

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 1, 2021 to March 31, 2022.

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

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

EEO Contact Information for Unit Member:

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**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
1	Research Director	1-2; 10-68	LinkedIn
2	Producer	1-3; 10-68	ViacomCBS Careers Site
3	Producer	1-3; 10-68	LinkedIn
4	Maintenance/ IT Technician	1-2; 8; 10-68	ViacomCBS Careers Site
5	Producer	1-3; 10-68	ViacomCBS Careers Site
6	Executive Producer	1-3; 9; 10-68	ViacomCBS Careers Site
7	Digital Content Producer	1-2; 10-68	Referred by ViacomCBS Employee
8	Digital Content Producer	1-2; 10-68	ViacomCBS Careers Site
9	Assistant Director of Engineering	1-2; 8; 10-68	Referred by ViacomCBS Employee
10	Digital Content Producer	1-2; 10-68	LinkedIn
11	Digital Content Producer	1-2; 10-68	ViacomCBS Careers Site
12	Multi Skilled Journalist	1-3; 10-68	ViacomCBS Careers Site
13	Editor/AP	1-2; 10-68	Referred by ViacomCBS Employee
14	Multi Skilled Journalist	1-3; 10-68	Contacted by a ViacomCBS Recruiter
15	Assignment Editor	1-2; 10-68	ViacomCBS Careers Site
16	Multi Skilled Journalist	1-3; 10-68	Referred by ViacomCBS Employee
17	Account Executive	1-2; 10-68	Indeed
18	General Manager	1-2; 3; 8; 10-68	Facebook
19	Maintenance/IT Technician	1-2; 8; 10-68	Referred by ViacomCBS Employee
20	Editor/AP	1-2; 10-68	Referred by ViacomCBS Employee
21	Assistant News Director	1-3; 10-68	Promotion
22	Producer	1-3; 10-68	Promotion
23	Director/Technical Director	1-2; 8; 10-68	Promotion
24	Content Manager	1-3; 8; 10-68	LinkedIn
25	Digital Content Producer	1-2; 10-68	Promotion
26	Digital Content Producer	1-2; 10-68	Promotion
27	Operations Coordinator	1-2; 10-68	Promotion
28	Producer	1-3; 10-68	Promotion
29	Transmitter Supervisor	1-2; 10-68	Referred by ViacomCBS Employee

30	Maintenance/IT Technician	1-2; 8; 10-68	Promotion
31	Anchor	1-3; 10-68	Promotion
32	Anchor/Reporter	1-3; 8; 10-68	Promotion
33	Producer	1-3; 10-68	Promotion

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE	RECRUITMENT SOURCE	ADDRESS	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	Internal Staff/ Promotions/ Transfers	www.totalrewards.viacomcbs.com	NA	13
2	ViacomCBS Career Site	www.viacomcbs.com/careers	NA	43
3	Talent Dynamics	www.talentedynamics.com	N	
4	Facebook	www.facebook.com	N	2
5	Contacted by a ViacomCBS Recruiter	www.viacomcbs.com/careers	N	5
6	Referred by ViacomCBS Employee	www.viacomcbs.com/careers	N	31
7	Job Board Campus or Professional	www.viacomcbs.com/careers	N	4
8	Glassdoor	www.glassdoor.com	N	1
9	Texas Association of Broadcasters	www.tab.org	N	
10	TV Jobs	www.tvjobs.com	N	
Postings Via Direct Employer- Sourcing via Applicant Tracking Software:				
11	African American	https://africanamerican.dejobs.org/	N	
12	AfricanAmericanJobsite.com	http://www.africanamericanjobsite.com/	N	
13	AsianAmericanJobsite.com	http://www.asianamericanjobsite.com/	N	
14	Asian American	https://asianamerican.dejobs.org/	N	
15	The Black Perspective	https://blackperspective.com/career-search-engine/	N	
16	Campus Pride	http://campuspride.jobs	N	
17	Direct Employers Diversity	https://diversity.dejobs.org	N	
18	Diversityworkers.com	http://www.diversityworkers.com	N	
19	Hispanic American	https://hispanicamerican.dejobs.org/	N	
20	HispanicJobsite.com	http://www.hispanicjobsite.com	N	
21	Hispanic Today	https://hispanic-today.com/career-search-engine/	N	
22	Jobs4Women.net	http://www.jobs4women.net	N	
23	Latino American	https://latinoamerican.dejobs.org	N	
24	Lgbtjobsite.com	http://www.lgbtjobsite.com	N	
25	LGBTQ	https://lgbtq.dejobs.org/	N	
26	Minority	https://minority.dejobs.org/	N	
27	Native American	https://nativeamerican.dejobs.org	N	
28	RetiredStars.com	http://www.retiredstars.com	N	
29	SeniorJobsNetwork.com	http://www.seniorjobsnetwork.com	N	
30	Way Finders Careers	http://wayfinderscareers.com	N	
31	Women	https://women.dejobs.org	N	
32	Women For Hire	http://jobs.womenforhire.com	N	
33	Women in Business and Industry.com	https://wib-i.com	N	
34	Jobs4Women.net	http://www.jobs4women.net	N	
35	Allsup Employment Services	https://disability.dejobs.org/allsup-disability-partner/	N	
36	Direct Employers Disability	https://disability.dejobs.org	N	
37	DisabilityJobSite.org	http://www.disabilityjobsite.com/	N	
38	Disabled Veterans	https://disabledveterans.dejobs.org/	N	
39	Easter Seals	https://easterseals.dejobs.org	N	
40	Enable America	https://enableamerica.dejobs.org	N	
41	Land A Job	http://jobs.landajob.org/	N	
42	National Multiple Sclerosis Society	https://nationalmssociety.dejobs.org	N	
43	The Career Index Plus	http://thecareerindex.com	N	
44	Armed ServicesJobs.com	http://www.armedservicesjobs.com/	N	

45	CASY/National Guard Employment Program	https://jobs.msccn.org/usa/jobs/	N	
46	Direct Employers Veterans	https://veterans.dejobs.org	N	
47	Military Spouse	https://militaryspouse.dejobs.org/	N	
48	Military Spouse Corporate Career Network (MSCCN)	https://jobs.msccn.org/usa/jobs/	N	
49	Military Spouse Connections	https://militaryspouseconnection.dejobs.org/	N	
50	Student Veterans Of America	http://studentveteransofamerica.jobs	N	
51	The HER Foundation Inc.	https://honorher.works/	N	
52	USA Cares	https://careers.usacares.org/	N	
53	US Military Pipeline	https://usmilitarypipeline.com/	N	
54	Veteran's Enterprise	https://veteransenterprise.com/career-search-engine/	N	
55	Veterans Job Bank	https://www.vets.gov/employment/job-seekers/search-jobs	N	
56	VeteranJobSite.com	http://www.veteranjobsite.com/	N	
57	Vet jobs	https://jobs.vetjobs.org/	N	
58	American Job Center (USDOL)	https://www.careeronestop.org/JobSearch/job-search.aspx	N	
59	CareerOneStop (USDOL/ETA)	https://www.careeronestop.org/JobSearch/job-search.aspx	N	
60	My Skills My Future (USDOL/ETA)	http://www.myskillsmyfuture.org/	N	
61	The National Labor Exchange (operated through a public-private partnership between NASWA and DirectEmployers Association)	https://usnlx.com/	N	
62	State of Texas	https://www.workintexas.com/vosnet/Default.aspx	N	
63	Indeed	www.indeed.com	N	12
64	Juju	http://www.job-search-engine.com/	N	
65	The Ladders	http://TheLadders.com/	N	
66	LinkedIn	https://www.linkedin.com/	N	18
67	Zippia.com	https://www.zippia.com	N	
68	Ziprecruiter.com	https://www.ziprecruiter.com/	N	

TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD

129

III. Supplemental Recruitment Measures.

(a) Job Fairs and Recruiting.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Keller Job Fair- CBS was a sponsor. In addition to having a recruiting effort at the fair, CBS 11 also ran advertising spots to promote the job fair opportunity to our community	June 2021	David Hershey- Creative Services Director Michael Fezatte- Director of Production
North Texas Job Fair- CBS was a Sponsor. In addition to having a recruiting effort at the fair, CBS 11 also ran advertising spots to promote the job fair opportunity to our community	July 2021	Leslie Garrett- Human Resource Manager
University of North Texas- Communication Networking Event in conjunction with the UNT Career Center. Hour-long panel with a professional from each concentration (broadcast, print, photo, PR, advertising), coupled with a job fair where students solicit and network to talk jobs and internships.	March 2022	Raquel Amparo- President & General Manager Leslie Garrett- Human Resource Manager David Hershey- Creative Services Director
Texas Intercollegiate Press Association- Job Fair during their annual Spring convention. Nearly 400 students about to graduate or seeking internships.	March 2022	Leslie Garrett- Human Resource Manager

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Internship program was halted due to COVID -19 pandemic. Only essential workers were allowed to be at the station during the reporting period. Internships are resuming in Summer 2022.	n/a	n/a

(c) Participation in Events.

Description of Measure:	Date:	Personnel Involved: (Name and Position)
NAHJ - DFW Hispanic Communicators- Attended the Local chapter's 50th anniversary celebration and scholarship dinner. We spent the night networking and recruiting for our open positions.	October 2021	Raquel Amparo- President & General Manager Ken Molestina- Anchor/Reporter Josh Barlow- Executive Producer
University of North Texas- Broadcasting class- Speak to students and members of the community to educate them about the importance of education and what their journey was like getting into broadcast. Explain what role they play in the Industry and encourage the students to learn and discover what they want to do and what opportunities are available.	November 2021	David Hershey- Creative Services Director
UNT Mayborn School of Journalism- Met with the Dean to discuss open positions and the best ways to recruit from current roster as well as network to graduates in the field.	November 2021	Raquel Amparo- President & General Manager
Texas Wesleyan University- Spoke with current journalism and broadcast students. Discussed career tracks and answered their questions about the business. Encouraged students to reach out about possible internships.	February 2022	Raquel Amparo- President & General Manager
Texas Association of Broadcast Educators- Participated in a panel discussion before high school and college students - addressing shifts and changes to the industry during the pandemic and what they can expect from those first jobs.	February 2022	Raquel Amparo- President & General Manager
North Texas Auto Show- GM and HR staffed the Sponsor booth to seek out opportunities to recruit from the local community. We spoke with community members encouraging them to seek employment in television, spoke with several College students about internship opportunities and networked with parents who have students in the media business.	March 2022	Raquel Amparo- President & General Manager Laurie Passman- VP/ News Director David Hershey- Creative Services Director Leslie Garrett- Human Resource Manager
University of North Texas- Career Kickstarter Event Spoke on a panel about the future of our industry, our experiences and how we survived the Covid months. It is an opportunity to find potential employees and interns.	March 2022	David Hershey- Creative Services Director
NAHJ - DFW Hispanic Communicators- March Networking event- Our new General Manager was recognized as the First Latina to be a General Manager in a Top Five Market. We all networked to recruit for open positions at the stations.	March 2022	Raquel Amparo- President & General Manager Karen Borta- Anchor Ken Molestina- Anchor/Reporter Leslie Garrett- Human Resource Manager

(d) Training Personnel

Description of Measure:	Date:	Personnel Involved: (Name and position)	Describe Training:
Train Hiring Managers in the recruitment process	Ongoing, kickoff recruitment meetings	Leslie Garrett- Human Resource Manager, Department Heads, and all Hiring Managers	Train management level personnel as to methods for ensuring equal employment opportunity and preventing discrimination.
New Hire Orientation Meetings - Company EEO and Anti-Harassment Policy Dissemination and Review	Ongoing as each person is hired	Leslie Garrett- Human Resource Manager	Present and review information with all staff employees about our commitment to equal employment opportunities and preventing harassment in the workplace.
ViacomCBS Web-Based Training Modules distributed to all Full-Time and New Hire Employees 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 rotate throughout the years and include “Preventing Sexual Harassment in the Workplace”, “Anti-Harassment/Discrimination Courses”, etc.	Ongoing as each person is hired; Most recent required training was due 1/17/21	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.	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 available in the Policy Guide which is accessible to all ViacomCBS Employees on the Total Rewards internal website portal.
Maintaining a Respectful Workplace at KTVT - Presentation by Corporate Legal Team	December 2021	Andy Siegel-SVP General Counsel Zach Abella- VP Assistant General Counsel Elizabeth Dunn- Assistant General Counsel Raquel Amparo- President/ General Manager Leslie Garrett- Human Resource Manager All Full Time Staff and Per Diem Employees	Training to ensure all employees are Informed of our Non- Discrimination and Anti-Harassment Policies. Understanding the laws to protect each employee, prohibited conduct, complaint procedures, and our policy on no retaliation. Case studies discussed and encouraged employees to ask questions.
LinkedIn Learning, Get Abstract, and Brainstorm	Ongoing	Available to All Full Time Employees	Training programs available to all Full Time Staff Employees designed to enable station personnel to acquire skills that could qualify them for higher level positions.
Mentoring+	Ongoing	Available to All Full Time Employees	Program to build a lasting relationship while working on a development goal of choice. Mentoring+ provides new insight & fresh perspectives for both mentees & mentors equipping employees with skills and learning that prepare them for career advancement.

Goal Setting and Performance Feedback	Goals in by End of Q1, check-in by June, Final check in by end of Q1 following year	Available to All Full Time Employees	Performance Development Program for Employees to drive meaningful and ongoing conversations about impact and growth. Employees establish goals that are clear, high-impact and aligned to priorities and receive feedback from Managers to proactively assist them in their career development.
Succession Training	Ongoing, also coupled with Goal Setting in Q1	Available to All Full Time Employees	Identify up and coming skilled employees to build pipeline of internal talent to help our employees grow as our operations expand. Additional training is provided on an as-needed basis to grow skillset to lead to higher level positions