

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 1, 2016 to March 31, 2017.

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:

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 Hiree
Sales Assistant	1-3;5-38; 42-47	CBS Website
Reporter	1-3;5-38; 42-47	Talent Agent
Producer	1-38; 42-47	Internal Employee
Sales Assistant	1-3;5-38; 42-47	CBS Website
Chief Meteorologist	1-23; 42-47	Internal Employee
Account Executive Digital	1-3;5-38; 42-47	CBS Website
Reporter	1-3;5-38; 42-47	Talent Agent
Executive Producer	1-3;5-38; 42-47	CBS Website
Master Control Operator	1-23; 42-47	CBS Website
Assignment Desk Editor	1-3;5-38; 42-47	Per Diem to Staff
Assignment Desk Editor	1-3;5-38; 42-47	CBS Website
Producer	1-38; 42-47	CBS Website
Producer	1-38; 42-47	Internal Employee
Traffic Reporter	1-23; 42-47	Talent Agent
Director of Mktg/New Business	1-23; 42-47	CBS Website
Digital Sales Manager	1-23; 42-47	CBS Website
VP/ News Director	1-23; 42-47	CBS Website
Account Executive	1-3;5-38; 42-47	CBS Website

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	Direct Employers	www.my.jobs.com	Avature	Website	N	
2	CBSDFW.COM	www.cbsdfw.com	Avature	817-586-7206	N	56
3	CBS & You Internal Job Posting	www.cbsandyou.com	Avature	817-586-7206	N	6
4	Linked In	www.linkedin.com	Various Managers	817-586-7206	N	4
5	Texas Association of Broadcasters	www.tab.org	Craig Bean	512-322-9944	N	4
6	America's Job Exchange (AJE)	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
7	AJE Veterans Exchange	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
8	AJE Disability Exchange	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
9	AJE State Exchange	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
10	Disabled Persons	www.Disabledperson.com	Posting via CBS Applicant Tracking System	Website	N	
11	Diversity Jobs	www.Diversityjobs.com	Posting via CBS Applicant Tracking System	Website	N	
12	Diversity Working	www.diversityworking.com	Posting via CBS Applicant Tracking System	Website	N	
13	Veteran Jobs	www.Veteranjobs.net	Posting via CBS Applicant Tracking System	Website	N	
14	Asian Hires	www.Asianhires.com	Posting via CBS Applicant Tracking System	Website	N	
15	African American Hires	www.Africanamericanhires.com	Posting via CBS Applicant Tracking System	Website	N	
16	Disability Jobs	www.Disabilityjobs.net	Posting via CBS Applicant Tracking System	Website	N	
17	All LGBT Jobs	www.Alllgbtjobs.com	Posting via CBS Applicant Tracking System	Website	N	
18	Job Opportunities for Disabled American Veterans (JOFDAV)	www.Jofdav.com	Posting via CBS Applicant Tracking System	Website	N	
19	Career Jet	www.Careerjet.com	Posting via CBS Applicant Tracking System	Website	N	
20	Glassdoor	www.Glassdoor.com	Posting via CBS Applicant Tracking System	Website	N	
21	Indeed	www.Indeed.com	Posting via CBS Applicant Tracking System	Website	N	

22	Juju	www.Juju.com	Posting via CBS Applicant Tracking System	Website	N	
23	Simply Hired	www.simplyhired.com	Posting via CBS Applicant Tracking System	Website	N	
24	Southern Methodist University	www.smu.edu	Pam Hackett	214-768-3540	N	
25	Hispanic Communicators of Dallas/Fort Worth	www.dfwhispanic.org	Teevee Aguirre	Website	N	
26	Fort Worth Metropolitan Black Chamber of Commerce	www.fwmbcc.org	B Bolden	817-871-6538	N	
27	Fort Worth Hispanic Chamber of Commerce	www.fwhcc.com	Daniela Correa	817-625-5411	N	
28	Tarrant County College-NE Campus	www.tccd.edu	Gina Maloy	817-515-8223	N	
29	University of North Texas	www.unt.edu	Dan Naegeli	940-565-2105	N	
30	American Broadcasting School	www.radioschool.com	Michelle McConnell	817-695-2474	N	
31	Texas Women's University	www.twu.edu	Sherri Williams	940-TWU-2000	N	
32	Texas Christian University	www.tcu.edu	Jean Marie Brown	817-257-4241	N	
33	The Art Institute of Dallas	www.aii.edu	Laurie Garner	817-210-0785	N	
34	University of Texas at Arlington	www.uta.edu	Barbara Peet	817-272-2932	N	
35	Dallas Urban League	www.ulgdntx.com	Katrina King	214-915-4600	N	
36	University of Texas at Dallas	www.utdallas.edu	Nakoya Moss	972-883-2943	N	
37	DeVry Institute of Technology	www.devry.edu	Sondra Lohr	972-929-9353	N	
38	U.S. Department of Veterans Affairs	www.VA.gov	Rachelle Alexander	214-735-4201	N	
39	Dallas Morning News	www.dallasnews.com	Email/Website Posting	800-925-1500	N	
40	Fort Worth Star Telegram	www.star-telegram.com	Email/Website Posting	800-776-7827	N	
41	TV Jobs	www.tvjobs.com	Email/Website Posting	Website	N	
42	Industry	n/a	n/a	n/a	N	22
43	Talent Agents	n/a	n/a	n/a	N	18
44	Employee Referral	n/a	n/a	n/a	N	2
45	Internal Staff	n/a	n/a	n/a	N	5
46	Per Diem Staff	n/a	n/a	n/a	N	7
47	Non-Employee/Previous Employee Referral	n/a	n/a	n/a	N	3

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD

127

III. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Participated in the Bob Schieffer College of Communication Job Forum. This event was attended by TCU Broadcast Journalism students interested in opportunities in the broadcast industry and our available internships.	10/17/16	Leslie Garrett – Human Resources
Participated in the Mayborn School of Journalism Career Fair at The University of North Texas. This Fair was attended by UNT students interested in obtaining internships and career opportunities within the media industry.	10/6/16	Leslie Garrett – Human Resources
Developed and Hosted the 2017 Texas is Hiring at North Park Mall A Community based event, with more than 5000 in attendance. This program was developed to help those who need assistance with continuing education and career advancement. Companies discussed the opportunities in the marketplace and the opportunities and careers available at KTVT/ KTXA. The Expo allowed representatives of participating businesses and schools to meet and speak with individuals regarding career and education opportunities. KTXA put on the 5 th Annual Expo and promoted the event on both stations and our website in an effort to widely disseminate and market the event.	1/20/17	Gary Schneider- President & General Manager Matt Flewelling- VP Director of Sales Leslie Garrett- Human Resources Mgr Elliott Moore- Sales Marketing Manager Lori Conrad- Director of Communications James Perez- Sales Manager David Baer- National Sales Manager Zach Wohldmann- Account Executive John Kemp- Account Executive Jay Stokes- Account Executive Joan Hemstreet- Account Executive Bernadette Pitts- Account Executive Rich Edmond- Account Executive Natalie Tims- Account Executive

(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. Interns were exposed to multiple areas in marketing, news gathering, commercial production including commercial shoots, edit sessions, and going out on calls with our Reporters and Photographers. In addition, Interns were also given the opportunity to be involved with the Digital Media department where they wrote and learned the basics of web publishing. Interns worked with various staff members.	Ongoing Spring, Summer & Fall Semesters- 14 Student Interns during reporting period	Leslie Garrett- Human Resources/ Internship Coordinator David Hershey – VP/Director of Creative Services Dandy Killeen- Sports Executive Producer Various staff of Creative Services, Sports, Newsroom, Web Team, Production, Producers, Reporters and Photographers
Emma Bowen Program 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 student rotates from department to department each summer of the internship to learn the inner workings of a television station.	Summer 2016	Gary Schneider- President & General Manager Leslie Garrett- Human Resources Mgr Staff in various roles with all Departments

(c) Participation in Events.

Description of Recruitment Measure:	Date:	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>H. Grady Spruce High School in Dallas Inspired Vision Elementary Madison High School Richard J. Lee Elementary Eladio R. Martinez Elementary, Dallas Morningside Elementary Highland Park Middle School Plummer Elementary Glen Oaks Elementary University of North Texas</p>	<p>4/8/16 4/13/16 4/21/16 8/10/16 11/10/16 11/15/16 11/18/16 3/9/17 3/32/17 3/24/17</p>	<p>Stoney Jackson-Photographer Jeff Jamison- Meteorologist Steve Pickett-Reporter Chelsey Davis- Traffic Reporter Lisa Villegas- Meteorologist Jeff Jamison- Meteorologist Ginger Allen-Investigative Reporter Yona Gavino- Reporter Jeff Ray- Meteorologist David Hershey-Creative Director</p>
<p>Guest Lecturer- University of North Texas Spoke with Broadcast Journalism Production students about opportunities in the broadcast industry and the different career paths available to broadcast majors. Answered individual questions.</p>	<p>4/21/16</p>	<p>Mike Lozano- Photographer</p>
<p>Guest Lecturer- University of Texas at Arlington Spoke with Journalism students about how Social Media has evolved in the newsroom. Answered individual questions.</p>	<p>9/12/16</p>	<p>Lynn O'Donnell- Producer</p>
<p>Guest Lecturer- University of Southern California Spoke with Broadcast Management students about opportunities in the broadcast industry and the different career paths available to broadcast majors. Answered individual questions.</p>	<p>9/13/16</p>	<p>Ken Molestina- Reporter</p>
<p>Guest Lecturer- Southern Methodist University Spoke on the opportunities available to the exiting Journalism students in the News Industry. What they should look to do to launch their career and help them navigate the industry and prepare for challenges.</p>	<p>10/13/16</p>	<p>Mike Lozano- Photographer</p>
<p>Panelist- Southern Methodist University Spoke at the Sammons Lecture in Media Ethics</p>	<p>10/19/16</p>	<p>Steve Pickett- Reporter</p>
<p>Guest Lecturer- University of North Texas Spoke with Broadcast Media students about digital and social media platforms. Best practices to engage audiences utilizing the digital world. Answered individual questions.</p>	<p>11/21/16</p>	<p>Geoff Petrusis- Digital Director</p>
<p>Guest Speaker-Highland Park Middle School Spoke with speech students about skills required for a career in broadcasting</p>	<p>2/10/17</p>	<p>Ginger Allen, Investigative Reporter</p>
<p>Guest Lecturer- University of North Texas Spoke on the opportunities available to the exiting students in the Spots Broadcasting Industry. What they should look to do to launch their career and help them navigate the industry and prepare for challenges.</p>	<p>3/8/17</p>	<p>Dandy Killeen- Sports Director</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>UTA- Society of Professional Journalists TCU- HS Journalism Workshop</p>	<p>Year round 4/28/16 6/17/16</p>	<p>Public Relations</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.</p>
<p>New Hire Orientation Meetings - Company and EEO Policy Dissemination and Review (Ongoing)</p>	<p>Leslie Garrett- Human Resources</p>	<p>The EEO Policy, as well as the Non-Discrimination and Anti-Harassment Policy (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>2016 Version of 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; October, 2016.</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 <u>Mandatory Compliance Training Courses:</u> The 2016 CBS Business Conduct Statement Training Course & Certification Sexual Harassment: Our Expectations for a Respectful Workplace Sexual Harassment: What Leaders need to know CBS Information Security Awareness Anti-Harassment Courses CBS Privacy by Design</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>