

EEO PUBLIC FILE REPORT

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

Employment Unit: KTVT (CBS Stations Group of Texas LLC); KTXA (Television Station KTXA Inc.)

Unit Members (Stations and Communities of License): KTVT CBS11/KTXA21, CBSN DALLAS

EEO Contact Information for Unit Member:

Mailing Address: 5233 Bridge Street Fort Worth, Texas 76103	Telephone Number: 817-451-1111
	Contact Person: Leslie Garrett- Human Resources
	E-mail Address: lgarrett@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 Hire
Sales Assistant	2-55; 73-77	CBS Website
Meteorologist	2-55; 73-77	Per Diem to Staff
Account Executive	2-55; 73-77	Employee Referral
Multi Media Journalist	2-55; 73-77	Industry
Anchor/Reporter	2-55; 73-77	Talent Agent
Sales Marketing Manager	2-55; 73-77	Employee Referral
Producer	2-55; 69; 73-77	CBS Website
Account Executive	2-55; 73-77	Employee Referral
CBSN Assoc. Digital Line Producer	2-55; 73-77	Per Diem to Staff
Managing Editor	2-55; 73-77	Industry
Producer	2-55; 73-77	Per Diem to Staff
Account Executive	2-55; 71; 73-77	CBS Website
Digital Executive Producer	2-55; 73-77	Linked In
Technical Director/ Director	2-55; 69; 73-77	Internal Staff
New Business Development Manager	1	Internal Staff
Executive Producer	2-55; 73-77	Internal Staff
Operations Technician	2-55; 73-77	Per Diem to Staff
CBSN Digital Line Producer	2-55; 73-77	Internal Staff
TOC Operator	2-55; 73-77	Per Diem to Staff
Producer	2-55; 69; 73-77	Per Diem to Staff
Associate Producer	2-55; 73-77	Per Diem to Staff
Maintenance Technician	2-55; 69; 73-77	Per Diem to Staff

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE	RECRUITMENT SOURCE	ADDRESS	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	CBS & You Internal Job Posting	www.cbsandyou.com	N	
2	CBSDFW.Com	www.cbsdffw.com	N	16
Postings Via Direct Employer- Sourcing via Applicant Tracking Software:				
3	African American	https://africanamerican.dejobs.org/	N	
4	AfricanAmericanJobsite.com	http://www.africanamericanjobsite.com/	N	
5	AsianAmericanJobsite.com	http://www.asianamericanjobsite.com/	N	
6	The Black Perspective	https://blackperspective.com/career-search-engine/	N	
7	Campus Pride	http://campuspride.jobs	N	
8	Direct Employers Diversity	https://diversity.dejobs.org	N	
9	Diversityworkers.com	http://www.diversityworkers.com	N	
10	Hispanic American	https://hispanicamerican.dejobs.org/	N	
11	HispanicJobsite.com	http://www.hispanicjobsite.com	N	
12	Hispanic Today	https://hispanic-today.com/career-search-engine/	N	
13	Jobs4Women.net	http://www.jobs4women.net	N	
14	Latino American	https://latinoamerican.dejobs.org	N	
15	Lgbtjobsite.com	http://www.lgbtjobsite.com	N	
16	LGBTQ	https://lgbtq.dejobs.org/	N	
17	Minority	https://minority.dejobs.org/	N	
18	Native American	https://nativeamerican.dejobs.org	N	
19	RetiredStars.com	http://www.retiredstars.com	N	
20	SeniorJobsNetwork.com	http://www.seniorjobsnetwork.com	N	
21	Way Finders Careers	http://wayfinderscareers.com	N	
22	Women	https://women.dejobs.org	N	
23	Women For Hire	http://jobs.womenforhire.com	N	
24	Women in Business and Industry.com	https://wib-i.com	N	
25	Jobs4Women.net	http://www.jobs4women.net	N	
26	Allsup Employment Services	https://disability.dejobs.org/allsup-disability-partner/	N	
27	Direct Employers Disability	https://disability.dejobs.org	N	
28	Disabled Veterans	https://disabledveterans.dejobs.org/	N	
29	Easter Seals	https://easterseals.dejobs.org	N	
30	Enable America	https://enableamerica.dejobs.org	N	
31	Land A Job	http://jobs.landajob.org/	N	
32	National Multiple Sclerosis Society	https://nationalmssociety.dejobs.org	N	
33	Our Ability	http://www.ourability.com/	N	
34	The Career Index Plus	http://thecareerindex.com	N	
35	CASY/National Guard Employment Program	https://jobs.msccn.org/usa/jobs/	N	
36	Direct Employers Veterans	https://veterans.dejobs.org	N	
37	Military Spouse	https://militaryspouse.dejobs.org/	N	
38	Military Spouse Corporate Career Network (MSCCN)	https://jobs.msccn.org/usa/jobs/	N	
39	Save Our Veterans	http://board.jobcentral.com/saveourveterans	N	
40	Student Veterans Of America	http://studentveteransofamerica.jobs	N	
41	The HER Foundation Inc.	https://honorher.works/	N	
42	USA Cares	https://careers.usacares.org/	N	
43	US Military Pipeline	https://usmilitarypipeline.com/	N	
44	Veteran's Enterprise	https://veteransenterprise.com/career-search-engine/	N	
45	Veterans Job Bank	https://www.vets.gov/employment/job-seekers/search-jobs	N	
46	VeteranJobSite.com	http://www.veteranjobsite.com/	N	
47	Vet jobs	https://jobs.vetjobs.org/	N	

48	Work In Texas Veterans (Texas State Workforce)	http://workintexas-veterans.jobs/	N	
49	State of Texas	https://www.workintexas.com/vosnet/Default.aspx	N	1
50	Indeed	www.indeed.com	N	4
51	Juju	http://www.job-search-engine.com/	N	
52	The Ladders	http://TheLadders.com/	N	
53	LinkedIn	https://www.linkedin.com/	N	4
54	Zippia.com	https://www.zippia.com	N	
55	Ziprecruiter.com	https://www.ziprecruiter.com/	N	
Manual Postings:				
56	Southern Methodist University	www.smu.edu	N	
57	Hispanic Communicators of Dallas/Fort Worth	www.dfwhispanic.org	N	
58	Fort Worth Metropolitan Black Chamber of Commerce	www.fwmbcc.org	N	
59	Fort Worth Hispanic Chamber of Commerce	www.fwhcc.com	N	
60	Tarrant County College-NE Campus	www.tccd.edu	N	
61	University of North Texas	www.unt.edu	N	
62	American Broadcasting School	www.radioschool.com	N	
63	Texas Christian University	www.tcu.edu	N	
64	The Art Institute of Dallas	www.aii.edu	N	
65	University of Texas at Arlington	www.uta.edu	N	
66	University of Texas at Dallas	www.utdallas.edu	N	
67	Dallas Morning News	www.dallasnews.com	N	
68	Fort Worth Star Telegram	www.star-telegram.com	N	
69	Texas Association of Broadcasters	www.tab.org	N	
70	TV Jobs	www.tvjobs.com	N	
71	Spot N' Dots	www.spotsndots.com	N	
72	Rick Gevers	www.rickgevers.com	N	
73	Industry	n/a	N	2
74	Talent Agents	n/a	N	2
75	Employee Referral	n/a	N	11
76	Internal Staff Promotion/ Transfers	n/a	N	17
77	Non-Employee/Previous Employee Referral	n/a	N	

TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD

57

III. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Participated in the Media Professionals Networking Night Job Forum-Texas Christian University- This event was attended by Broadcast Journalism students interested in opportunities in the broadcast industry and our available internships.	11/12/19	Leslie Garrett – Human Resources Laurie Passman- VP News Director
Participated in the Media Day Event- Arkansas State University This event was attended by students interested in the media industry. Opportunity to learn more about industry opportunities, potential jobs and information/recruiting for internships.	1/14/2020	David Hershey- Director Creative Services

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Station Internship Program KTVT- TV continues to offer an internship program that is designed to assist college students to acquire skills needed for Broadcast employment. The program provided meaningful hands on work experience in the areas of Sports, Creative Services, Sales and News. Interns were exposed to multiple areas in marketing, newsgathering, business and commercial production. This included variations of commercial shoots, edit sessions, going out on sales calls with our Account Executives and reporting from the field with our Reporters and Photographers. Interns worked with various staff members.	Ongoing Spring, Summer & Fall Semesters- 16 Student Interns during reporting period	Leslie Garrett- Human Resource Manager David Hershey – VP/Director of Creative Services Dandy Killeen- Sports Executive Producer Laurie Passman- VP/News Director Ryan Armstrong- Executive Producer Various staff of Creative Services, Sports, Newsroom, Production, Producers, Reporters and Photographers
News Apprenticeship KTVT provides an apprentice program to help develop strong newsroom leadership skills for those interested in the behind the scenes editorial opportunities. The Program exposes candidates to the various disciplines of broadcast journalism from the assignment desk to newscast writing and producing, promotion writing, news editing to special projects. Apprentices will be working side by side with News Department professionals, learning their craft and gaining valuable experience and knowledge. Typically a recent college graduate who has a serious interest in pursuing a career in TV News with the potential outcome of full time employment with CBS as a goal.	6-12 month program	Laurie Passman- VP News Director

(c) Participation in Events.

Description of Recruitment Measure:	Personnel Involved: (Name and Position)
<p>Career Days Speak to students to educate them about the importance of education and what their journey was like getting into broadcast. Each explained what role they play in the Industry and encouraged the students to learn and discover what they want to do when they grow up.</p> <p>University of North Texas- Sports Broadcasting Class Richardson Classical Academy Westpark Elementary Smithfield Middle School Food Sales Association Scholarship Foundation Independence Elementary Andrews Elementary Shady Oaks Elementary Keller Middle School Highland Park Middle School Sydney Poynter Middle School Girl Scouts Council-FW Highland Park High School Delaney Elementary School</p>	<p>Dandy Killeen-Sports Director Jeff Jamison- Meteorologist Jeff Jamison- Meteorologist Jeff Ray- Meteorologist Robbie Owens- Reporter Scott Padgett- Chief Meteorologist Scott Padgett- Chief Meteorologist Stewart McKenzie- Sr Producer Doug Dunbar- Anchor Ken Foote- Director of Programming Caroline Vandergriff-Reporter Brenna Stewart- Production Assistant Ginger Allen- Reporter Kelsey Mittauer- Special Project EP</p>
<p>Storm Chaser Touch a Truck Hands-on opportunity to see automobiles, engineering meteorology and different industries. To bring about interest and awareness to students and families about opportunities for potential careers</p>	<p>Jeff Ray- Meteorologist, Jonathan Hollon- Maintenance Technician</p>
<p>Station Tours Station tours are given to various organizations and area school students for the primary purpose of providing an educational experience to the viewing public as to the inner workings of the stations.</p> <p>Trey Mallery High School Percy Elementary Nolan Catholic High School Western Hills High School TCU Journalism Lakewood High School</p>	<p>Public Relations Director, Receptionist and News Director</p>

(d) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p>Train Hiring Executives in the recruitment process for openings within their respective departments. (Ongoing)</p>	<p>Leslie Garrett- Human Resources, Department Heads, and all Managers</p>	<p>Meet with individual Dept. Managers to go over recruitment process, do's and don'ts of interviewing techniques, making sure a good mix of qualified candidates are interviewed prior to the hiring decision. Also specific meeting for department heads to review recruiting practices held 2/23/2020.</p>
<p>New Hire Orientation Meetings - Company and EEO Policy Dissemination and Review (Ongoing)</p>	<p>Leslie Garrett- Human Resources</p>	<p>The Company's EEO Policies, which include "Addressing Sexual Harassment in the Workplace" and "AntiHarassment/Discrimination" (which can be found in the HR Policy Manual, accessible to employees through the CBS and You website portal), is discussed with all newly hired employees as part of their New Hire Orientation.</p>
<p>CBS Corporation Business Conduct Statement (BCS), which summarizes the most important policies and rules that apply to CBS and its employees, including Equal Employment Opportunity and Harassment-Free Workplace Environment.</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 & 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>CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees: In addition to the Business Conduct Statement, employee courses included "Addressing Sexual Harassment in the Workplace", "AntiHarassment/Discrimination Courses", "Information Security", "The American with Disabilities Act", etc. In the 4th 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 their "Certificate of Completion". Training is mandatory every other year as a refresher.</p>	<p>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 & You website portal. The CBS Business Conduct Statement is also accessible to all CBS employees via the online CBS and You website postal as well.</p>