

## EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 1, 2018 to March 31, 2019.

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 Hiree
Assignment Editor	1-3; 5-23; 44-49	Employee Referral
Producer	1-23; 44-49	Per Diem to Staff
Web Producer	3; 44-49	Per Diem to Staff
Investigative Reporter	1-3; 5-23; 44-49	Industry
Writer/Producer	1-23; 44-49	CBSDFW.com
Station Manager	44-49	Internal Candidate
News Director	1-3; 5-23; 44-49	Internal Candidate
Sales Manager	1-23; 42; 44-49	CBSDFW.com
Executive Producer	1-23; 44-49	Industry
Account Executive	1-23; 44-49	Internal Candidate
Director of Engineering	1-3; 5-23; 44-49	Employee Referral
Reporter	1-3; 5-23; 44-49	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	Direct Employers	<a href="http://www.my.jobs.com">www.my.jobs.com</a>	Avature	Website	N	
2	CBSDFW.Com	<a href="http://www.cbsdfw.com">www.cbsdfw.com</a>	Avature	817-586-7206	N	19
3	CBS & You Internal Job Posting	<a href="http://www.cbsandyou.com">www.cbsandyou.com</a>	Avature	817-586-7206	N	
4	Linked In	<a href="http://www.linkedin.com">www.linkedin.com</a>	Various Managers	Website	N	1
5	Texas Association of Broadcasters	<a href="http://www.tab.org">www.tab.org</a>	Craig Bean	512- 322-9944	N	2
6	America's Job Exchange (AJE)	<a href="http://www.americanjobexchange.com">www.americanjobexchange.com</a>	Posting via CBS Applicant Tracking System	Website	N	
7	AJE Veterans Exchange	<a href="http://www.americanjobexchange.com">www.americanjobexchange.com</a>	Posting via CBS Applicant Tracking System	Website	N	
8	AJE Disability Exchange	<a href="http://www.americanjobexchange.com">www.americanjobexchange.com</a>	Posting via CBS Applicant Tracking System	Website	N	
9	AJE State Exchange	<a href="http://www.americanjobexchange.com">www.americanjobexchange.com</a>	Posting via CBS Applicant Tracking System	Website	N	
10	Disabled Persons	<a href="http://www.Disabledperson.com">www.Disabledperson.com</a>	Posting via CBS Applicant Tracking System	Website	N	
11	Diversity Jobs	<a href="http://www.Diversityjobs.com">www.Diversityjobs.com</a>	Posting via CBS Applicant Tracking System	Website	N	
12	Diversity Working	<a href="http://www.diversityworking.com">www.diversityworking.com</a>	Posting via CBS Applicant Tracking System	Website	N	
13	Veteran Jobs	<a href="http://www.Veteranjobs.net">www.Veteranjobs.net</a>	Posting via CBS Applicant Tracking System	Website	N	
14	Asian Hires	<a href="http://www.Asianhires.com">www.Asianhires.com</a>	Posting via CBS Applicant Tracking System	Website	N	
15	African American Hires	<a href="http://www.Africanamericanhires.com">www.Africanamericanhires.com</a>	Posting via CBS Applicant Tracking System	Website	N	
16	Disability Jobs	<a href="http://www.Disabilityjobs.net">www.Disabilityjobs.net</a>	Posting via CBS Applicant Tracking System	Website	N	
17	All LGBT Jobs	<a href="http://www.Alllgbtjobs.com">www.Alllgbtjobs.com</a>	Posting via CBS Applicant Tracking System	Website	N	
18	Job Opportunities for Disabled American Veterans (JOFDAV)	<a href="http://www.Jofdav.com">www.Jofdav.com</a>	Posting via CBS Applicant Tracking System	Website	N	
19	Career Jet	<a href="http://www.Careerjet.com">www.Careerjet.com</a>	Posting via CBS Applicant Tracking System	Website	N	
20	Glassdoor	<a href="http://www.Glassdoor.com">www.Glassdoor.com</a>	Posting via CBS Applicant Tracking System	Website	N	
21	Indeed	<a href="http://www.Indeed.com">www.Indeed.com</a>	Posting via CBS Applicant Tracking System	Website	N	

22	Juju	<a href="http://www.Juju.com">www.Juju.com</a>	Posting via CBS Applicant Tracking System	Website	N	
23	Simply Hired	<a href="http://www.simplyhired.com">www.simplyhired.com</a>	Posting via CBS Applicant Tracking System	Website	N	
24	Southern Methodist University	<a href="http://www.smu.edu">www.smu.edu</a>	Pam Hackett	214-768-3540	N	
25	Hispanic Communicators of Dallas/Fort Worth	<a href="http://www.dfwhispanic.org">www.dfwhispanic.org</a>	Teevee Aguirre	Website	N	
26	Fort Worth Metropolitan Black Chamber of Commerce	<a href="http://www.fwmbcc.org">www.fwmbcc.org</a>	B Bolden	817-871-6538	N	
27	Fort Worth Hispanic Chamber of Commerce	<a href="http://www.fwhcc.com">www.fwhcc.com</a>	Daniela Correa	817-625-5411	N	
28	Tarrant County College-NE Campus	<a href="http://www.tccd.edu">www.tccd.edu</a>	Gina Maloy	817-515-8223	N	
29	University of North Texas	<a href="http://www.unt.edu">www.unt.edu</a>	Dan Naegeli	940-565-2105	N	
30	American Broadcasting School	<a href="http://www.radioschool.com">www.radioschool.com</a>	Michelle McConnell	817-695-2474	N	
31	Texas Women's University	<a href="http://www.twu.edu">www.twu.edu</a>	Sherri Williams	940-TWU-2000	N	
32	Texas Christian University	<a href="http://www.tcu.edu">www.tcu.edu</a>	Jean Marie Brown	817-257-4241	N	
33	The Art Institute of Dallas	<a href="http://www.aii.edu">www.aii.edu</a>	Laurie Garner	817-210-0785	N	
34	University of Texas at Arlington	<a href="http://www.uta.edu">www.uta.edu</a>	Barbara Peet	817-272-2932	N	
35	Dallas Urban League	<a href="http://www.ulgdntx.com">www.ulgdntx.com</a>	Katrina King	214-915-4600	N	
36	University of Texas at Dallas	<a href="http://www.utdallas.edu">www.utdallas.edu</a>	Nakoya Moss	972-883-2943	N	
37	DeVry Institute of Technology	<a href="http://www.devry.edu">www.devry.edu</a>	Sondra Lohr	972-929-9353	N	
38	U.S. Department of Veterans Affairs	<a href="http://www.VA.gov">www.VA.gov</a>	Rachelle Alexander	214-735-4201	N	
39	Dallas Morning News	<a href="http://www.dallasnews.com">www.dallasnews.com</a>	Email/Website Posting	800-925-1500	N	
40	Fort Worth Star Telegram	<a href="http://www.star-telegram.com">www.star-telegram.com</a>	Email/Website Posting	800-776-7827	N	
41	TV Jobs	<a href="http://www.tvjobs.com">www.tvjobs.com</a>	Email/Website Posting	Website	N	
42	Spot N' Dots	<a href="http://www.spotsndots.com">www.spotsndots.com</a>	Email/Website Posting	Website	N	
43	Rick Gevers	<a href="http://www.rickgevers.com">www.rickgevers.com</a>	Email/Website Posting	Website	N	
44	Industry	n/a	n/a	n/a	N	4
45	Talent Agents	n/a	n/a	n/a	N	4
46	Employee Referral	n/a	n/a	n/a	N	5
47	Internal Staff	n/a	n/a	n/a	N	6
48	Per Diem to Staff	n/a	n/a	n/a	N	3
49	Non-Employee/Previous Employee Referral	n/a	n/a	n/a	N	2

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

**46**

### III. Supplemental Recruitment Measures.

#### (a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<b>Participated in the Media Professionals Networking Night Job Forum.</b> This event was attended by Broadcast Journalism students interested in opportunities in the broadcast industry and our available internships. (TCU)	11/12/18	Leslie Garrett – Human Resources Laurie Passman- VP News Director
<b>Participated in the Media Day Kickstarter Event</b> 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. (UNT)	3/22/19	David Hershey- Director Creative Services

#### (b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<b>Station Internship Program</b> 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- 12 Student Interns during reporting period	Leslie Garrett- Human Resources/ Internship Coordinator David Hershey – VP/Director of Creative Services Dandy Killeen- Sports Executive Producer Laurie Passman- Assistant News Director Matt Flewelling- Director of Sales Various staff of Creative Services, Sports, Newsroom, Sales, Production, Producers, Reporters and Photographers
<b>News Apprenticeship</b> 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><b>Career Days</b> 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><b>Southern Methodist University</b> <b>Highland Park Middle School</b> <b>University of North Texas</b> <b>Christie Elementary</b> <b>Cross Timbers MS</b></p>	<p>Mike Lozano- Photographer Ginger Allen- Investigative Reporter David Hershey- Director Creative Services Alexis Ramirez- Photographer Brian New-Reporter/Mike Lozano- Photog</p>
<p><b>Guest Lecturer- University of Arlington</b> Spoke with Broadcast Journalism students about opportunities in the broadcast and News industry. Spoke about the different career paths available to broadcast Journalism majors. Answered individual questions.</p>	<p>Laurie Passman- News Director</p>
<p><b>Guest Speaker- 2<sup>nd</sup> Grade Field Trip- Perot Museum</b> 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>Jeff Ray- Meteorologist</p>
<p><b>Panelist/Speaker- UNT Broadcast Education Association</b> Visited UNT Broadcast Journalism Students in Spring and Fall 2018- spoke about what it is like to work in the News Industry and good storytelling. Gave tips on how to break-in, relocating and daily job duties.</p>	<p>Jennifer Lindgren- Anchor/Reporter</p>
<p><b>Guest Panelist/Speaker- Hispanic/Latino Media and Marketing International Conference</b> Spoke on the opportunities available in the News Industry. What they should look to do to launch their career and help them navigate the industry and prepare for challenges, particularly as aspiring Hispanic/Latino students. (UT Arlington)</p>	<p>Ken Molestina-Anchor/Reporter</p>
<p><b>Emcee/ Keynote Speaker- Mayor's Intern Fellows (Dallas ISD)</b> Emceed luncheon event that focuses on providing life-changing opportunities thru eight-week internships to hundreds of Dallas ISD students.</p>	<p>Steve Pickett- Anchor/Reporter</p>
<p><b>Guest Speaker- Women in Film Career Bootcamp</b> Spoke on the opportunities available in broadcast and film for women and how to take advantage of opportunities; including jobs that they may not have been aware existed in broadcasting.</p>	<p>Ken Molestina-Anchor/Reporter</p>
<p><b>Mobile 11 Touch a Truck-Birdville Fine Arts Complex-</b> Hands-on opportunity to see automobiles, engineering and different industries. To bring about interest and awareness to students and families about opportunities for potential careers</p>	<p>Jonathan Hollon- Maintenance Technician</p>
<p><b>Station Tours</b> 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><b>TCU- HS Journalism Workshop</b> <b>Texas Wesleyan Journalism</b> <b>North Crowley HS Journalism</b> <b>Bonham ISD</b> <b>Fort Worth Academy</b> <b>Quinlan ISD HS Journalism</b></p>	<p>Public Relations &amp; Receptionist</p>

**(d) Training Management Personnel.**

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p><b>Train Hiring Executives in the recruitment process for openings within their respective departments.</b> (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><b>New Hire Orientation Meetings</b> - 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><b>2016 Version of 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; 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 &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>CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees</b> <u>Mandatory Compliance Training Courses:</u> The 2016 CBS Business Conduct Statement Training Course &amp; Certification Sexual Harassment: Maintaining a Respectful Workplace Sexual Harassment: Leading a Respectful Workplace CBS Information Security Awareness Anti-Harassment Courses CBS Privacy by Design Diversity and Inclusion Training: Unconscious Bias</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 &amp; 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>