

**EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period **April 1, 2022 to March 22, 2023.**

**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- Director of Planning and Operations
	E-mail Address: lgarrett@viacomcbs.com

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

	<b>Job Title</b>	<b>Recruitment Source Notified of Job Vacancy</b>	<b>Recruitment Source of Hire</b>
1	Multi-Skilled Editor	1-3; 9-72	Indeed
2	Sr. Graphic Artist	1-3; 9-72	Employee Referral
3	Director	1-4; 9-72	Employee Referral
4	Anchor	1-4; 9-72	Paramount Careers Site
5	Associate Producer	1-4; 9-72	Contacted by a Paramount Recruiter
6	Meteorologist	1-4; 9-72	Paramount Careers Site
7	Photographer	1-3; 9-72	Indeed
8	Assignment Editor	1-3; 9-72	Not Indicated
9	Multi-Skilled Editor	1-3; 9-72	Employee Referral
10	Meteorologist	1-4; 9-72	Not Indicated
11	Director	1-3; 9-72	Not Indicated
12	Photographer	1-3; 9-72	Not Indicated
13	Producer	1-4; 6; 9-72	LinkedIn
14	Account Executive	1-3; 9-72	Indeed
15	Director	1-3; 9-72	Employee Referral
16	Digital Content Producer	1-3; 9-72	Paramount Careers Site
17	Director	1-3; 5; 9-72	Facebook
18	Anchor	1-4; 9-72	LinkedIn
19	Multi-Platform Content Coordinator	1-3; 9-72	LinkedIn
20	Director Planning & Operations	1-3; 9-72	Paramount Careers Site
21	Investigative Multi-Skilled Producer	1-4; 9-72	Paramount Careers Site
22	Multi-Skilled Editor	1-3; 9-72	Contacted by a Paramount Recruiter
23	Executive Producer, Content Development	1-4; 9-72	LinkedIn
24	Producer	1-4; 6; 9-72	LinkedIn
25	Sr. Sales Marketing Specialist	1-3; 9-72	Paramount Careers Site
26	Sports Anchor/Reporter	1-4; 9-72	Contacted by a Paramount Recruiter
27	Photographer	1-3; 9-72	Employee Referral
28	Producer	1-4; 6; 9-72	Paramount Careers Site

29	Assignment Editor	1-3; 9-72	LinkedIn
30	Investigative Photographer/Editor & Producer	1-3; 9-72	Contacted by a Paramount Recruiter
31	Sr Photographer/Editor & Producer	1-3; 9-72	Employee Referral
32	National Consumer Correspondent	1-4; 9-72	Employee Referral
33	Investigative Multi-Skilled Producer	1-4; 9-72	LinkedIn
34	Executive Producer, Impacting Communities	1-4; 9-72	Not Indicated
35	Multi-Skilled Editor	1-3; 9-72	Not Indicated
36	Producer Special Projects	1-3; 9-72	Indeed
37	VP, News Director	1-4; 7-72	Employee Referral
38	Associate Producer	1-4; 7-72	LinkedIn
39	IT Engineer	1-3; 9-72	Contacted by a Paramount Recruiter
40	Multi-Skilled Reporter	1-4; 7-72	LinkedIn
41	Multi-Platform Executive Producer	1-4; 7-72	Employee Referral
42	Sports MSJ/Producer	1-4; 7-72	Contacted by a Paramount Recruiter
43	Director, Broadcast Operations & Engineering	1-4; 7-72	LinkedIn
44	Assistant News Director	1-4; 7-72	Contacted by a Paramount Recruiter
45	Digital Content Producer	1-4; 7-72	LinkedIn
46	VP, Sales	1-3; 9-72	Employee Referral
47	Associate Producer	1-4; 7-72	Indeed
48	Meteorologist	1-4; 7-72	Contacted by a Paramount Recruiter
49	Assignment Editor	1-3; 9-72	Employee Referral
50	Director, Streaming & Digital	1-3; 9-72	Contacted by a Paramount Recruiter
51	Meteorologist	1-4; 7-72	Contacted by a Paramount Recruiter
52	Producer	1-4; 7-72	Employee Referral
53	Director	1-3; 9-72	Indeed
54	Associate Producer	1-4; 7-72	Paramount Careers Site

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

CODE	RECRUITMENT SOURCE	ADDRESS	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>	N	48
2	Glassdoor	<a href="http://www.glassdoor.com">www.glassdoor.com</a>	N	
3	Indeed.com	<a href="http://www.indeed.com">www.indeed.com</a>	N	39
4	Talent Dynamics	<a href="http://www.talentedynamics.com">www.talentedynamics.com</a>	N	
5	Facebook	<a href="http://www.facebook.com">www.facebook.com</a>	N	3
6	Texas Association of Broadcasters	<a href="http://www.tab.org">www.tab.org</a>	N	
7	National Association of Black Journalists	<a href="http://www.NABJCareers.org">www.NABJCareers.org</a>	N	
8	National Association of Hispanic Journalists	<a href="http://www.NAHJCareers.org">www.NAHJCareers.org</a>	N	
<b>Postings Via Direct Employer- Sourcing via Applicant Tracking Software:</b>				
9	African American	<a href="https://africanamerican.dejobs.org/">https://africanamerican.dejobs.org/</a>	N	
10	AfricanAmericanJobsite.com	<a href="http://www.africanamericanjobsite.com/">http://www.africanamericanjobsite.com/</a>	N	
11	AsianAmericanJobsite.com	<a href="http://www.asianamericanjobsite.com/">http://www.asianamericanjobsite.com/</a>	N	
12	Asian American	<a href="https://asianamerican.dejobs.org/">https://asianamerican.dejobs.org/</a>	N	
13	The Black Perspective	<a href="https://blackperspective.com/career-search-engine/">https://blackperspective.com/career-search-engine/</a>	N	
14	Campus Pride	<a href="http://campuspride.jobs">http://campuspride.jobs</a>	N	
15	Direct Employers Diversity	<a href="https://diversity.dejobs.org">https://diversity.dejobs.org</a>	N	

16	Diversityworkers.com	<a href="http://www.diversityworkers.com">http://www.diversityworkers.com</a>	N	
17	Hispanic American	<a href="https://hispanicamerican.dejobs.org/">https://hispanicamerican.dejobs.org/</a>	N	
18	HispanicJobsite.com	<a href="http://www.hispanicjobsite.com">http://www.hispanicjobsite.com</a>	N	
19	Hispanic Today	<a href="https://hispanic-today.com/career-search-engine/">https://hispanic-today.com/career-search-engine/</a>	N	
20	Jobs4Women.net	<a href="http://www.jobs4women.net">http://www.jobs4women.net</a>	N	
21	Latino American	<a href="https://latinoamerican.dejobs.org">https://latinoamerican.dejobs.org</a>	N	
22	Lgbtjobsite.com	<a href="http://www.lgbtjobsite.com">http://www.lgbtjobsite.com</a>	N	
23	LGBTQ	<a href="https://lgbtq.dejobs.org/">https://lgbtq.dejobs.org/</a>	N	
24	Minority	<a href="https://minority.dejobs.org/">https://minority.dejobs.org/</a>	N	
25	Native American	<a href="https://nativeamerican.dejobs.org">https://nativeamerican.dejobs.org</a>	N	
26	RetiredStars.com	<a href="http://www.retiredstars.com">http://www.retiredstars.com</a>	N	
27	SeniorJobsNetwork.com	<a href="http://www.seniorjobsnetwork.com">http://www.seniorjobsnetwork.com</a>	N	
28	Way Finders Careers	<a href="http://wayfinderscareers.com">http://wayfinderscareers.com</a>	N	
29	Women	<a href="https://women.dejobs.org">https://women.dejobs.org</a>	N	
30	Women For Hire	<a href="http://jobs.womenforhire.com">http://jobs.womenforhire.com</a>	N	
31	Women in Business and Industry.com	<a href="https://wib-i.com">https://wib-i.com</a>	N	
32	Jobs4Women.net	<a href="http://www.jobs4women.net">http://www.jobs4women.net</a>	N	
33	Allsup Employment Services	<a href="https://disability.dejobs.org/allsup-disability-partner/">https://disability.dejobs.org/allsup-disability-partner/</a>	N	
34	Direct Employers Disability	<a href="https://disability.dejobs.org">https://disability.dejobs.org</a>	N	
35	DisabilityJobSite.org	<a href="http://www.disabilityjobsite.com/">http://www.disabilityjobsite.com/</a>	N	
36	Disabled Veterans	<a href="https://disabledveterans.dejobs.org/">https://disabledveterans.dejobs.org/</a>	N	
37	Easter Seals	<a href="https://easterseals.dejobs.org">https://easterseals.dejobs.org</a>	N	
38	Enable America	<a href="https://enableamerica.dejobs.org">https://enableamerica.dejobs.org</a>	N	
39	Land A Job	<a href="http://jobs.landajob.org/">http://jobs.landajob.org/</a>	N	
40	National Multiple Sclerosis Society	<a href="https://nationalmssociety.dejobs.org">https://nationalmssociety.dejobs.org</a>	N	
41	The Career Index Plus	<a href="http://thecareerindex.com">http://thecareerindex.com</a>	N	
42	Armed ServicesJobs.com	<a href="http://www.armedservicesjobs.com/">http://www.armedservicesjobs.com/</a>	N	
43	CASY/National Guard Employment Program	<a href="https://jobs.mscn.org/usa/jobs/">https://jobs.mscn.org/usa/jobs/</a>	N	
44	Direct Employers Veterans	<a href="https://veterans.dejobs.org">https://veterans.dejobs.org</a>	N	
45	Military Spouse	<a href="https://militaryspouse.dejobs.org/">https://militaryspouse.dejobs.org/</a>	N	
46	Military Spouse Corporate Career Network (MSCCN)	<a href="https://jobs.mscn.org/usa/jobs/">https://jobs.mscn.org/usa/jobs/</a>	N	
47	Military Spouse Connections	<a href="https://militaryspouseconnection.dejobs.org/">https://militaryspouseconnection.dejobs.org/</a>	N	
48	Student Veterans Of America	<a href="http://studentveteransofamerica.jobs">http://studentveteransofamerica.jobs</a>	N	
49	The HER Foundation Inc.	<a href="https://honorher.works/">https://honorher.works/</a>	N	
50	USA Cares	<a href="https://careers.usacares.org/">https://careers.usacares.org/</a>	N	
51	US Military Pipeline	<a href="https://usmilitarypipeline.com/">https://usmilitarypipeline.com/</a>	N	
52	Veteran's Enterprise	<a href="https://veteransenterprise.com/career-search-engine/">https://veteransenterprise.com/career-search-engine/</a>	N	
53	Veterans Job Bank	<a href="https://www.vets.gov/employment/job-seekers/search-jobs">https://www.vets.gov/employment/job-seekers/search-jobs</a>	N	
54	VeteranJobSite.com	<a href="http://www.veteranjobsite.com/">http://www.veteranjobsite.com/</a>	N	
55	Vet jobs	<a href="https://jobs.vetjobs.org/">https://jobs.vetjobs.org/</a>	N	
56	American Job Center (USDOL)	<a href="https://www.careeronestop.org/JobSearch/job-search.aspx">https://www.careeronestop.org/JobSearch/job-search.aspx</a>	N	
57	CareerOneStop (USDOL/ETA)	<a href="https://www.careeronestop.org/JobSearch/job-search.aspx">https://www.careeronestop.org/JobSearch/job-search.aspx</a>	N	
58	My Skills My Future (USDOL/ETA)	<a href="http://www.myskillsmyfuture.org/">http://www.myskillsmyfuture.org/</a>	N	
59	The National Labor Exchange (operated through a public-private partnership between NASWA and DirectEmployers Association)	<a href="https://usnlx.com/">https://usnlx.com/</a>	N	
60	State of Texas	<a href="https://www.workintexas.com/vosnet/Default.aspx">https://www.workintexas.com/vosnet/Default.aspx</a>	N	
61	VetCentral/ Local Veteran Employment Representatives & Disabled Veteran Outreach Program Representatives	<a href="http://www.veterans.usnlx.com">www.veterans.usnlx.com</a>	N	
62	Dallas Jobs Site	<a href="http://www.dallasjobsite.com">www.dallasjobsite.com</a>	N	

63	Juju	<a href="http://www.job-search-engine.com/">http://www.job-search-engine.com/</a>	N	
64	The Ladders	<a href="http://TheLadders.com/">http://TheLadders.com/</a>	N	
65	Zippia.com	<a href="https://www.zippia.com">https://www.zippia.com</a>	N	
66	Ziprecruiter.com	<a href="https://www.ziprecruiter.com/">https://www.ziprecruiter.com/</a>	N	

**Additional Sources of Interviewees:**

67	Contacted by a Paramount Recruiter		N	18
68	School/Campus Visit		N	1
69	Paramount Careers Site		N	62
70	Employee Referral		N	34
71	Other (employee did not specify)		N	14
72	Internet Search		N	7

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

**226**

**III. Supplemental Recruitment Measures.**

**(a) Job Fairs and Recruiting.**

Description of Recruitment Measure:	Date:	Personnel Involved:
University of North Texas Professional Networking Series event- General Manager was a panelist on the topic of where the Journalism industry is today and how we continue to evolve. Recruiting before and after the event.	April 2022	President & General Manager, Human Resources Manager
DFW Hispanic Communicators- Mixer for recruiting and Networking	April 2022	President & General Manager
NABJ-NAHJ Convention & Career Fair THE NABJ-NAHJ Convention & Career Fair is the premier conference for journalism education, career development, networking, and industry innovation, attracting leaders and influencers in journalism, media, technology, business, health, arts, and entertainment. The nation's top journalists, media executives, journalism educators, public relations professionals, and students will gather.	August 2022	President & General Manager, Talent Development, Anchors, Reporters, News Managers
Texas Christian University All Majors Career and Intern Expo- Recruiting Event	September 2022	President & General Manager, Human Resources Manager
University of Texas at Arlington Communications Day- Recruiting Event	October 2022	Director of Planning and Operations, Director of Special Content
Syracuse University Job Fair- Recruiting Event	March 2023	Director of Programming Operations

**(b) Internship**

Description of Recruitment Measure:	Date:	Personnel Involved:
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 provides meaningful, hands-on work experience in the areas of Engineering, Sports, Creative Services and News. Interns were exposed to multiple areas in marketing, news gathering, business, engineering, and commercial production. Interns worked with various staff members.	Spring, Summer & Fall	News Managers, Producers, Reporters, Engineering Project Manager
Shadowing Journalists	Ongoing	Various Reporters

(c) **Participation in Events**

Description of Measure:	Date:	Personnel Involved:
<p><b>Career Days &amp; Meteorology Visits</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>Ashworth Elementary</b>  <b>Keller HS Athletic Group</b>  <b>West Mesquite HS</b>  <b>Girl Scout Troop 7760</b>  <b>Frisco ISD Broadcast Competition</b>  <b>Carroll Elementary</b>  <b>DP Morris Elementary</b>  <b>Lakewood Elementary</b>  <b>Houston Elementary</b>  <b>Powell Elementary</b>  <b>Kennedale HS</b>  <b>Harmony School Carrollton</b>  <b>Harvey Peace Elementary</b>  <b>Sunset Valley Elementary</b>  <b>Navarro Elementary</b>  <b>Howry STEAM Academy</b>  <b>Saigling Elementary</b>  <b>Dorothy Lowe Elementary</b>  <b>Daffron Elementary</b>  <b>SS Connor Elementary</b>  <b>Lynn Hale Elementary</b>  <b>LISD STEM Academy</b>  <b>Daggett Montessori</b>  <b>Garden Ridge Elementary</b>  <b>Tom Landry STEAM Elementary</b>  <b>Kingdom Collegiate Academies</b>  <b>Cora Spencer Elementary</b>  <b>Uplift Infinity Preparatory</b></p>	Multiple	Meteorologists Anchors Multi-Skilled Journalists Director of Special Content
<p><b>University of North Texas-</b> Panelist for Careers in Media conference hosted by the School of Communication</p>	4/23/2023	President & General Manager
<p><b>University of North Texas-</b> Panelist for Resume 101 for careers in Media</p>	4/1/2022	President & General Manager
<p><b>Hispanic Media Conference-</b> Panelist in partnership with NAHJ and UT Arlington</p>	6/7/2022	President & General Manager
<p><b>DFW Hispanic Communicators-</b> Panelist alongside the News Director for KERA, Gilbert Bailón. Focus was changing the face of leadership among media organizations &amp; leading through a pandemic.</p>	7/28/2022	President & General Manager
<p><b>Ithaca College-</b> Spoke to juniors and seniors about careers in broadcast media &amp; digital media</p>	11/30/2022	President & General Manager
<p><b>University of North Texas-</b> Adjunct Professor, teaches class on Creative Services and Marketing for Broadcast.</p>	Spring Semester 2023	VP of Creative Services
<p><b>University of North Texas-</b> Media Career Kickstarter Event            Spoke on a panel about the future of our industry. It is an opportunity to find potential employees and interns.</p>	3/24/2023	David Hershey- Creative Services Director

**(d) Training Personnel**

Description of Measure:	Date:	Personnel Involved:	Describe Training:
<b>Train Hiring Managers in the recruitment process</b>	Ongoing, kickoff recruitment meetings	Human Resource Manager, Talent Acquisition, Department Heads, and all Hiring Managers	Train management level personnel as to methods for ensuring equal employment opportunity and preventing discrimination.
<b>New Hire Orientation Meetings - Company EEO and Anti-Harassment Policy Dissemination and Review</b>	Ongoing as each person is hired	Human Resource Manager	Present and review information with all staff employees about our commitment to equal employment opportunities and preventing harassment in the workplace.
<b>Paramount Business Practices Statement</b> , which summarizes the most important policies and rules that apply to Paramount and its employees. It's a statement/training module of the Company's rules, ethics and values.	Ongoing as each person is hired	Distributed to all new hires	Virtual written material, which requires employees to affirm their individual commitment to the highest standards of business ethics and workplace behavior as set forth in the Paramount Business Practices Statement. Training must be completed by employees bi-annually or any new hires.
<b>Paramount Web-Based Training</b> Modules distributed to all Full-Time and New Hire Employees covering various state and federally mandated courses, to include: "Preventing Sexual Harassment in the Workplace", "Anti-Harassment/Discrimination Courses", "Information Security", "The American with Disabilities Act", etc.	Offered to all employees throughout the course of the year, varies depending on new hire start date and anniversary dates.	All Full-Time Staff Employees and Full Time New Hire Employees are required to complete these online training modules annually and upon hire.	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 Paramount Human Resources Policy Guide which is accessible to all Paramount Employees on the Total Rewards employee portal
<b>Creating and Maintaining a Respectful Workplace at KTVT - Presentation by Corporate Legal Team</b>	December 2022	VP Assistant General Counsel, Assistant General Counsel, President & General Manager, Director of Planning and Operations 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.
<b>LinkedIn Learning and Propel</b>	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.
<b>Mentoring+</b>	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.

<b>Goal Setting and Performance Feedback</b>	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.
<b>Succession Training</b>	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