wanted to remind employees about resources and standards for the whole community. It starts with a single document: our global [Business Practices Statement](#) (BPS). The BPS is ViacomCBS' code of conduct and supersedes all prior versions of legacy-CBS' Business Conduct Statement and legacy-Viacom's Business Practices Statement. It contains important policies on matters such as our organizational commitment to Diversity and Inclusion, Speaking Up, Anti-Harassment and many other important topics including, for example, Fraud Prevention and Anti-Bribery and Corruption. The BPS explains our individual ethical and legal responsibilities - and underscores our commitment to conducting business in a responsible and respectful manner. It forms the backbone of shared expectations for ViacomCBS employees, partners and suppliers across the globe. Formal training on the BPS will follow later this year.

If you have a concern that our business standards are not being upheld, we encourage you to contact your manager, department head, HR representative or any of ViacomCBS' lawyers or Compliance Officers. If, however, you'd prefer to discuss your questions or concerns with someone outside of your location or team, one option is through [OPENLINE](#), ViacomCBS' reporting hotline. Calls to OPENLINE can be made 24 hours a day, 7 days a week and you may remain anonymous if you wish.



Sincerely,

Henry T.A. Moniz  
Chief Compliance Officer and Chief Audit Executive



# 2020 VIACOMCBS



# GLOBAL BUSINESS



# PRACTICES STATEMENT



# CREATING A GREAT

# PLACE TO WORK

- ▶ How we can all help ensure a safe and inclusive work environment.



# VALUING DIVERSITY & INCLUSION

## HOW WE DO THE RIGHT THING

We embrace global diversity in all its forms and strive to maintain an inclusive environment and a culture that values all perspectives and backgrounds.

### ✓ WHY IT MATTERS

We are focused on creating an environment that supports all of our people, professionally and personally, to ensure that we can bring our best selves to work and drive creativity, innovation and results by connecting with the rich diversity of our employees, audiences and partners.

### 👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Promoting equal engagement of all employees
- Ensuring that all employment decisions are based on individual merit and business needs, irrespective of race, religious creed, color, sexual orientation, national origin, gender, ancestry, physical or mental disability, age, sex, gender expression, gender identity, military and veteran status, marital status or any other personal characteristic protected by applicable law

- Extending this commitment to every aspect of our business and operations, from the programming and movies we create to employee benefits, programs, hiring and development
- Recognizing and respecting the value that diversity of people and ideas brings to the workplace, enabling us all to have a “place at the table” and realize our full potential
- Having people in leadership positions hold themselves accountable for creating, developing, promoting and championing a diverse, multicultural workforce and leading by example — all day, every day — in the way they behave and champion the principles of diversity and inclusion throughout ViacomCBS

## 💬 FREQUENTLY ASKED QUESTIONS

### Q: What is diversity?

A: Diversity includes all the ways we are different. Age, gender and ethnicity are among some of the more visible signs of diversity. Less obvious aspects include work styles, sexual orientation or education.

### Q: What is inclusion?

A: Inclusion is the state of being respected, valued and supported.

### Q: Why are diversity and inclusion paired?

A: Diversity doesn't work without inclusion. Inclusion ensures that employees, in all the ways they are diverse, can connect and collaborate with each other and realize their potential in the workplace.

### Q: How do I know if I am working in an inclusive work environment?

A: You should be able to agree with all of these statements:

- I am treated with respect
- My team values different views and perspectives
- My leader supports and drives an open and collaborative environment

# PROMOTING A HARASSMENT-FREE WORKPLACE

## HOW WE DO THE RIGHT THING

We are committed to providing a work environment free of offensive or unlawful harassment.

### ✓ WHY IT MATTERS

At ViacomCBS, we feel strongly that every employee should be treated with dignity and respect, regardless of their race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law. We have zero tolerance for a hostile work environment.

We should never be subjected to harassment (sexual or otherwise), whether in the office or in any other work-related settings, including meetings, trips and social events. Harassment includes verbal, physical and visual conduct that creates an intimidating, abusive, offensive or hostile working environment which interferes with work performance. Every employee has the right to feel safe when working with co-workers, including managers, vendors, suppliers, clients, visitors or independent contractors.

### 👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Being familiar with and adhering to ViacomCBS' Policy Against Harassment and this Statement's guidance on [Valuing Diversity & Inclusion](#)
- Never making inappropriate statements concerning a person's race, religious creed, color, sexual orientation, national origin, ancestry, physical or mental disability, age, sex, gender, gender expression, gender identity, military and veteran status, marital status or other legally protected personal characteristic, or inappropriate statements of a sexual nature, such as comments about an individual's body or appearance or intrusive personal questions or comments  
*(continued on next page)*

### 🔍 EXAMPLES OF HARASSMENT

- Making degrading and disparaging comments, jokes or slurs related to race, color, age, gender, gender expression, sexual orientation and other categories protected by the laws that apply to us
- Displaying or storing written or graphic material that ridicules, insults or shows hostility toward a group or individual
- Distributing or storing pornographic, obscene or sexually suggestive content
- Asking for dates, or making unwelcome sexual advances, when it is clear — or becomes clear — that the overture is unwelcome
- Making unwelcome sexual requests while insinuating that access to or denial of job benefits is dependent upon compliance with the request
- Making inappropriate or threatening physical conduct, such as unwelcome touching or impeding or blocking another person's movements

# PROMOTING A HARASSMENT-FREE WORKPLACE (CONT.)



## WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK (CONT.)

- Conducting ourselves appropriately and remaining conscientious of how our actions and comments might be perceived or misunderstood by others
- Refusing to engage in any conduct of an overtly sexual nature, whether welcome or unwelcome
- Never displaying items, transmitting content or engaging in conduct that is sexually offensive, explicit or likely to offend our diverse workplace (for example, creating or sharing suggestive or offensive jokes, cartoons, letters, notes or invitations, whether by email, voicemail or other means)
- Adhering to ViacomCBS' guidance on harassment whenever utilizing social media
- Reporting instances of harassment to a manager or someone from your Human Resources, Legal or Compliance Department; and refusing to retaliate after an unwanted overture or inappropriate conduct is rejected, or in response to the reporting of such conduct



[CLICK HERE FOR ADDITIONAL GUIDANCE ON DATING IN THE WORKPLACE](#)



# ENSURING HEALTH & SAFETY IN THE WORKPLACE

## HOW WE DO THE RIGHT THING

We are committed to maintaining a safe and healthy work environment for all employees, contractors, visitors and business partners. By delivering world-class health and safety measures across our multinational, multicultural and multi-disciplined work environments, we minimize health hazards and injuries to our employees, partners and audiences.

### ✓ WHY IT MATTERS

Feeling physically safe and secure at work is a prerequisite to being creative, innovative and successful. Health and safety regulatory requirements help ensure all employees will be able to come to work without fear of avoidable harm or injury. By being compliant with those regulations, we contribute positively to the Company's success and make ViacomCBS a workplace where everyone can feel comfortable and secure.

### 👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Taking the initiative to prevent accidents and injuries
- Proactively reporting health and safety risks in the workplace
- Meeting or exceeding all regulatory requirements

- Requiring our business partners, vendors and suppliers to operate their respective businesses in a safe and environmentally responsible manner
- Periodically assessing risks to health and safety in our daily work processes
- Conducting safety training for relevant audiences in a timely manner
- Recording and reporting accidents and incidents when they happen
- Encouraging managers and employees to work together to implement and maintain a safe work environment — managers should support and hold their teams accountable for complying with safety measures and best practices; employees should cooperate with their managers by adhering to these safety measures
- Encouraging an active safety culture, wherever you work

### 🔍 EXAMPLES OF HEALTH & SAFETY MEASURES

- Fire drills in NYC, earthquake drills in CA and tornado drills in our Nashville office
- Incident report submissions to our Risk Management team in the case of injury in the workplace
- Crisis management plans for all of our locations
- Safety Coordinator assessments on production sites
- Posting of health and safety laws in accessible areas
- Regular training for employees who operate machinery and/or electrical equipment so they can protect themselves, other people, property and the environment

## EXHIBIT E

### Pending or resolved complaints

New York City Commission on Human Rights No. 16F-2020-00266C alleging discrimination based on gender, age, and race. Filed on August 31, 2020 (Annais Morales).

New York State Division of Human Rights no. 10183559 alleging discrimination based on a disability, filed Sept. 17, 2016. Division found no probable cause to support claim, March 16, 2017; Retaliation claimed filed with the New York Workers Compensation Board, currently on appeal; Southern District of New York Civil Action No. 17-cv-05764, alleging discrimination under the Americans with Disabilities Act. Filed on July 30, 2017 (Thomas Hogan).